LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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18 September 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting **of LEDBURY TOWN COUNCIL**, to be held on **Thursday, 24 September 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 7426)**

5. **To approve and sign as a correct record the minutes of a meeting of Council held on 3 September 2026** **(Pages 7428 – 7441)**

6. **To receive and note the Action sheet** **(Pages 7442 – 7447)**

7. **To receive Ward Councillor Reports**

i.	Councillor Harvey – Ledbury North	**(To follow)**
ii.	Councillor Peberdy – Ledbury West	**(Page 7448)**
iii.	Councillor Simmons – Ledbury South	**(To follow)**

8. **To receive Chairman's Communications**

9. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business 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."

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

None received.

FINANCE, POLICY & GENERAL PURPOSES

11. **To approve Invoices for Payment** **(To follow)**

12. **Grant Applications** **(Pages 7450 – 7531)**

To give consideration to Grant Funding Applications Received

1. Ledbury Rainbows

2. John Masefield High School

13. **To give consideration to purchase Snow and Bubble Machines to support future Council events and for possible hire by organisations**
(Pages 7462 – 7463)

GOVERNANCE

14. **Council Policies** **(Pages 7464 – 7471)**

Training and Development Policy

15. **To receive any updates in respect of Code of Conduct Matters**
(Pages 7472 – 7473)

16. **Outcome of Election** **(Page 7474)**

PLANNING, ECONOMY & TOURISM

17. **To consider Planning Consultations** **(Page 7476 – 7477)**

18. **To receive and note update on Planning Decisions**
(Pages 7478 – 7484)

19. **Representation at Herefordshire Council Planning Committee**
(Standing Item)

ENVIRONMENT AND LEISURE

20. **To approve the Events Strategy** **(Pages 7486 – 7499)**

21. **Request for support from Ledbury Town Council in respect of a proposed 3-year project to be undertaken by WildPlay** **(Pages 7500 – 7502)**

22. **To give consideration to quotes for updating the Maps within the Town's Notice Board** **(Pages 7504 – 7507)**

23. **Cemetery**

i. That in accordance with Standing Order 23(a), authority be given for the Deed of Exclusive Right of Burial no. 822 to be signed, granting the exclusive right of burial to those named on the interment form.

ii. That in accordance with Standing Order 23(a), authority be given for the Deeds of Exclusive Right of Burial no's. 484, 567 and 574 to be signed, granting the transfer of the exclusive right of burial to those named on each transfer request.

RESOURCES

24. **To receive and note the minutes of the Resources Committee held on 3 September 2026 and give consideration to any recommendations therein** **(Pages 7508 – 7512)**

GENERAL

25. **Masefield Matters** **(Standing Item)** **(Pages 7514 – 7520)**

    i. To receive and note the draft minutes of a meeting of the Masefield Matters Working party held on 11 September 2026

    ii. To give consideration to amended Terms of Reference

26. **Outside Bodies** **(Pages 7527 – 7531)**

    i. To receive and note the minutes of a meeting of the Ledbury Community Choir held on 4 September 2026

    ii. To receive and note the minutes of a meeting of the Ledbury Carnival Association held on 9 September 2026

27. **Date Of Next Meeting**

    To note that the next meeting of Council is scheduled for 15 October 2026 at 7.00 pm

28. **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

29. **Proposal received from OMS (current IT provider) in respect of changes to their service provision** **(Pages 7532 – 7590)**

30. **To give consideration to any recommendations deemed urgent considered at the Resources Meeting on 3 September 2026**

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

FULL COUNCIL	**3 SEPTEMBER 2026**	**AGENDA ITEM: 4**

SECTION 149 OF THE EQUALITIES ACT 2010

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

Equality Duty

Under section 149 of the Equality Act 2010, the "general duty" on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying 'due regard' in their decision making in the design of policies and in the delivery of services.

MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 3 SEPTEMBER 2026

PRESENT: Councillors: Harvey (Chair), Chowns, Eakin, Hughes, Morris, Troy and Wilkinson

ALSO PRESENT:
Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker
Justine Peberdy – Masefield Matters Board Chair

C1506. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford and Hamblin.

C1507. DECLARATIONS OF INTEREST

No declarations of interest were received.

C1508. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:
That the Nolan Principles be received and noted.

C1509. 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, with the Clerk advising Members of any items on the agenda that it is appropriate to consider under this Duty.

C1510. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 6 AUGUST 2026 AND AN ORDINARY MEETING OF COUNCIL HELD ON 6 AUGUST 2026.

RESOLVED:
That the minutes of an Extraordinary Meeting of Council held on 6 August and an ordinary Meeting of Council held on 6 August 2026 be approved and signed as a correct record subject to the following amendments:

6 August 2026 – Extraordinary meeting

Minute no. C1463 – amend heading to read "TO RECEIVE"
Minute no. C1466 – should read "That in accordance …"
Minute no. C1467 – amend heading to read "TO APPROVE RECOMMENDATION FROM RESOURCES …"

6 August 2026 – Ordinary meeting
Also Present – amend to read "Councillor Stef Simmons"
Minute no. C1397(3) – should read " … antisocial behaviour in and around ……"

C1511. TO RECEIVE AND NOTE THE ACTION SHEET

The following observations were highlighted:

1. C1044(5) – The plan has not been completed therefore the status needs to be changed to 'in progress'.

2. Members requested that predicted delivery timescales be more specific once the appropriate staffing resources are in place.

3. C1491 - The Clerk informed Members that the report regarding notice boards and maps had not been included in the agenda pack due to Officers receiving information from external sources too late for inclusion, but that the report has been completed and would be included in the 24 September agenda.

RESOLVED:

1. **That the action sheet be received and noted.**

2. **That the feedback from Malvern Town Council in respect of anti-social behaviour at the Malvern Pump Track be received and noted and considered at the meeting of the Major Planning Applications scheduled for 17 September 2026..**

C1512. CHAIRMAN'S COMMUNICATIONS

Councillor Harvey confirmed that she had declined a number of invitations on health grounds and that these invitations will be circulated to the appropriate Members in her place.

Councillor Harvey informed Members that she has received concerns from a diligent member of the public regarding weeds in the high street and has asked that the weeding machine be deployed.

The Clerk informed Members that the new receptionist would be starting on Monday 7 September 2026.

C1513. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Helen I'Anson wished to speak on Agenda item 24. She noted that there was no reference to the Antiques Market in the Market Report. The Chairman confirmed this was an oversight and that the report would be amended to include the market. Mrs I'Anson also commented on the lack of advertisement around the market.

Helen I'Anson left the meeting at 7:15 pm

A member of the public spoke on issues regarding weeding around the town for example by the swimming pool and on the New Mills Estate.

The member of the public was informed about the 'Report It' function on the County Council website and the use of the What3Words app to provide exact locations..

The Chair informed Members that the schedules for road sweeping and grass cutting had not yet been made available by the County Council.

Councillor Peberdy informed Members that she was in contact with the Locality Steward and had had discussions of this nature with them. She advised that the Locality Steward is currently on annual leave and upon their return, a meeting with the Town Clerk is to be arranged and any outcome of this meeting will be provided to Full Council. The Town Clerk will look into whether any of the works suggested can be carried out via the Lengthsman Scheme.

C1514. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1515. TO RECEIVE AND NOTE BUDGET MONITORING REPORTS FOR MONTH 4

It was noted that the Masefield Matters budget is not part of the annual budget information, which is why there are no figures against this in the income and expenditure report. However, it was recognised that it would be helpful to have a separate page added to future reports which show this information.

The Clerk provided Members with an update on expenditure which had exceeded 100% as listed within the Detailed Income and expenditure report as follows:

102/4206 – Grounds Maintenance – Members were advised that the overspend was due to the planned works to a new pathway and perimeter wall. The Clerk advised that the cost of these works will be borne from the Earmarked Reserve and that this will be transferred once the works have been completed and paid for.

102/4311 – Green Vehicle -Members were advised that it had been agreed that the cost of this vehicle would be paid back to the General Reserve over a period of three years.

108/4202 – Repairs to hanging baskets – Members were advised that it had been agreed that the cost of these repairs would be repaid over future years.

115/46550 – Ledbury in Bloom – it was noted that this overspend was due to an unanticipated increase in the annual cost

108/4240 – Upperfields flood scheme – it was noted that a grant of £4,000 had been awarded for these works; Ledbury Town Council are requested to provide the remaining £1,950 plus the cost of the percolation test. The Clerk advised that this is new expenditure which was not known at the time of the budget setting process and that report is anticipated at the next meeting outlining this.

118/4285 – Defibrillator maintenance – Overspend due to costs of new defibrillators – previously agreed that these funds will be taken from EMR

202/4119 – CCTV - Incorrect amount budgeted for in annual budget, this will mean an overspend at year end

202/4170 – Maintenance – this overspend is due to the planned works to the Market House and it has previously been agreed that this expenditure will be taken from EMR Listed Buildings once completed

214/4897 – LEAF Grant - £10,000 to be moved from Earmarked Reserves

220/4430 – Advertising – This overspend is due to recruitment advertising – proposed to move some of these costs to the Phased Staff Review Costs

220/4460 – Subscriptions – Overspend due to incorrect posting

225/4540 – Election expenses – expenditure refers to new Parish Councillor books for new councillors and in advance of 2027 elections. – agreed that this be moved to Councillor Training (225/4525)

401/4455 – Overspend due to annual increase in franking machine ad postage.
RESOLVED:

1. **That the Receipts and Payments for 1 to 31 July 2026 be received and noted,**

2. **That the Balance Sheet and Trial Balance for Month 4 be received and noted.**

3. **That the budget monitoring reports be received and noted, noting the budget is below the expected percentage of 33.3% at the end of month 4 of the 2026/27 financial year.**

4. **That the Accounts Clerk be informed of actions required as outlined above.**

C1516. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JULY 2026

RESOLVED:
Councillor Eakin confirmed that the bank statements and reconciliations for July 2026 have been verified and signed.

C1517. TO APPROVE INVOICES FOR PAYMENT

The Chair requested that breakdowns be provided as to how the total figure is achieved in future agendas with reference to the relevant reports.

RESOLVED:

1. **That the invoices for payment in the sum of £6,780.11 + VAT be approved, noting the breakdown of the reports provided was as follows:**

	£1,276.00
	£ 352.05
	<u>£5,152.06</u>
TOTAL	**£6,780.11 + VAT**

2. **That Members receive and note the information in respect of month 5 salaries, noting the breakdown as follows:**

Salaries (Net)	**£21,694.57**
Employer NICs	**£ 3,185.47**
Employer Pension	**<u>£ 4,331.00</u>**
TOTAL	**£29,211.04**

C1518. TO RECEIVE AND NOTE THE OUTCOME OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

RESOLVED:
That the information in respect of the 2025/26 external audit be received and noted, noting that the Council has received an unqualified audit, and that thanks given to all involved.

C1519. TO APPROVE THE DRAFT GRANTS POLICY AND APPLICATION FORM

RESOLVED:
That the draft Grants Policy and Application be deferred to a future meeting of the Grants Working Group at a date to be confirmed.

C1520. GRANT APPLICATIONS

Herefordshire Against Night-Time Disorder (HAND)

RESOLVED:
That a grant of £500 be awarded to Herefordshire Against Night Time Disorder (HAND) noting that it meets the criteria of the Local Government Act 1972 s.137(1) – Power to incur expenditure which, in their opinion, is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

C1521. TO GIVE CONSIDERATION TO REQUEST FROM MASEFIELD MATTERS FOR THE RELEASE OF FUNDS TO BE PAID TO THE THREE DESIGNERS CHOSEN TO GO FORWARD TO THE NEXT STAGE OF THE DEVELOPMENT OF THE MASEFIELD MEMORIAL

Concerns were raised in respect of the request from the Masefield Matters Board to approve the 3 selected designers and the release of the agreed £3,000, £1,000 to be paid to each of the three designers to develop a template of their proposed designs.

It was noted that if Council were being asked to approve the 3 designers recommended by the Masefield Matters Board then these should have been attached to the report, along with detailed information to enable Members to make an informed decision.

Justine Peberdy advised Members of the selection process and noted that The Masefield Matters Board are following the timeline agreed by Full Council via the application submitted to the National Lottery Heritage Fund.

Mrs Peberdy highlighted that there is a Council representative on the Board who she believed should provide the link to communicate between the Board and the Council and she was concerned to learn that this is not operating as well as it should be.

Mrs Peberdy explained that she believed it was the role of the Council to approve the release of the £3,000 but that it was the Board's responsibility to choose the final three designers. It was recognised that the recommendation within the report provided was misleading and it was agreed to amend the motion as follows:

"That Members approve the release of the fund to the sum of £3,000, £1,000 to be paid to each of the three designers, selected by the Board, to develop a template of their proposed designs,"

RESOLVED:

1. **That the release of the £3,000, £1,000 to be paid to each of the three designers to develop a template of their proposed designs be approved.**

2. **That a press release announcing the shortlisted applications, be published on the Council website by 18 September 2026.**

3. **That the press release be accompanied on the website by a report outlining the process undertaken to-date, the process going forward and details of due diligence carried out in respect of the final three designers.**

Justine Peberdy left the meeting at 8:12pm

C1522. CODE OF CONDUCT MATTERS

None received.

C1523. TO FORMALLY RECEIVE NOTICE OF RESIGNATION FROM FORMER COUNCILLOR BROWNING

RESOLVED:
That Members formally note the resignation of Jonathan Browning, offering a vote of thanks for his contribution towards the Council and its business during his time as a Councillor and wishing him well for the future.

C1524. NOTICE OF ELECTION

RESOLVED:

1. **That the Notice of Election be received and noted.**

2. **That it be noted that if the election is contested, a poll will take place on Thursday, 1 October 2026 and that the Town Council will be liable for costs of that election.**

3. **That the Clerk inform Elections officers that Ledbury Town Council wish to have poll cards issued for the election that has been called on 1 October 2026 and for any subsequent election that may result on the outcome of the Notice of Vacancy for the vacancy in South Ward and that this be reported back to Elections officers no later than Friday 4 September 2026.**

C1525. NOTICE OF MEETING WITH LEADER AND CHIEF EXECUTIVE OF HEREFORDSHIRE COUNCIL ON 23 SEPTEMBER 2026

RESOLVED:
That Members provide details of any issues they would like to raise at the meeting with the Leader and CEO of Herefordshire Council to the Clerk no later than 11 September 2026.

C1526. TO CONSIDER PLANNING CONSULTATIONS

1. **Application No. 261558 –** Garaging with storage above and external staircases as revised design to previously approved carport building to Plots D and E. - **Site at Upper Mitchell Farm Bradlow and Westhill Ledbury Herefordshire HR8 1JF**

   RESOLVED:
   No objection

2. **Application No. 262125 –** Modernisation and improvement of existing off-road driving track and obstacles, with associated landscape, drainage and biodiversity enhancement works. - **Land at Land Rover Experience, Sheep Field Eastnor Ledbury Herefordshire**

   RESOLVED:
   No objection

C1527. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

The Clerk provided an update received from Councillor Simmons that Planning Application 261133 had been approved with conditions requested by Ledbury Town Council and the Ward Councillor re requirement for PTP upgrade under Environment Agency permitting.

RESOLVED:
That the update on the planning decisions be received and noted.

C1528. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

Councillor Harvey provided an update, advising Members that there had been changes to the National Planning Policy Framework and that Officers would need to consider how these affected the position as far as the application in relation to the left hand side of what used to be Isaac’s Store. She confirmed that this application will not be considered at the next planning committee and will be considered at a future meeting.

RESOLVED:
That Members note the update.

C1529. PUBLIC FOOTPATHS LEDBURY

Members were provided with an update received from Councillor Simmons in respect of this footpath.

RESOLVED:
That the report in respect of public footpath LR7 be received and noted.

C1530. TO GIVE CONSIDERATION TO A REPORT IN RESPECT OF LEDBURY MARKET

Members were provided with a Markets Progress report which outlined the progress in respect of the TEMAP report and proposals for a time table going forward.

RESOLVED:

1. **That the progress made against the markets element of TEMAP, including established operational delivery, the Antiques and Vintage Market, the £10 pitch offer, use of St Katherine's Square, existing promotional channels and the staffing structure agreed for the service be noted.**

2. **That the actions currently under way, particularly the highway/TRO work, preparation for greater use of the Market House undercroft, coordinated promotion and the transition to the revised staffing structure be noted.**

3. **That the staged timetable in the section headed 'Staged introduction of the remaining actions' be approved as the basis for introducing the remaining TEMAP market actions, subject to the dependencies and further approvals identified within the report.**

4. **That it be noted that the substantial expenditure, building changes, additional staffing/support or significant service changes be brought back to Council as costed proposals.**

5. **That quarterly progress updates, with the first update establishing the baseline and reporting delivery against the milestones and timings in the 'TEMAP markets delivery: progress and timetable' section of the report be provided, noting that the first of these will be in December 2026.**

C1531. TO RECEIVE AND NOTE AN UPDATE IN RESPECT OF THE COMMUNITY ASSET TRANSFER (CAT) OF LEDBURY PLAY AREAS

RESOLVED:
That Members receive and note the update provided.

C1532. TO RECEIVE AND NOTE THE MINUTES OF THE EVENTS WORKING PARTY HELD ON 30 JULY 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

Members noted the next Events Working Party meeting will be held on 17 September and not 1 October 2026.

RESOLVED:

1. **That the hire of 20 gazebos from Green Tops Gazebos at a cost of £900 for the Light Switch on Event 2026 be approved.**

2. **That the gazebos hired from Green Tops Gazebos be charged to traders at the following costs:**

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

3. **That Traders within the Town with a permanent business premises be offered a 50% reduction on trading prices noting that they will be offered Ledbury Town Council Gazebos first.**

4. **That the Town Clerk 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 Council scheduled for 24 September 2026.**

5. **That the events strategy be provided to Members at the meeting of Council on 24 September 2026.**

C1533. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE MASEFIELD MATTERS WORKING PARTY HELD ON 16 JULY 2026 AND THE EXTRAORDINARY MEETING HELD ON 14 AUGUST AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:
That the minutes of the meeting of the Masefield Matters Working Party held on 16 July and the Extraordinary Meeting held on 14 August 2026 be received and noted.

C1534. TO GIVE CONSIDERATION TO THE TOWN AND PARISH COUNCIL SURVEY 2026

RESOLVED:
That this item to be referred to a meeting of Councillors, at a date to be confirmed, chaired by Councillor Chowns in his capacity as the Chair of the Environment and Leisure Committee to provide a draft response to submit to Full Council on 24 September 2026.

C1535. OUTSIDE BODIES

i. To receive and note the minutes of a meeting of the Ledbury Carnival Association held on 22 July 2026, 5 August and 19 August 2026

RESOLVED:
That the minutes of the meeting of the Ledbury Carnival Association held on 22 July, 5 August and 19 August be received and noted with thanks given to all those involved with the event.

ii. To receive and note the minutes of a meeting of Ledbury in Bloom held on 21 July 2026

RESOLVED:
That the minutes of the meeting of Ledbury in Bloom held on 21 July 2026 be received and noted.

iii. To appoint outside body representatives to the following:

RMTG Older People's Forum
RMTG Younger People's Forum
Police Liaison (due to Councillor resignation)

RESOLVED:
1. **That appointments to the RMTG Older and Younger People's Forum be deferred to a future meeting of Council.**

2. **That Councillor Harvey be appointed as representative to the Police Liaison.**

C1536. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:
That Standing Order 3(x) be suspended for 20 minutes to enable the remaining business of the agenda to be completed.

Councillor Eakin left the meeting at 9:00pm

C1537. REQUEST FOR PERMISSION TO INSTALL POPPIES ON HANGING BASKET POSTS

Councillor Harvey informed Members that, in her capacity as Chair, she has a civic hospitality budget which she had not used to date. She proposed that the Council use this budget to sponsor 36 poppies and encourage sponsorship being sought from local businesses for the remaining 36 poppies, enabling the proposed feature to be displayed on both sides.

RESOLVED:

1. **That permission be granted to Ledbury Poppy Appeal to permit the installation of approximately 36 poppies on the relevant lampposts from 22 October 2026 to 11 November 2026, subject to:**

    - **Ledbury Poppy Appeal providing evidence of appropriate Public Liability Insurance prior to installation;**
    - **the proposed fixing method being agreed and causing no damage to the posts;**
    - **the Poppy Appeal being responsible for the installation, inspection, maintenance and removal of the poppies;**
    - **the Poppy Appeal making good any damage caused to the posts or surrounding infrastructure; and**
    - **Ledbury Town Council retaining the right to require the removal of any signs that become damaged, loose, unsafe or otherwise cause a concern.**

2. **That the cost of £360.00 towards 36 poppies be met from the Mayors Hospitality budget line 210/4501.**

3. **That the Ledbury Poppy Appeal be advised of the offer from the Council to pay for 36 poppies and that the Ledbury Poppy Appeal be encouraged to write to local businesses to ask for sponsorship on a further 36 poppies.**

Member of the public left the meeting at 9:03 pm

C1538. DATE OF NEXT MEETING

RESOLVED:
To note that the date of the next meeting of Council is scheduled for Thursday, 24 September 2026 at 7:00 pm in the Ledbury Town Council Offices.

C1539. EXCLUSION OF PRESS AND PUBLIC

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

C1540. TO RECEIVE AND NOTE AN UPDATE IN RESPECT OF GROUNDS MAINTENANCE CONTRACT EXTENSION

The Operations Manager provided Members with an update on the financial implications in respect of an extension of the grounds maintenance contract.

It was noted that due to the recent dry weather there had been a reduced amount of grass cutting and that as a result of this the cost for grounds maintenance work in August would be £45.00.

It was noted that the cost in respect of the extension of the grounds maintenance contract would be borne from the agreed 2026/27 budget.

RESOLVED:
1. **That Members approve the extension of D M Property Maintenance grounds maintenance contract from 1 October 2026 to 26 February 2027, at a total cost of £4,500.**

2. **That Members authorise Officers to agree the terms of the extension with D M Property Maintenance and allocate the expenditure against the relevant budget provisions.**

C1541. TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS DEEMED URGENT CONSIDERED AT THE RESOURCES MEETING ON 3 SEPTEMBER 2026

None received.

C1542. REQUEST FOR INSTALLATION OF ADDITIONAL MEMORIALS AT LEDBURY CEMETERY

Members were provided with further information in respect of request received in respect of the installation of a memorial at Ledbury Cemetery that did not meet the requirements of the Council's Cemetery rules and regulations.

The Chair asked why this issue had not been brought to the attention of the Council previously and what action had been taken in respect of refusal to comply with the rules and regulations of the Council.

The Operations Manager advised that when she had spoken to families they had advised that they were not aware of the rules and regulations.

The Chair advised that she did not feel the report had addressed the issues raised in the resolution of the previous meeting (minute C1505 refers), thus making it difficult to make a decision on the request without knowing how the overall subject should be dealt with.

Councillor Wilkinson asked for clarification on who is responsible for informing members of the public of the rules and regulations at the cemetery. The Clerk advised that the rules and regulations are provided to families as part of the forms completed with the funeral directors and memorial masons. The Council rely on these organisations to provide that information to families.

The Clerk advised that she had suggested to the Operations Manager that she arranges a meeting with the local funeral directors and memorial masons to discuss this and other issues to ensure that this information is being shared with families.

RESOLVED:
That this agenda item be deferred to the Full Council Meeting scheduled to be held on 24 September 2026 to allow officers to provide further information.

The meeting ended at 9:32 pm.

Signed ……………………………………… Dated ………………………………..
Chairman of the Council

AGENDA ITEM: 6

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	Estimated Completion
13 November 2025						
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	OM	26.08.2026	Meeting with Al Braithwaite arranged to discuss this and various other matters 18.06.2026 - further meeting arranged for 27.08.2026	In Progress	Sep-26
02 April 2026						
C1239.2	RFO 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 - will be undertaken by Finance & Governance Manager once recruited - due to high workload of Clerk/RFO	In progress	Autumn 2026
14 May 2026 - Annual Council Meeting						
C1349.2	That a working group be set up to review the Council's Corporate Plan.	TC		Date to be identified for early 2027	in progress	Feb-27

25 June 2026						
C1417	That officers be instructed to undertake a detailed appraisal regarding the potential office relocation 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	Nov-26	It had been anticipated that this report would be available for the 24 September meeting. However, due to further information being required to be inclded in the report this will now be presented to Memebers at the meetig scheduled	Completed	Nov-26
16 July 2026						
C1438	That the Resources Committee consider the approach from the outside organisation at a future meeting.	Resources	03.09.2026	To be considered at a future meeting of Resources	In progress	Sep-26
06 August 2026						
C1490	Charter Market TRO - Clerk to commence discussions with Hereford Council regarding the statutory process required to reduce the extent of the Market Day Traffic TRO.	TC	Aug-26	Conversation started and plan being drawn up to be provided with specific details of site	In progress	Sep-26
C1490	Charter Market TRO - Market Layout - The Town Clerk is to work with Hereford Council officers to prepare a detailed plan showing the revised boundary and associated market layout for members' approval before submitted.	TC	Sep-26	See above	In progress	Sep-26
C1491 & C1511(3)	Notice Board Maps - Officers are to obtain pictures of the current and proposed maps, investigate other potential locations for displaying maps, confirm the Council will retain the map in a vector file format, consider whether the backs of notice boards can be used for advertising and provide the exact map sizes in metric measurements required for each location.	TC	Sep-26	CEO asked to provide additional information for 03.09.2026 meeting - information provided on agenda	Completed	Sep-26

C1492	Grounds Maintenance Tender - The Grounds' Maintenance Task and Finish Group are to give furter consdieration to the structure of the tender document with a further meeting of the group to be scheduled.	DTC	Aug-26	Further meeting scheduled for 26.08.2026 - awaiting reports from DTC - meeting cancelled due to papers not being ready - DTC to complete reports and identify new date week commencing 14.09.2026 - New date agreed 07.10.2026	Completed	Sep-26
C1499	Masefield Matters Financial Position - Members are to be provided with a detailed financial breakdown of the project including a forecast to project completion showing how funds will be allocated against outstanding expenditure supported by a covering report.	TC + EC	Sep-26	Project coordinator working on financial breakdown etc. TC to provide covering report once received - Clerk review detailed breakdown undertaken by Cllr Wilkinson	In progress	Oct-26
C1499	Masefield Matters Terms of Reference - The Town Clerk is to review the Terms of Reference for the Masefield Matters Project and consider whether any elements need to be highlighted to the Board to ensure that it is meeting its responsibilities.	TC	Sep-26	Reviewed at 11 September meeting - on agenda for Council consideration	Completed	Sep-26
			03 SEPTEMBER 2026			
C1513(1)	Amend the Market Report to include the Antiques Market which was omitted from the report presented to Full Council.	TC	Sep-26	Amendment made	Completed	Sep-26
C1513(2)	Following the Locality Steward's return from annual leave, arrange a meeting between the Town Clerk and Locality Steward to discuss the reported highway/maintenance issues and provide the outcome to Full Council.	TC	Nov-26	Meeting to be arranged following Clerk's leave	In progress	Nov-26
C1513(3)	Consider whether any of the works raised by Members/public regarding weeding and maintenance around Ledbury can be undertaken through the Lengthsman Scheme.	Operations Manager	Sept/Oct 2026	Operations Manager to consider and put in place	In progress	Sept/Oct 2026

C1515	Implement the budget monitoring actions identified under Minute C1515, including the required transfers/reallocations to Earmarked Reserves, General Reserve, Phased Staff Review Costs and Councillor Training budget lines.	AC	Sep-26	Accounts Clerk on annual until end of September amendments to be made prior to closedown of month 5	In progress	Sep-26
C1517	Provide a breakdown of invoice totals in future Full Council agendas, with reference to the relevant reports.	AC	Ongoing	Accounts Clerk to be advised on return from annual leave that this will be reqired alongside regular budget monitoring reports	In progress	On-going
C1521(2)	Publish the press release regarding the three shortlisted Masefield Memorial designers together with a report outlining the selection process undertaken to date, the process going forward and details of the due diligence undertaken in respect of the three designers.	EC	18.09.2026	Press release prepared - awaiting approval from NLHF	In progress	18.09.2026
C1524	Inform Herefordshire Council Elections Officers that Ledbury Town Council wishes to have poll cards issued for the election called for 1 October 2026, and for any subsequent election arising from the South Ward vacancy, and report back to Elections Officers.	TC	04.09.2026	TC Confirmed - only one name put forward for election on 01.10.2026 - therefore elected uncontested - awaiting outcome of further notice which is due 08.10.2026. Arrangements have been made for notifications to be copied to the Operations Manager as the Clerk will be on annual leave	Completed	04.09.2026
C1525	Collate and provide to the Clerk details of any issues Members wish to raise at the meeting with the Leader and Chief Executive of Herefordshire Council.	Members	11.09.2026	To be received by 11/09/2026 - reminder email sent to Members on 15.09.2026 - just one email received	Completed	15.09.2026

C1530(2)	Provide quarterly progress updates on the TEMAP markets delivery, with the first update establishing the baseline and reporting delivery against the agreed milestones and timings.	TC	Dec-26	Report to be provided on december meeting	In progress	17.12.2026
C1532(1)	Review the previous Snow Machine Report and consider the potential purchase of a snow machine for future Light Switch On events, including the potential for hiring the machine for other events, and provide a report detailing costs to Full Council.	TC	Sep-26	Report on agenda for consideration	Completed	24.09.2026
C1532(2)	Provide the Events Strategy to Members for consideration.	TC	Sep-26	Report on agenda for consideration	Completed	24.09.2026
C1534	Arrange a meeting of Councillors, chaired by Councillor Chowns, to consider the Town and Parish Council Survey 2026 and prepare a draft response for submission to Full Council.	Operations Manager	Oct-26	Meeting to be arranged	In Progress	Oct-26
C1537(1), (2) & (3)	Advise Ledbury Poppy Appeal that the Council has agreed to meet the cost of 36 poppies (£360) and encourage the Appeal to seek sponsorship from local businesses for a further 36 poppies. Obtain evidence of appropriate Public Liability Insurance from Ledbury Poppy Appeal prior to installation of the poppies. Ensure the proposed fixing method for the poppies is agreed and does not cause damage to the lampposts.	Operations Manager	04-Sep-26	British Legion advised of outcome of meeting	Completed	04.09.2026
C1540(1)	Agree the terms of the extension to the D M Property Maintenance grounds maintenance contract and allocate the expenditure against the relevant budget provisions.	Operations Manager	Sep-26	Grounds Contractor advised of outcome of meeting	Completed	Sep-26

C1542	Provide further information regarding the request for an additional memorial at Ledbury Cemetery, including addressing the issues raised under Minute C1505, for consideration by Full Council.	OM / AC	15.10.2026	Further report to be provided at FC meeting 15.10.2026	In progress	15.10.2026
C1542(2)	Arrange a meeting with local funeral directors and memorial masons to discuss the Council's cemetery rules and regulations and ensure that the information is being appropriately shared with families.	Operations Manager	Oct/Nov 2026	Meeting to be arranged	In progress	Oct/Nov 2026

September 2026 Report from Cllr Justine Peberdy – Ward Councillor Ledbury West

Bus Task and Finish Group

For the past year I have chaired a Bus Task and Finish Group to look at public transport provision across Herefordshire and recommendations for improvements. Our final report and recommendations have been published and can be found on page 19 of the Environment and Sustainability Scrutiny Committee Agenda Pack: (Public Pack)Agenda Document for Environment and Sustainability Scrutiny Committee,

Our final recommendations include:

- Improvements to data collection and analysis for accountability, effective targeting of investment and long-term planning.
- Changes to the Enhanced Partnership (the forum for commercial services and the Council) including representation of Community Transport Providers.
- A single council-led point of contact for feedback to improve accountability and oversight of network performance.
- Planning for new requirements of the Bus Network Accessibility Plan, due April 2027.

Through our scrutiny we have seen positive steps including:

- Additional services including 417 (Sat am), 675 (am and eve)
- Improved transparency of the Enhanced Partnership (meeting minutes published)
- Sustained financial support for Community Transport Providers

The £2 Bus Fare Cap which comes into effect in January 2027 will not benefit Herefordshire unless our operators choose to participate in the scheme. DRM do plan to participate. Nick Maddy Coaches are no longer operating, and their routes have been taken over by a Forest of Dean company Belfitt Commercials, who are unlikely to participate having recently expanded into public transport from commercial vehicle repair and maintenance. Yeomans and Sargents did not participate in the £3 bus fare, despite steps to support them, and we are concerned that they will not participate in this new scheme. Rail and Bus for Herefordshire have launched a campaign to highlight this and put pressure on them to take part.

Masefield Matters

The three shortlisted designers have been briefed and contracted. Their final designs will be displayed at 'The Long Trick' (Market Theatre on 6 and 7th November) - a new play about the life and works of Masefield. The public will be invited to vote for their favourite. The Masefield Matters Board will make a recommendation to LTC to decide who wins the commission at the Full Council meeting on November 26th.

Protecting our Play Spaces

As Chair of the Local Access Forum, I am working with Open Spaces Society and the Planning Department to understand the risk to open and play spaces through development. Connexus have flagged up that where there are safety concerns with play equipment, they are removing items with no plans for replacement. We have requested a presentation from planning officers at our next meeting (October 31) to understand how LAF members can support officers to prevent the loss of open space through development.

Ledbury West Planning Issues

Following a meeting with planning officers to discuss planning application P250297/F – Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR8 2PX Planning Application Details - Herefordshire Council the planning officers turned down my request for redirection. Instead, they have notified the applicant that the submitted plans do not align with approval for development given in 2013 and that they should resubmit with accurate plans.

justine.peberdy@herefordshire.gov.uk

FULL COUNCIL	24 SEPTEMBER 2026	AGENDA ITEM: 12

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 a grant application received under the Council's Community Grants Scheme and determine whether grant funding should be awarded.

The following application has been received

1st Ledbury Brownies

Detailed Information

1. **1st Ledbury Brownies** have submitted an application for grant funding towards running costs and a trip to a Zoo in October..

   They are requesting £200 per year for three years. They have acknowledged that their bank balance does look reasonably healthy at the time of submitting the grant application, however, they have advised that the trip to the Zoo in October is going to significantly reduce their bank balance by circa £2,000. (Details of the bank account balance can be provided to Members upon request).

   If successful this grant would meet the criteria of Section 137(1) of the Local Government Act 1972 – power to may incur expenditure which, in their opinion, is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

   A covering letter is included at the back of the application.:

   Financial Implications

   The total value of application is **£200.00 over a period of three-years (£600 in total).** Any grant awarded will be met from the Council's approved Community Grants budget, which currently has £14,100 available within.

   Relevant bank statements have been provided as per requirements of the Council’s criteria and should Members have any questions in respect of these they should contact the Clerk in advance of the meeting.

2. **John Masefield High School** have submitted an application for grant funding towards the cost of an author to visit JMHS to hold reading assemblies for KS3 and then potentially workshops with a select number of students.

It should be noted that this project is an extra-curricular project and therefore falls outside the statutory function of the Local Education Authority (LEA) funding. Therefore, Ledbury Town Council can resolve to support this project via grant. If Council were mined to support this request, it would meet the criteria of Section 137(1) of the Local Government Act 1972 – power to may incur expenditure which, in their opinion, is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants.

They are requesting £500 in support of this project. They have stated that the total cost of the project is anticipated to be in the region of £750-£800.

Relevant bank statements have been provided as per requirements of the Council's criteria and should Members have any questions in respect of these they should contact the Clerk in advance of the meeting.

Recommendations

1. That Members give consideration to awarding a multi-year grant in the sum of **£200** to the 1st Ledbury Brownies noting that the application meets the criteria of the Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised.

2. That Members give consideration to awarding a multi-year grant in the sum of **£500** to John Masefield High School noting that the application meets the criteria of the Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised.

Multi-Year Support

Grant Application Form

1. Tell us about your organisation[1]

Contact Name:	Laura Clarke	
Position:	Unit Leader	
Organisation:	1st Ledbury Brownies	
Contact Address:		
Telephone Number:		
E-mail:		
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):	
Charity/Company No. (if applicable)		
How long has your organisation been in existence? (please ☑)	Less than 1 year	
	1-5 years	
	More than 5 years	X
What does your organisation do?	Brownies welcomes all girls from 7 – 10 years for nonstop fun, learning and adventure.	

[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)	We have a unit of 28 girls with the capacity to take 30. We meet weekly during term time for an hour and a half.
What evidence do you have of local need/demand for your services? (This might be survey work or statistical evidence)	We only recently increased our numbers from 24 to 30, to meet local demand and offer girls a space instead of them being on a waiting list with no guarantee of having a space.
What support have you received ? (Please tell us about any expressions of support you have received from outside your organisation)	None
How will your service be delivered and how will success be monitored?	Our service is delivered by face to face sessions by 3 longstanding Girlguiding volunteers. We also recently took on a new adult volunteer which also enabled us to increase our numbers and we have a Duke of Edinburgh volunteer, who has already voiced she would like to continue with us once she has completed her volunteering needed for her Dof E.
How will your organisation acknowledge the Town Council's funding support?	We would publicly acknowledge and thank the council for their support.
Do you work with other Ledbury groups or would you be open to doing so in future?	We work with other Girlguiding groups within Ledbury District.

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	**Year 1 £200** **Year 2 £200** **Year 3 £200**
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	**No**

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	✓	

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):	**Laura Clarke**
Date:	**21/082026**

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

To whom it may concern,

I am writing to support my grant application to the town council.

Ledbury Brownies has been running a successful unit in the town since 1995. We currently have 26 girls on our register, with 3 more due to start in September. We can take a maximum of 30 girls. We recently increased our numbers from 24 to 30 to enable girls of Brownie age to start with us rather than be put on a waiting list and not knowing when we may be able to offer them a space. We offer girls from 7 – 10 years of age a safe space to have fun, learn new skills and have adventures. We offer a variety of activities; games, craft activities, nature walks, baking plus more, as well as earning badges through some of these activities.

Unfortunately, despite our best efforts to keep our running costs down, with the increase of girls, everything costs a bit more.

Therefore, I am applying for a grant to help us with our running costs. Girlguiding HQ have announced that our annual subscriptions will be increasing, by quite a substantial amount, in February next year, when we need to pay it. We intend on asking parents for a voluntary contribution towards this, but with the cost of living as it is, some of our parents may struggle to pay extra.

I know that our bank balance looks quite healthy at the moment, but we are going on a trip to a zoo in October, which is costing £85 per girl and 24 of them are coming. So over £2000 will be going out in the next couple of months to pay for that. Once that money has gone out, we won't have much left in the bank.

Many thanks

Laura Clarke
1st Ledbury Brownies Leader

Funding Request of £500 or less

Grant Application Form

1. **Tell us about your organisation**[1]

Contact Name:	Jessica Locke
Position:	Teacher of English
Organisation:	John Masefield High School
Contact Address:	**Mabel's Furlong, Ledbury, HR8 2HF**
Telephone Number:	01531 631012
E-mail:	Jessica.locke@jmhs.hereford.sch.uk
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify): School
Charity/Company No. (if applicable)	07631985
What does your organisation do?	Education of 11- 18 year olds

[1] Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link: https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Project title:	**Reading Promotion**
Project duration (mm/yy):	Start: September 26 End: July 27
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 looking to continue to promote reading at JMHS, the last few years have seen a rise in students arriving at JMHS with reading ages significantly below their chronological age. The English department therefore would like to raise the profile of reading within the school. Initially, we are looking to raise funds to pay for an author to visit JMHS to hold reading assemblies for KS3 and then potentially workshops with a select number of students. Our aim is that these assemblies and workshops create a spark amongst our students that we will encourage with a reading club and increased reading promotions in the school library across the school year to foster a love of reading in our students.
How will your project be helpful to Ledbury?	Improve literacy in our younger generations.
How will your organisation acknowledge the Town Council's funding support?	We would plan to put a news story on our website and would invite the Ledbury Reporter in to photograph the photographer with students.

3. Tell us how you plan to fund your project

What is the total cost of the project?	**£750-800**
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?	**N/A**

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	No	

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):	**Jessica Locke**
Date:	**25/08/2026**

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

FULL COUNCIL	**24 SEPTEMBER 2026**	**AGENDA ITEM: 13**

Report prepared by Olivia Trueman, Community Engagement Officer

POTENTIAL PURCHASE OF SNOW AND BUBBLE MACHINE

Purpose of Report

Following Minute **C1162**, Full Council requested that the costs and options for purchasing a snow machine be investigated, including the potential for the equipment to be hired by other groups.

This report sets out the proposed purchase costs and potential hire options.

Detailed Information

The Council has previously hired special effects equipment, including a snow machine, to enhance its events and provide additional entertainment for residents.
The success and visual impact of these effects have demonstrated that there may be value in the Council owning its own equipment rather than continuing to hire equipment for individual events.

The proposed purchase would provide the Council with two professional pieces of event equipment which could be used at a range of Council events throughout the year.
The **BeamZ SNOW5000** is a professional high-output snow machine with a 20-litre fluid tank, 10-metre hose and wheeled flight case. It is designed for regular use at events and can produce anything from a light snow effect to a much heavier snow effect.

The **BeamZ B2500 Professional Bubble Machine** is a high-output machine with twin fans, dual bubble wheels, a large fluid tank and wheels for ease of transportation. It would provide an additional effect which could be used at family events, children's activities, markets and other community events.

Financial Implications

One option would be to make the equipment available for hire when it is not required for Council events.

For example, if the Council charged approximately £100 per hire (including fluid), the total purchase cost of £958.99 would be recovered after approximately 10 hires, before the cost of consumables.

The cost of the snow and bubble fluid would be factored into the hire charge, with replacement fluid costing approximately £39.95 per container. This would allow the Council to cover the ongoing cost of consumables while generating income towards the initial purchase cost.

Environmental Impact

The use of a snow machine at the Christmas Light Switch-On enhances the festive atmosphere, but it is important to consider potential environmental impacts. Snow machines consume electricity and produce artificial snow, which should be biodegradable and non-toxic to prevent harm to the local environment. To minimise impact, operating times can be limited during the event, and careful placement should ensure snow does not affect drains or surrounding areas. By using the machine responsibly, the Council can create a festive experience while reducing potential environmental harm.

The table below outlines three quotations for snow machines that the Council could consider purchasing, if hiring was not an option. All options will be electric powered and use safe and nontoxic chemicals to make the snow.

Recommendation

That Full Council approves the purchase of the BeamZ SNOW5000 Professional Snow Machine and BeamZ B2500 Professional Bubble Machine at a combined cost of £958.99, and agrees that the equipment may subsequently be made available for hire to generate income and support local community activities.

FULL COUNCIL	**24 SEPTEMBER 2026**	**AGENDA ITEM: 14**

Report prepared by Angela Price – Town Clerk

TRAINING AND DEVELOPMENT POLICY

Purpose of Report

The purpose of this report is to ask Members to approve the attached amended Training and Development Policy as per the recommendation from the Resources Committee held on 3 September 2026.

Detailed Information

The Council's Training and Development Policy sets out its commitment to supporting the training and development of employees and councillors. It covers:

- statutory, occupational and vocational training;
- the identification and approval of training;
- training budgets and associated costs;
- study leave and facilities;
- appeals and the potential repayment of training costs; and
- the recording and evaluation of training undertaken.

As with all policies it should be reviewed periodically to ensure that it remains appropriate, reflects current legislation and is consistent with the Council's staffing structure, governance arrangements and working practices.

The current policy contains references to roles and arrangements that no longer reflect the Council's current structure, including responsibilities allocated to the Deputy Clerk and decisions referred to the Resources Committee.

The Resources Committee were provided with an amended Trainning and Development Policy for consideration which took into account changes following the staff review and which reflect the staff structure.

The review also provided an opportunity to consider whether the policy was robust enough and sufficiently clear regarding:

- how training needs are identified and prioritised;
- the respective responsibilities of employees, line managers and the Town Clerk;
- the approval of vocational or higher-cost training;
- the circumstances in which training costs may be recovered;
- the provision and recording of councillor training; and
- the monitoring of the effectiveness of the Council's investment in training and development.

A copy of the existing Training and Development Policy is attached for Members' consideration and includes suggested amendments shown as track changes for ease of identification, along with a new amended version.

<u>Financial Implications</u>

Training and development expenditure must be met from the relevant approved budget. Any additional expenditure that cannot be accommodated within the existing budget would require approval in accordance with the Council's Financial Regulations and agreed governance arrangements.

<u>Legal and Policy Implications</u>

The Council has a responsibility to ensure that employees and staff receive the training necessary to undertake their duties safely, competently and effectively.

Training opportunities must be provided fairly and consistently, having regard to the Equality Act 2010 and other relevant employment and health and safety legislation.

Any provisions relating to the recovery of training costs should be reasonable, clearly communicated and supported by an appropriate written agreement where applicable.

<u>Recommendation</u>

1. That Members approve the amended Training and Development Policy as recommended by the Resources Committee.

2. That Members agree that the policy will be reviewed every two years, or sooner if there is a relevant change in legislation or Council arrangements.

LEDBURY TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

Date Adopted: 19 September 2024
Next Review: 17 September 2026

LEDBURY TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY

This Policy is to be read in conjunction with the following policies:

- *Equal Opportunities Policy*
- *Agile Working Policy*

Ledbury Town Council is committed to providing effective and efficient services to residents and visitors. The Council recognises that appropriate training and development are essential to ensuring that employees and councillors have the knowledge, skills and confidence required to undertake their respective roles effectively.

Ledbury Town Council recognises that its most important resource is its employees and councillors, and is committed to encouraging both to enhance their knowledge and qualifications through further training.

Training courses, which will benefit the Council, provide relevant development opportunities and enable employees and councillors to perform their duties and responsibilities efficiently and effectively will be prioritised.

The Council will look proactively at offering financial assistance to support appropriate training and development programmes.

Councillors will be provided with opportunities at induction and throughout their term of office to become familiar with changes to legislation, their roles and responsibilties as councillors and to develop themselves in order to better support the community they serve.

Employee training needs may be identified through induction, supervision meetings, appraisals, changes to job descriptions or responsibilities, changes in legislatikon or working practices, and formal or informal discussions between employees and their line managers. Training needs will be considered by the relevant manager in consultation with the Town Clerk.

Equality

The Council will provide access to training and development fairly and consistently. No employee or councillor will be treated less favourably because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Reasonable adjustments will be made where necessary to enable disabled employees and councillors to participate in training.
These are the protected characteristics specified by the Equality Act 2010.

PROCEDURE

1. Training Categories

Mandatory and statutory training – Training required by legislation, regulation, the Council's policies, risk assessments or the requirements of an employee's role. This may include induction, health and safety, data protection, safeguarding and other role-specific training.

The policy should avoid suggesting that councillors can generally be compelled to undertake statutory training. Instead:

Councillors will be strongly encouraged to undertake induction and other training relevant to their roles, including Code of Conduct, planning and chairmanship training where applicable.

Occupational – Occupational training is that which is required in order to acquire and refresh the skills needed to carry out particular roles which form part of the employee's job profile or a role which they will undertake in the near future. There may be some occupational training required for councillors who undertake specific duties, such as appraisal training, chairing skills, understanding planning legislation or other requirements that the council needs to comply with in its role as employer.

Vocational – Vocational training is that which is not necessarily required for the role, but may be deemed useful as the skills, knowledge and qualifications obtained will add to the development of the employee or councillors if not covered by statutory or occupational training.

2. Training Facilities and Study Leave

Subject to prior approval, employees may be permitted to attend training during working hours, undertake agreed distance learning and use Council facilities for study. Any study time, study leave or homeworking arrangements must be agreed in advance with the employee's line manager and the Town Clerk, having regard to operational requirements and the relevance of the qualification to the employee's role.

The Clerk will arrange for Councillors to be booked onto relevant training as agreed through their induction programme or requested throughout their term of office.

3. Training Budgets

The Town Clerk is responsible for managing employee and councillor training within the approved budget. Training required for an employee's existing role may be approved by the Town Clerk, following a recommendation from the relevant line manager.

Requests for vocational training or qualifications involving a significant financial or operational commitment will be referred to Full Council where they cannot be accommodated within the approved budget or the Town Clerk's delegated authority.

Any request for additional budget provision must be considered by Full Council in accordance with the Council's Financial Regulations.

When preparing the budget for an election year, appropriate provision will be considered for the induction and training of newly elected or returning councillors.

4. Costs and attendance outside normal hours

The Council will meet the cost of reasonable expenses for:

- Where training is mandatory or has been approved by the Council, attendance during an employee's normal working hours will be treated was working time. Any arrangements for training outside of normal working hours including payment of or accrual of time off in lieu, must be agreed in advance.
- Health and Safety training should normally take place during working hours and be provided without cost to the employee.
- Course and examination fees (noting that failure to attend a pre-booked course may result in the employee paying towards the cost of the course).
- Travel costs, either by public transport or use of own transport in line with the terms and conditions set out in the National Joint Council Local Government Services Pay and Conditions of Service. Employees and councillors should use the most cost-effective reasonable means of travel, having regard to journey time, accessibility, safety and practicality.
- Where an employee or councillor is unable to attend pre-booked training, they must notify the Council as soon as possible. The Council may consider recovering avoidable costs where the absence was without reasonable explanation, provided that any recovery from an employee is lawful and has been agreed in writing.

5. Study Material

- Any essential reading material purchased by the Council will remain the property of the Council and must be returned to the Council at the end of the training course. Failure to do so will result in the employee being charged full replacement costs.

6. Examinations

Reasonable study leave may be granted before an examination where this has been agreed as part of the approval for the course. The amount of paid or unpaid study leave will be determined by the Town Clerk, taking account of the course requirements, operational needs and consistency with arrangements for other employees.

7. Requesting Training

All staff have the right to request training and each case will be considered on its own merit.

- The Clerk is responsible for ensuring that all staff receive statutory training and attend all the appropriate refresher courses
- Requests must be made in writing to the employee's line manager who will forward them to the Town Clerk for consideration
- Requests for vocational training **MUST** be approved by the Resources Committee

8. Appeals

An employee whose training request is declined may request a review of the decision in writing within ten working days, setting out the reasons for the review.

Where the original decision was made by a line manager, the review will be undertaken by the Town Clerk. Where the original decision was made by the Town Clerk, the review will be considered under the Council's appropriate staffing or grievance arrangements. The outcome of the review will be final.

9. Repayment of Training Costs

Where the Council agrees to fund a voluntary qualification or development programme involving a significant financial commitment, the employee may be required to enter into a written training repayment agreement before the course begins.

The agreement will specify:

- the costs funded by the Council;
- the circumstances in which repayment may be required;
- the period following completion of the training during which the repayment provisions will apply; and
- a proportionate sliding scale reducing the amount repayable over time.

10. Subject to the terms of the written agreement, repayment may be required where the employee:

- voluntarily leaves the Council's employment before completing the training;
- voluntarily leaves within the repayment period specified in the agreement;
- is dismissed for misconduct during the course or within the specified repayment period; or
- fails to complete the training without a reasonable explanation.

Repayment will not normally be sought where:

- the training is mandatory, statutory or required for health and safety purposes;
- the employee is unable to complete the training for reasons outside their control;

- the Council terminates the employee's employment by reason of redundancy, ill health or another reason unrelated to misconduct;
- the Council requires the employee to discontinue the training; or
- recovery would be unreasonable or unlawful.

The Council may waive or reduce the amount repayable where there are exceptional circumstances.

No deduction will be made from salary or final pay unless it is permitted by the employee's contract or separately authorised by the employee in writing before the training begins. Any deduction must comply with relevant employment legislation and National Minimum Wage requirements.

11. Records and Evaluation

A record of training undertaken by employees and councillors will be maintained in accordance with the Council's data protection and records-management requirements. Copies of relevant employee certificates will be retained securely on the employee's personnel file.

Employees and councillors may be asked to provide feedback on the relevance, quality and effectiveness of training. Where appropriate, employees will be expected to share relevant learning with colleagues.

The Town Clerk will report annually to Council on training undertaken, expenditure against budget, identified training needs and the overall effectiveness of the Council's training programme.

FULL COUNCIL	**24 SEPTEMBER 2026**	**AGENDA ITEM: 15**

Report prepared by Angela Price – Town Clerk

TO RECEIVE ANY UPDATES IN RESPECT OF CODE OF CONDUCT MATTERS

Purpose of Report

The purpose of this report is to provide Members with details of any Code of Conduct matters that have been notified to the Clerk, as the Proper Officer of the Council.

Detailed Information

1. The Clerk has been notified of two Code of Conduct investigations that have been undertaken by the Monitoring Officer, COC160 and COC163.

   Following an investigation by the Monitoring Officer has advised of their decision as follows:

   COC160: Monitoring Officer Decision – There is no evidence of any breach of the Code of Conduct on the part of the Subject Member and the complaint is rejected. No further action will be taken.

   COC163: Monitoring Officer Decision – There is no evidence of any breach of the Code of Conduct on the part of the Subject Member and the complaint is rejected. No further action will be taken.

   As both of the above complaints have been rejected and no further action is to be taken, the advise from the Monitoring Officer is that the Decision Notice should not be published nor further disseminated.

2. Members have been advised that one Councillor has self-referred themselves to the Monitoring Officer and further details of the Monitoring Officer's decision will be provided to Members once received.

3. The Monitoring Officer has clarified, by reference to the decision report issued in respect of complaint COC160, that a Code of Conduct complaint process concludes when the relevant decision notice is issued. The Monitoring Officer's comments are relevant to the Council's consideration of the outstanding actions arising from an earlier, separate Code of Conduct decision.

   Although the complaint process relating to that earlier matter has concluded, this does not bring to an end the recommendations or actions contained within its decision notice which were subsequently accepted by the Council. Those actions remain outstanding until they have been completed or otherwise formally discharged.

The Monitoring Officer has advised that, once a parish or town council has accepted the recommendations contained within a decision notice, it is legitimate for that council to take reasonable and proportionate steps to pursue compliance. Reference was also made to paragraph 8.4 of the Code of Conduct and to the statement in the COC160 decision report that a failure to comply with an accepted recommendation may give rise to a separate Code of Conduct complaint.

Consideration of whether the outstanding actions have been completed should therefore be distinguished from any attempt to reopen or reconsider the original complaint. The purpose of raising the matter is to enable the Council to monitor and pursue implementation of the recommendations it has already accepted.

Members are also reminded that Article 10 of the European Convention on Human Rights, incorporated into domestic law by the Human Rights Act 1998, protects freedom of expression. Political expression, including legitimate discussion of matters concerning public administration and compliance with decisions arising from the standards process, attracts a high level of protection.

Members may therefore refer to a published decision notice and discuss compliance with its recommendations where this is relevant to the Council's business. Article 10 is, however, a qualified right. Any discussion must remain relevant and proportionate and comply with the Council's Code of Conduct and other legal obligations.

Recommendations

1. That the Monitoring Officer's clarification regarding the distinction between the conclusion of a Code of Conduct complaint and the continuing implementation of recommendations accepted by the Council be received and noted.

2. That Members note that the actions arising from the earlier Code of Conduct decision remain outstanding and may continue to be pursued by the Council.

3. That Members note the Monitoring Officer's advice that a failure to comply with an accepted recommendation may give rise to a separate complaint under paragraph 8.4 of the Code of Conduct.

4. That Members note the protection afforded to political expression under Article 10 of the European Convention on Human Rights, together with the responsibilities and limitations associated with exercising that right.

FULL COUNCIL	**24 SEPTEMBER 2026**	**AGENDA ITEM: 16**

Report prepared by Angela Price – Town Clerk

ELECTION UPDATE

Purpose of Report

The purpose of this report is to provide Members with an update on the Ledbury West Election.

Detailed Information

Following the resignation of former Councillor Kettle, it was reported to Council at its meeting on 3 September 2026, that ten names had been put forward calling for an election.

The Notice of Election was duly published with an anticipated date of 1 October 2026 for the election to be held, subject to there being more than one name put forward as a candidate.

Following the deadline date for the submission of candidate applications the Clerk was advised that one application had been received and therefore they would be elected "uncontested" with effect from 1 October 2026.

The candidate is Barrington James Hill, known as "Barry".

The Clerk has written to Mr Hill asking him to attend the Council offices on the morning of 1 October 2026 if possible, to sign his Declaration of Acceptance of Office of Councillor. Alternatively, he can sign his declaration after this date or at the first meeting of the Council following the effective date of election, which will be 15 October 2026.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	24 SEPTEMBER 2026	AGENDA ITEM: 17

Report prepared by Sophie Rudd – Administrative Assistant to the Town Clerk

PLANNING CONSULTATIONS

Purpose of Report

The purpose of this report is to provide Members with a list of Planning Consultations received from Herefordshire Council.

Detailed Information

Below is a list of planning consultations received from Herefordshire Council for comment from Ledbury Town Council, as a Statutory Consultee.

		Deadline for comments/ determination	Application details
1.	262054	Deadline date for comments **08/10/2026** Target determination date **28/10/2026**	Replacement of rear concrete balcony - **St Katherines Hospital High Street Ledbury Herefordshire HR8 1DZ**
2.	262055	Deadline date for comments **08/10/2026** Target determination date **28/10/2026**	Replacement of rear concrete balcony - **St Katherines Hospital High Street Ledbury Herefordshire HR8 1DZ- Listed Building Consent**
3.	262507	Deadline date for comments **15/10/2026** Target determination date **21/10/2026**	Change of use of therapy centre (Use Class E(e)) to dwellinghouse (UseClass C3) - reversion to residential use whose change of use was permitted in 2014. - **Lodge Cottage The Homend Ledbury Herefordshire HR8 1AR**
4.	262547	Deadline date for comments **15/10/2026** Target determination date **27/10/2026**	Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **17-19 The Homend Ledbury Herefordshire HR8 1BN**

Planning Application 262052 – Land at Martins Way, Ledbury – Construction on pump track and associated landscaping

The minutes of a meeting of the Major Planning Applications Working Party was held on 17 September 2026 to consider the above planning application. A copy of the minutes of that meeting will be provided to Members as a "To Follow" document.

The minutes will provide Members who were unable to attend the meeting with details of the points raised by members of the public who spoke for and against this scheme and will provide a recommendation from the Working Party for Council to give consideration to in respect of a response to the Planning Authority in respect of planning application no. 262052.

Recommendation

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

2. Members are requested to receive and note the minutes of a meeting of the Major Planning Applications Working Party held on 17 September 2026 and give consideration to any recommendations therein. **(To Follow)**

Agenda Item: 18

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 JANUARY 2025				
242956	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 8 JANUARY 2026				
253317	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**
253316	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**
23 APRIL 2026				
250297	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**	**No decision**

			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.	
[260870]()	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.**	**Approved with Conditions**
4 JUNE 2026				

260870	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.**	**Approved with Conditions**
261077	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**	**Approved with Conditions**
261133 25/06/2026	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**	**EY**	**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."**	**Approved with Conditions**
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	**OJ**	**That this planning application be referred to a meeting of the Major**	**No decision**

	dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - **Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire,**		**Planning Application Working Party.**	
[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,**	**OJ**	**That this planning application be referred to a meeting of the Major Planning Application Working Party.**	**No decision**
[261246]()	Rear extension of existing auction centre and associated works. **Hazle Meadows Auction Centre, Ross Road, Ledbury, Herefordshire, HR8 2LP**	**KR**	**No objection**	**Approved with Conditions**
25 JUNE 2026				
[250297]()	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**
[261242]()	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**	**Approved with Conditions**
[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**	**AM**	**No Objection**	**No Decision**
[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 – LISTED BUILDING CONSENT**	**AM**	**No Objection**	**No Decision**
16 JULY 2026				

261077	Change of use of existing agricultural barn to a light industrial workshop (Use Class E(g)(iii)) - **Orchard Cottage Ledbury Herefordshire HR8 1LG - RECONSULTATION**	**EY**	**No Objection**	**Approved with Conditions**
261627	Single-storey flat roofed extension to rear. - **14 Oakland Drive Ledbury Herefordshire HR8 2ER**	**KR**	**No Objection**	**Approved with Conditions**
261679	New lath or dry membrane to the walls of chimney breast and re-plaster walls (interior works) - **Crispin House 5 Church Lane Ledbury Herefordshire HR8 1DW – LISTED BUILDING CONSENT**	**AM**	**No Objection**	**Approved with Conditions**
261713	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**	**KR**	**No Objection**	**Approved with Conditions**
261717	Replacement fascia signage and replacement projecting signage - **9 The Homend Ledbury Herefordshire HR8 1BN**	**KR**	**No Objection**	**Approved with Conditions**
261896	Replacement porch, timber posted canopy and single-storey extension - **Dunbridge Farm Ledbury Herefordshire HR8 2JE**	**KR**	**No Objection**	**Approved with Conditions**
261897	Replacement porch, timber posted canopy and single-storey extension - **Dunbridge Farm Ledbury Herefordshire HR8 2JE – LISTED BUILDING CONSENT**	**KR**	**No Objection**	**Approved with Conditions**
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**	**No Objection**	**No Decision**
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	**OJ**	**No Objection**	**No Decision**

	the Biddulph Way Cycle Link and for compliance with the already discharged information. **Land South of Leadon Way, Ledbury, Herefordshire**			
6 AUGUST 2026				
[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 – Reconsultation**	**AM**	**No Objection**	**No Decision**
[261944]	Green galvanised steel bicycle storage for up to 6 bikes, including electric bikes, with charging provision and potential future use for mobility scooters (Retrospective) **- Anemone House, 59 Bank Crescent, Ledbury, Herefordshire, HR8 1AF**	**KR**	**No Objection**	**Approve with Conditions**
[261981]	Timber-walled double garage fixed to a concrete slab with storage above and an insulated roof with interlocking green metal tiles (Retrospective) – **Oakfields, Ross Road, Ledbury, Herefordshire, HR8 2LE**	**KR**	**No Objection**	**Approve with Conditions**
[262014]	Two-storey side extension over the existing garage, single-storey rear extension, and external alterations comprising replacement front windows and doors with revised fenestration colour. - **7 Oakland Drive, Ledbury, Herefordshire, HR8 2ER**	**KR**	**No Objection**	**Approved with Conditions**
[262052]	Construction of pump track and associated landscaping – **Land at Martins Way Park, Ledbury, Herefordshire**	**RJ**	**Referred to MPAWP for comment**	**No Decision**
3 SEPTEMBER 2026				
[261558]	Garaging with storage above and external staircases as revised design to previously approved carport building to Plots D and E. - **Site at Upper Mitchell Farm Bradlow and Westhill Ledbury Herefordshire HR8 1JF**	**AM**		**No Decision**

262125	Modernisation and improvement of existing off-road driving track and obstacles, with associated landscape, drainage and biodiversity enhancement works. - **Land at Land Rover Experience, Sheep Field Eastnor Ledbury Herefordshire**	**CAH**		**No Decision**

FULL COUNCIL	**24 SEPTEMBER 2026**	**AGENDA ITEM: 20**

Report prepared by Angela Price – Town Clerk

<u>LEDBURY TOWN COUNCIL EVENTS STRATEGY 2026</u>

<u>Purpose of Report</u>

The purpose of this report is to present the draft Ledbury Town Council Events Strategy 2026 for consideration and approval.

Detailed Information

The Council delivers and supports a range of community, cultural and town-centre events throughout the year. The draft Strategy has been developed with input from officers, councillors and the Events Working Party Members and provides a coordinated framework for planning, supporting and evaluating these events.

The Strategy recognises the contribution events make to community engagement, civic pride, the local economy and the promotion of Ledbury as a visitor destination.

Key Provisions

The Strategy sets out:
- the Council's vision, mission and guiding principles for events
- strategic objectives relating to community participation, economic benefit, accessibility, efficient use of resources and partnership working
- a framework for categorising and assessing events
- the Council's approach to programming, partnership working and sponsorship
- arrangements for financial planning, monitoring and evaluation
- proposed measures of success, including attendance, visitor feedback, economic impact and media engagement
- an initial Action Plan to support implementation

The Strategy will be supported by operational documents, including an Events Implementation Plan, event guidance, risk assessment templates, event management plans and accessibility and sustainability checklists.

Financial and Resource Implications

Approval of the Strategy does not, in itself, commit the Council to expenditure beyond its approved budgets. An annual events budget will be prepared as part of the Council's normal budget-setting process. Any proposal requiring additional funding or resources will be presented to the Council for separate consideration and approval.

Delivery of the Action Plan will require officer time and support from the Events Working Party, partners, community organisations and local businesses. External grants and sponsorship will be pursued where appropriate.

Review

The Strategy, Action Plan and supporting Implementation Plan will be reviewed annually to reflect available resources, community needs and opportunities for partnership working.

Recommendation

1. That Members approve the attached Events Strategy, subject to any proposed amendments.

2. That officers, in consultation with the Events Working Party, be instructed to develop the supporting Implementation Plan and operational documents.

3. That progress against the Strategy and Action Plan be reported to Council quarterly.

4. That once completed the Strategy, Action Plan and Implementation Plan be reviewed annually to reflect available resources, community needs and opportunities for partnership working.

LEDBURY TOWN COUNCIL EVENTS STRATEGY 2026

1. Introduction

Ledbury is a vibrant market town with a rich cultural heritage, supported by an active calendar of community and visitor-focused events. Ledbury Town Council recognises that events play a key role in strengthening community connections, supporting local organisations, promoting town identity, and encouraging visitors to explore the town. Ledbury already hosts a range of well-loved events including Community Day, Ledbury Poetry Festival, Heritage Open Days, and longstanding community celebrations like the Carnival and seeks to take a more coordinated and strategic approach to growing and supporting its event programme over the coming years.

The Council invests in events because they deliver wider benefits to the town. Well-planned events bring people together, encourage community participation, support local businesses and the local economy, celebrate Ledbury's heritage and culture, and help create a vibrant and welcoming town. This strategy sets out how the Council will ensure that its investment in events is well planned, provides value for money, and delivers lasting benefits for residents, businesses, and visitors.

2. Purpose of this Strategy

This Strategy sets out Ledbury Town Council's strategic approach to planning, delivering and supporting events. It establishes the Council's vision, objectives and priorities, and explains how success will be measured through partnership working, evaluation and continuous improvement.

2.1 Background

The strategy has been developed drawing on extensive knowledge of Ledbury’s events history, informed by Officers and Councillors, and with the ongoing input of Members of the Events Working Party, who meet monthly to provide guidance and oversight.

2.2 Vision

Our Vision sets out our future aspirations for events and their impact:

Ledbury Town Council (LTC) events will contribute to a strong sense of community by celebrating heritage, promoting inclusivity, and supporting local groups, organisations, market traders, retailers and businesses across all sectors.

Looking ahead, Ledbury Town Council aspires for Ledbury to be recognised as one of Herefordshire's leading market towns for community and cultural events, delivering a balanced year-round programme that enhances civic pride, strengthens the local economy, celebrates the town's unique heritage and creates memorable experiences for residents and visitors alike.

Through collaboration, innovation and sustainable investment, the Council will continue to develop an events programme that reflects the needs of the community while contributing to the long-term vitality of the town centre.

LTC events will be influenced by the culture of the community and will recognise Ledbury's unique history, with the aim of bringing people together for enjoyable, engaging, and informative experiences. LTC events will strengthen identity and pride in our town.

To support this vision, the Council is actively seeking external funding, including entering the **Town of Culture grant**, to expand cultural opportunities, deliver higher-impact events, and enhance community engagement across Ledbury.

2.3 Mission

Our Mission sets out what we do, why we do it, and how we achieve it:

Ledbury Town Council (LTC) will lead, support and enable a diverse programme of events throughout the year for residents, visitors, community groups and businesses. Through partnership working and community engagement, the Council will help create inclusive, accessible and sustainable events that strengthen the local economy, celebrate Ledbury's heritage and provide opportunities for communities to thrive.

All events will be devised, developed, and assessed in line with a set of event assessment criteria and will support the Council's priorities.

This Strategy will be supported by a suite of operational documents and policies for completion by event organisers.

- Events Implementation Plan
- Event Toolkit and Guidance
- Event Risk Assessment Templates
- Event Management Plan
- Herefordshire Safety Advisory Group Guidance
- LTC Sustainability Policy

• LTC Corporate Plan
• Financial Regulations

2.4 Guiding Principles

Ledbury Town Council will:

- Work collaboratively
- Deliver value for money
- Encourage innovation
- Promote sustainability
- Support local businesses
- Celebrate heritage
- Ensure accessibility
- Prioritise safety

3. Strategic Objectives

The Strategic Objectives have been developed and will guide the actions required to deliver the vision. They provide a clear framework for considering the programming of a variety of events either run or supported by LTC.

- **Community Strengthening:**
  Events should foster community engagement, support local talent, and build a sense of pride in town identity.
- **Economic Support and Tourism:**
  Events should contribute to a thriving local economy by drawing visitors, enhancing footfall in the town centre and supporting local traders.
- **Inclusivity and Accessibility:**
  Events should be welcoming and accessible to people of all ages, backgrounds and abilities.
- **Resource Efficiency:**
  Events should use Council resources responsibly and seek value for money.

- **Partnership and Collaboration:**
  Events should support strong partnerships between the Town Council, local groups, businesses and volunteers.

3.1 Strategic Outcomes

During the lifetime of this Strategy, Ledbury Town Council will seek to:

- Deliver a balanced programme of events throughout the year that reflects the needs of residents and visitors.
- Increase opportunities for partnership delivery with community organisations, businesses and volunteers.
- Secure additional external funding and sponsorship to support the continued growth of the events programme.
- Increase town centre activity during key event periods through coordinated programming and promotion.
- Improve the quality and consistency of event evaluation to inform future decision making.
- Ensure all Council-supported events demonstrate high standards of accessibility, sustainability and public safety.

3.2 Event Categories

To support strategic planning and resource allocation, events will be classified into three types. It should be noted that there may be crossovers between categories, and events may evolve over time, so flexibility will be applied in their classification where appropriate.

The events listed below are not exclusive to Ledbury Town Council and are organised by businesses, community groups, or other external organisations. Where relevant, the Council may provide support or partnership, but ownership and delivery remain with the listed organiser.

Regional events	Major events with broad appeal that attract residents and visitors alike
Community Events	Smaller-scale events or activities primarily focused on residents supported by local residents, community groups and LTC
Ledbury-linked Events	Town Centre events aim to bring residents and visitors to the retail area of the town, encourage people to spend locally and to promote a positive experience

Examples but not limited to:

District Events	Info
Lakefest	https://www.lakefest.co.uk/
Ledbury Carnival	https://ledbury-carnival.co.uk/
Ledbury Poetry	https://ledburypoetry.org.uk/
Hellens Garden Festival	https://hellensgardenfestival.co.uk/
Ledbury's Light Switch on (LTC)	https://www.ledburytowncouncil.gov.uk/en-gb
Heritage Open Days	https://www.heritageopendays.org.uk/
The Big Apple Blossom	https://www.bigapple.org.uk/
The Big Apple Harvest	https://www.bigapple.org.uk/
Ledbury Fringe	https://www.ledburyfringe.com/home
Eastnor Castle (e.g Chillifest)	https://eastnorcastle.com/whats-on/
Community Events	
Ledbury Community Day	https://www.ledburycommunityday.org.uk/
Great Big Green Week (LTC)	https://www.ledburytowncouncil.gov.uk/en-gb
Ledbury Mayors Mile (LTC)	https://www.ledburytowncouncil.gov.uk/en-gb
Ledbury's Got Talent (LTC)	https://www.ledburytowncouncil.gov.uk/en-gb
Ledbury Celebration (LTC)	https://www.ledburyfoodgroup.org/
Ledbury World Bookfest (LTC)	https://www.ledburytowncouncil.gov.uk/en-gb
Ledbury Horticultural Show	
Ledbury Dog Show	
Ledbury Linked Events	
Ledbury Big Breakfast	https://www.ledburyfoodgroup.org/category/big-breakfast/
Late Night Shopping	n/a
Independents' Day UK	https://www.indieretail.uk/
Malvern RHS Spring & Autum festival	https://royalthreecounties.co.uk/the-local-area/
Three Counties Showground	https://royalthreecounties.co.uk/the-local-area/

4. Programming events

The Council will seek to maintain a balanced programme of events throughout the year, ensuring activities are spread across the seasons and reflect the interests of residents, visitors and local businesses.

Council-led events are regularly reviewed, typically every 2–3 years, to assess their relevance, impact, and delivery standards. Events are scheduled to provide a balanced programme across the year, considering school holidays, heritage celebrations, and other town-wide initiatives~~.~~

5. Partnership and Sponsorship

Where a Ledbury Town Council event has reached the limits of what the Council can deliver, opportunities will be explored to work with community groups, local businesses, or other partners to transition responsibility for the event. The Council will remain actively involved as a partner, providing guidance, advice, and, where appropriate, financial support through Ledbury Town Council grants to help ensure the event's ongoing success.

Every effort will also be made to coordinate with other local events, encouraging them to extend their programmes into Ledbury town centre where feasible. This helps to avoid clashes, create synergies, and maximise the benefits to the community. Such an approach brings more activity into the town, supports local businesses, promotes the area to visitors, and aligns with sustainable practices by making the most of existing events rather than duplicating activity elsewhere.

The Council recognises that many local businesses wish to support community events, and sponsorship opportunities will be offered for many of Ledbury Town Council-led events. This approach helps to strengthen community engagement, sustain high-quality events, and provide businesses with meaningful ways to contribute to the town's cultural and social programme.

Where appropriate and when events arise within the town, the Council will seek to work collaboratively with local traders, businesses, and community groups to enhance the visibility and impact of the event through coordinated marketing and town centre presentation. The Council will encourage coordinated town dressing during major events, working alongside local traders, businesses and community groups to create themed window displays, banners, decorations and promotional activity that celebrate events taking place in Ledbury and enhance the visitor experience.

6. Delivery and Support

Ledbury Town Council will support events by:

- Providing organisational guidance and planning assistance, including the provision of an events checklist providing key management advice;
- Offering Grants / support
- Offering promotional support through the Council website, social media and Visit Herefordshire listings;
- Facilitating access to public spaces (e.g., St Katherines Square, Market House, Recreation Ground)
- Encouraging partnerships between event organisers, traders and community groups;
- Supporting event safety through local planning guidance and connections with the Safety Advisory Group.

7. Event Assessment Framework

- All proposed events (whether delivered by the Council or supported externally) will be considered using a shared checklist of guiding principles.
- Events will not be expected to satisfy every criterion; however, proposals should demonstrate how they meet the High priority criteria wherever reasonably practicable.

Criteria – the event…	**High / Medium / Low**
Encourages attendance from both residents and visitors	High
Minimises environmental impact and promotes sustainability (e.g., waste reduction, local suppliers, low-carbon operations)	high
Is enjoyable and engaging	High
Supports local businesses, suppliers or volunteer groups	High
Includes accessibility considerations consistent with events scale and expected attendance	High
Complements the Town Councils Corporate plan	Medium
Promotes community interaction and participation.	*High*

Offers learning, cultural, or educational opportunities;	Medium
Has potential for growth and new opportunities;	Medium
Publicises the Town of Ledbury externally as a place of community	High
Has sustainable financial planning (e.g., sponsorship or partnerships);	Medium
Uses multiple town spaces where appropriate.	Low
Inclusive opportunities for all sections of the community, including underrepresented and harder-to-reach groups, to participate and engage	High

8. Financial

Prior to the commencement of the new financial year, officers will prepare a comprehensive events budget to inform Members of the Council of the anticipated funding required to deliver the programme of events proposed by officers. In developing this budget, every effort will be made to secure external funding through sponsorship, grants, or other sources, thereby supporting the events programme while minimizing reliance on the Council's core resources.

Regular financial management reports for Council-led events will be presented to the Council to ensure effective financial controls are in place and are being appropriately monitored.

9. Measures of Success

Attendance and other data for measuring success will be collected from all events as classified in Section 3.1 (District Events, Community Events, and Town Centre-linked Events). **Where possible,** each organiser will be asked to provide captured data for their events to support monitoring, evaluation, and strategic planning for future events.

Over the lifetime of this Strategy the Council will seek continuous improvement in the quality, reach and impact of its events programme. Whilst annual priorities may vary, success will be demonstrated through increased participation, stronger partnerships, improved visitor experience and greater external investment in events. Success for events in Ledbury will be measured through:

• **Attendance levels** – both residential and visitor engagement, supported by anonymised footfall data (e.g., mobile data provided through Herefordshire County BID data capture systems to give a clearer picture of event reach over time. Attendance will also be tracked via ticketing systems, sign-ins, or clickers where applicable. Herefordshire Council can also provide information on parking data and how many tickets were purchased compared to other days or the same event the previous year.

• **Visitor experience feedback** - will be collected through a range of methods, including on-site surveys, online questionnaires, QR codes, and feedback from partner organisations. Key areas of focus will include satisfaction, accessibility, and likelihood of return attendance. This aligns with standard Ledbury Town Council practice, utilising tools such as QR codes, surveys, and attendance records.

• **Economic impact** – assessed through local trade uplift, surveys of participating businesses, Place Informatics data from Visit Herefordshire, and overall footfall in the town centre during event periods.

• **Media and social engagement** – coverage in traditional media and online platforms, including tracking engagement on Facebook, Instagram, and other relevant channels. Metrics will include reach, likes, shares, comments, hashtag usage, and click-throughs to event pages to assess promotional effectiveness.

The Council will review these measures annually to identify trends, evaluate value for money and inform future investment decisions.

10. Implementation and Review

This Strategy will be reviewed every **year** to reflect changes in community needs, resources, town plans, and partner opportunities.

11. Governance

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.

12. Action Plan

Action	Lead	Timescale	Success/ Measure
Produce and publish an annual coordinated events calendar,	Community Engagement		Calendar published and shared with partners.

Action	Lead	Timescale	Success/ Measure
including Council, community and regional events.	Officer / Events Working Party		
Identify priority regional events (e.g. Malvern, Three Counties, Eastnor, Big Apple) that provide opportunities for town centre activation.	Community Engagement Officer / Events Working Party		Priority events agreed and incorporated into the annual programme.
Develop and implement the Event Assessment Framework using the High, Medium and Low priority criteria.	Community Engagement Officer / Events Working Party		Assessment framework approved and in use.
Introduce standard event evaluation forms and data collection methods to measure attendance, visitor satisfaction and economic impact.	Community Engagement Officer / Events Working Party		Evaluation framework adopted and used for all Council-led events.
Develop a coordinated marketing approach with local businesses, including themed window displays and town dressing for major events.	Community Engagement Officer / Local Businesses / Traders		Minimum of three coordinated campaigns delivered annually.
Publish the annual Ledbury Events Programme.	Town Council		Annual programme approved and publicly available.
Introduce Accessibility and Sustainability Checklists for all Council-led events.	Community Engagement Officer / Events Working Party		Checklists implemented and used during event planning.
Seek external funding and sponsorship opportunities to enhance the events programme.	Community Engagement Officer		Funding applications submitted and sponsorship secured where appropriate.

Action	Lead	Timescale	Success/ Measure
Monitor event performance against the Measures of Success and report findings to Members.	Community Engagement Officer		Annual evaluation report presented to Council.
Review the Events Strategy and supporting Implementation Plan.	Town Council	Annually	Strategy and Implementation Plan reviewed and updated where required.

This Action Plan identifies the initial priorities for delivering the Events Strategy. It will be supported by a detailed Implementation Plan, which will allocate responsibilities, identify resource requirements and monitor progress. The Action Plan and Implementation Plan will be reviewed annually to ensure they continue to meet the needs of the Council, its partners and the community.

FULL COUNCIL	**24 SEPTEMBER 2026**	**AGENDA ITEM: 21**

Report prepared by Angela Price – Town Clerk

WILDPLAY FUNDING APPLICATION – REQUEST FOR COUNCIL SUPPORT

Purpose of Report

The purpose of this report is to advise Members of Herefordshire Wildlife Trust's intention to seek significant external funding to expand its WildPlay programme and to consider whether Ledbury Town Council wishes to endorse the proposed expression of interest.

Detailed Information

WildPlay is part of Herefordshire Wildlife Trust and has delivered community outreach activities for approximately 25 years. Its purpose is to engage children in free, nature-based play within the green spaces where they live.

Activities are facilitated by a team of experienced nature play rangers and are intended to:

- help children develop a connection with nature
- support children's physical, social and emotional development
- improve health and wellbeing through outdoor activity
- encourage children who engage with nature from an early age to value and care for the natural environment in later life

Funding Proposal

Herefordshire Wildlife Trust intends to apply for substantial funding to expand WildPlay and replace ageing equipment, including purchasing a vehicle to enable the team to travel between communities.

WildPlay is currently funded through smaller grants and individual contracts. Although this has enabled activities to be delivered, the short-term and limited nature of this funding restricts the scale and reach of the programme.

The proposed project would provide free play events and sessions in market towns and villages for children aged between four and twelve. Particular emphasis would be placed on reaching communities whose access to activities is limited by:

- financial circumstances;
- transport difficulties;
- geographical location; or
- a combination of these factors.

The programme aims to reach at least 3,000 children over a three-year period. An expression of interest is expected to be submitted to the funder by the end of October, followed by a full funding application by the end of November.

Request to Ledbury Town Council

Herefordshire Wildlife Trust has identified Ledbury Town Council as a key local stakeholder and request the Council to consider:

1. Endorsing the proposed expression of interest.
2. Providing a letter or email of support explaining the value of connecting children with nature through active play.
3. Suggesting appropriate green spaces in and around Ledbury, particularly within communities where children and families may have limited access to affordable activities.
4. Advise whether the Council may be interested in discussing a more active role as a delivery partner.

At this stage, the request is principally for an endorsement of the funding proposal.

Detailed delivery arrangements have not yet been developed, and any potential partnership role would therefore require further discussion and, where appropriate, a separate report to Council.

Potential Benefits for Ledbury

The proposed programme could provide a number of benefits to children and families in Ledbury, including:

- free and accessible activities for children aged four to twelve
- increased opportunities for outdoor play and physical activity
- improved engagement with local green spaces
- support for children's health and emotional wellbeing
- activities for families who may otherwise be unable to access them because of cost or transport
- increased awareness of nature, biodiversity and environmental responsibility

The proposal may also complement the Council's wider objectives relating to community wellbeing, youth provision, recreation, environmental sustainability and reducing inequalities.

Potential Locations

Members are invited to identify green spaces that may be suitable for WildPlay activities, particularly those serving areas where access to organised activities may be limited.

WildPlay recognises that any suggested location would remain subject to confirmation of land ownership and the landowner's consent. Before activities took place, appropriate arrangements would also need to be agreed in relation to matters such as safeguarding, insurance, risk assessments, site suitability, public access and reinstatement of the land following an event.

The Council's endorsement of the expression of interest would not, in itself, constitute permission to use any Council-owned or managed land.

Delivery Partnership

Herefordshire Wildlife Trust has also invited the Council to consider whether it may wish to become a more active delivery partner.

As no detailed partnership proposal is currently available, it is recommended that any expression of interest from the Council should be given without committing the Council to expenditure, staff resources, use of land or other operational support.

Should the funding application progress, officers could meet with WildPlay representatives to explore possible delivery arrangements. Any proposal involving a financial contribution, material staff commitment, formal partnership obligations or use of Council-managed land should be brought back to Council for approval.

Financial and Resource Implications

There are no immediate financial implications arising from providing an endorsement or letter of support.

Any future request for financial assistance, use of Council facilities, staff support or a formal delivery partnership would need to be considered separately. No financial or operational commitment should therefore be implied by the Council's support at this preliminary stage.

Recommendation

1. That Ledbury Town Council supports, in principle, Herefordshire Wildlife Trust's expression of interest for funding to expand its WildPlay programme, recognising the potential benefits of free nature-based play for children and families.

2. That the Town Clerk be authorised to provide a letter of support on behalf of the Council.

3. That Members identify any green spaces in and around Ledbury which may be suitable for consideration, subject to landowner consent and all necessary operational, safeguarding, insurance and risk-management requirements.

4. That the Town Clerk be authorised to hold initial discussions with Herefordshire Wildlife Trust about potential delivery arrangements, with any proposal involving a financial, contractual or significant resource commitment being presented to Council for approval.

FULL COUNCIL	24 SEPTEMBER 2026	AGENDA ITEM:

Report prepared by Olivia Trueman – Community Engagement Officer

QUOTATIONS FOR UPDATING THE MAPS WITHIN THE TOWN'S NOTICE BOARDS – FURTHER INFORMATION FROM FULL COUNCIL 6 AUGUST 2026

Purpose of Report

The purpose of this report is to provide Members with the additional information requested at the Full Council meeting held on 6 August 2026 regarding the proposed replacement town maps.

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. 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, the Community Engagement Officer progressed the project with support from a former member of the group. A quotation has been received from Orphans Press, who designed the new town map leaflets, for the production and printing of four replacement poster maps.

The design specification provided to Members previously sets out the proposed design brief, including a central town map, heritage buildings around the edge, a style consistent with the new Ledbury visitor leaflets, location specific 'You Are Here' markers, and space for visitor information.

Final artwork has not been produced as Council approval to proceed has not yet been given. The BID has agreed that Orphans Press should undertake the design and production, building on the work they have already completed for the new Ledbury town map and visitor leaflet. Subject to approval, Officers will work with Orphans Press to develop the final designs, which will then be brought to Committee for discussion. It is recommended that the TEMAP Working Group be reinstated to support this process.

Previous Council Resolution

At the previous meeting, Members resolved that the item be deferred pending the following information:

1. Pictures of the current maps and the proposed maps.
   The photographs of the existing map display boards and their current maps are provided within Appendix A to the original report. The appendix also contains the design specification and examples illustrating the proposed style and content. A final proposed map design is not currently available because the quotation has not yet been approved and the design work has not been commissioned. The design specification is therefore provided as the basis on which Members are being asked to approve the project.

2. Consideration of other potential locations where further maps could be displayed.

   In addition to replacing the four existing maps at Bye Street Car Park, St Katherine's Car Park, High Street and Tesco Car Park, an additional location has been identified at Ledbury Railway Station. A new visitor information board has been installed at the station in partnership with London Northwestern and West Midlands Railways. It is proposed that a town map is included within this board to assist visitors arriving by rail.

3. Confirmation that Ledbury Town Council retain ownership of the map file in a vector format for future use.

   It is recommended that Ledbury Town Council retain the final electronic/vector version of the map artwork. This would allow the Council to retain the map for future use, including future reprinting, updating or adaptation. Orphans have agreed to this.

4. Consideration of making use of the back of the notice boards, where appropriate, for paid advertising.

   Officers recommend that this be part of discission in a reinstated TEMAP working party, as this could be a project working with local businesses and potentially an art project with schools and community. Funding could potentially be sourced from the BID or from businesses.

5. The exact sizes of maps required for each location, with measurements provided in metric.

   The measurements supplied within Appendix A show the dimensions of the existing map spaces and notice boards. The quotation received from Orphans Press is for four poster maps at 594mm × 841mm. The Railway Station map is proposed separately at A0 size. These sizes are therefore the basis of the quotations presented to Members, subject to final confirmation against the relevant display areas before production.

Design and Production

The design specification already supplied to Members sets out the intended approach for the four replacement maps. The maps would use the same visual style as the new Ledbury visitor leaflets, include a large central map, heritage buildings around the edge and an individual 'You Are Here' marker for each location. The specification also identifies visitor information, a QR code and acknowledgement of Eastnor Castle sponsorship.

The Council is therefore being asked to approve the quotation and the proposed specification, rather than a completed final design. Once approval is granted, the appointed designer can produce the final artwork for review and production.

Financial Implications

The Market Towns Fund grant of £1,046 will contribute towards the cost of producing the four replacement maps. The quotation received from Orphans Press is £957.24 excluding VAT for four waterproof poster prints, or £1,013.68 excluding VAT for four prints with gloss laminate mounted onto 3mm Foamex.

The additional Railway Station map is estimated at £91.45 and is proposed to be funded from Promotional Materials budget line 107/4703, which currently has an uncommitted budget of £2,679.

Subject to Council approval, restoration of the existing notice boards would be met from budget code 107/4704 – Tourism/Town Projects, which currently has an uncommitted budget of £5,108.

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

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. Designs will be submitted to Full Council accordingly and when available.

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 line 107/4703.

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. Instruct officers to assess refurbishment requirements of existing map boards, to include the replacement of Perspex panels and obtain quotes.

5. To reinstate the TEMAP working party to ensure that this project is continued, noting that the Community Engagement Officer will no longer be in post from 10 September 2026.

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 3 SEPTEMBER 2026

PRESENT: Councillors Chowns, Eakin, Harvey (Chair) and Morris

ALSO PRESENT: Angela Price – Town Clerk

R388. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hamblin.

R389. **DECLARATIONS OF INTEREST**

None received.

R390. **TO APPROVE AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 29 JULY 2026**

RESOLVED:

That the minutes of the Resources meeting held on 29 July 202 be approved and signed as a correct record.

R391. **UPDATE ON 2026/27 LOCAL GOVERNMENT PAY AWARD**

Members were provided with a report advising of the agreed Local Government Pay Award 2026, which was for receiving and noting.

RESOLVED:

1. **That the nationally agreed 3.3% pay award for the period 1 April 2026 to March 2027 be received and noted, noting that the anticipated increase to the 2026/27 salary budget will be £14,935 plus on costs,**

2. **That Members note that the revised salary scales will be applied retrospectively from 1 April 2026 to all eligible employees.**

3. **That the payment of the resulting salary arrears and associated employer's National Insurance and Pension Contributions be approved.**

4. **That Members note that any eligible former employee who left the Council after 1 April 2026 may request payment of the arrears due up to their final day of employment.**

5. **That the Clerk provides Members information on how the pay award impacts on the 2026/27 salaries budget.**

R392. **TO REVIEW TRAINING POLICY**

Members were asked to review the proposed amendments to the Training Policy.

RECOMMENDATION

1. **That the Draft amended Training Policy be recommended to Full Council for approval subject to amendments in respect of spelling errors.**

2. **That the Training Policy be reviewed every two years, or sooner if there is a relevant change in legislation or Council arrangements.**

R393. **DATE OF NEXT MEETING**

RESOLVED:

That it be noted the next meeting of the Resources Committee is scheduled for 24 September 2026.

R394. **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 pubic be excluded from the remainder of the meeting.

R395. **STAFFING MATTERS**

Resignation of Community Development Officer

Members were formally advised that the Community Engagement Officer had submitted her resignation to take up a new role.

Members discussed whether to recruit a direct replacement or proceed instead with recruitment to the Communities Manager post identified through the recent staffing review.

The Chair reminded Members that the Council had recently resolved to consider bringing forward the recruitment of the Communities Manager and Tourism & Markets Officer posts. This was, however, a separate matter from filling the vacancy created by the resignation of the Community Engagement Officer.

It was noted that the officer had recently commenced a PRINCE2 qualification funded by Ledbury Town Council at a cost of £1,335.

Members considered whether, given the timing of the resignation, it would be reasonable to seek repayment of all or part of the course fees.

Following consideration, it was **RESOLVED:**

1. **That the resignation of the Community Engagement Officer be noted.**

2. **That the Community Engagement Officer be asked to repay £750 towards the cost of the PRINCE2 qualification and that this is paid back by the end of the 2026/27 financial year.**

3. **That the Clerk be delegated authority to agree an appropriate repayment arrangement with the officer.**

4. **That the title of the Community Engagement Officer post be changed to Community Development Officer, to avoid confusion arising from the acronym "CEO".**

5. **That the Clerk be instructed to proceed with advertising the Community Development Officer vacancy.**

6. **That the timetable set in respect of the potential early recruitment of the Communities Manager and Tourism & Markets Officer continue as previously resolved by Council.**

Staff Attendance Analysis

Members were provided with an analysis of staff attendance for the period January to July 2026.

RESOLVED:

That the information in respect of staff attendance analysis be received and noted.

Staff Training

Members were provided with an update on staff training.

RESOLVED:

1. **That members receive and note the update in relation to staff training.**

2. **That Members note and support the training being offered to the Administrative Assistant due to a skills gap identified due to two staff members leaving the employ of the Council.**

R396. **APPEAL AGAINST DECISION NOT TO AUTHORISE REIMBURSEMENT**

Members considered an appeal submitted by an employee against the Clerk's decision not to authorise reimbursement for items purchased without following the Council's purchasing and purchase order procedures.

The Clerk provided Members with a further update following enquiries undertaken into the circumstances surrounding the purchase.

Following consideration, it was **RESOLVED:**

1. **That the Clerk write to the employee offering, exceptionally, to purchase the two items from them at a price of £53 per item, making a total purchase price of £106. It was confirmed that this was an offer to purchase the items and not reimbursement of expenditure incurred by the employee.**

2. **That the employee be advised that the Council's decision is exceptional and does not create a precedent for any future purchases made without prior authorisation or compliance with the Council's purchasing procedures.**

3. **That a management instruction be issued to the employee and their line manager regarding compliance with the Council's purchasing and purchase order procedures.**

4. **That the employee be advised that, should the Council's offer be accepted, the items will become the property of Ledbury Town Council upon payment of the agreed purchase price.**

5. **That the Council's purchasing and purchase order procedures be clarified in writing and communicated to all employees and managers as a reminder of the process to be followed.**

6. **That the employee be provided with a copy of the Financial Regulations and ask to sign to confirm that these have been read and understood.**

The meeting ended at 6.55 pm.

Signed ………………………………………………………..Dated ………………………….

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON FRIDAY, 11 SEPTEMBER 2026

PRESENT: Justine Peberdy (JP) (Chair), Councillor Nick Morris (NM), Philip Errington (PE) (remotely), Amy Howard (AH) (remotely), Caroline Magnus (CM) (remotely), Christine Tustin (CT).

ALSO PRESENT: Councillor Liz Harvey (EH) (Chairman of Ledbury Town Council), Emma Clowsley (EC) (Project Co-ordinator), Angela Price (AP) (Town Clerk).

86. APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr John Holmes and Tim Keyes.

87. TO APPROVE AND SIGN THE NOTES OF MEETINGS OF THE MASEFIELD MATTERS BOARD HELD ON 14 AUGUST 2026

CM queried the use of the word “notes” rather than “minutes”. It was confirmed that the record should be referred to as minutes.

RESOLVED:

That the minutes of the Masefield Matters Board meeting held on 14 August 2026 be approved and signed as a correct record subject to the above amendment.

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88. TO RECEIVE AND NOTE THE ACTION SHEET

Members reviewed the action sheet and were asked to provide EC with updates on actions allocated to them, including confirmation where actions had been completed.

AH advised that outstanding communications actions could be progressed once Ledbury Poetry’s new Communications Manager, Hayley, was in post from 21 September 2026. It was agreed that the communications actions should then be reviewed with her.

It was noted that the action relating to the conversation with Ian Wilson had been completed. Members also identified that an entry relating to press contacts and the press release concerning the shortlisted designers appeared to have been recorded against the wrong action and should be clarified.

AH clarified that her previous action regarding a play-reading group was to inform the group about Masefield Matters and explore whether it wished to include Masefield material in its own play-reading activity; it was not an action to ask the group to create a new Masefield play.

Members requested that target dates be shown on the action sheet. It was confirmed that the live spreadsheet contained a target-date column. The live link should be circulated directly to Board members but not to be included in the publicly published agenda pack.

Action:
MM88 EC to update the action sheet accordingly, including completed actions and the corrected wording of AH's play-reading action. AH to confirm the name of the relevant play-reading group. Target dates are to be included in the circulated action information.

89. PROGRESS REPORT AND FINANCIALS

The Board received the progress and financial report. The staffing budget showed a projected shortfall of approximately £2,679, arising from staffing costs including overtime and costs which had not been included in the original budget assumptions. Members were reassured that the overall project remained within budget and that underspends existed in other budget headings.

EH considered that a forecast was required showing the remaining work packages, anticipated expenditure and potential future income before decisions could be made about the use of underspends or remedial action. Councillor Wilkinson was reviewing the project finances and further officer work was required before the Fundraising subgroup could make recommendations.

RESOLVED:
That the progress report and financial information be received and noted, and that no decision on remedial action be taken until fuller forecast information is available.

Action:
MM89 EC, with input from Councillor Wilkinson and the fundraising subgroup, to develop fuller forecast information covering remaining work packages, anticipated expenditure and relevant future income. Timeline to be set following AP meeting with Cllr Wilkinson.

90. REVIEW OF TERMS OF REFERENCE

Members reviewed the revised Terms of Reference and discussed amendments intended to provide greater flexibility and align the Board's governance arrangements with the Town Council's civic year.

It was suggested that the section describing Board membership should refer to representatives from relevant stakeholder organisations, with the listed organisations given as examples rather than an exhaustive list, and that the list should be alphabetical. Members discussed the distinction between organisational representation and named individual membership.

The reporting arrangements in section 8 were also reviewed. Members supported a monthly written report to Board members rather than duplicating fortnightly and monthly reporting. Suggested amendments included reports from the Clerk and/or Chairman, day-to-day management of the nominated lead officer by the Town Clerk, fortnightly meetings between the Clerk and lead officer, and a written monthly report from the Chairman.

RESOLVED:
That the revised Terms of Reference be approved, subject to the amendments discussed, for onward submission to Ledbury Town Council. CM and PE abstained.

Action:
MM90 The revised Terms of Reference to be amended in accordance with the discussion and submitted to Ledbury Town Council.

91. POTENTIAL BOARD MEMBERS

The Board discussed strengthening membership for the next phase, particularly through additional experience in commissioning public art and sufficient Town Council representation to maintain the quorum.

Three members of the Core Consultation Group were identified for an initial approach: Hywel, Jackie Tweedale and Arthur Green. An initial approach would not appoint them. If interested, each would provide a short statement about their background, interest in the project and what they could contribute, for circulation to Board members.

RESOLVED:
That JP approach the three identified members of the Core Consultation Group to establish whether they would be interested in joining the Board, with the process to be completed in time for potential appointment before the next Board meeting.

Members considered the requirement for at least one Town Councillor to be present for the Board to be quorate. To provide resilience alongside Councillor Morris, Councillor Harvey offered to join the Board.

RESOLVED:
That Councillor Harvey be appointed as a Ledbury Town Council representative on the Masefield Matters Project Board.

Action:
MM91 JP to contact the three identified potential members, request a short profile from each interested person and circulate the information to Board members for a decision.

92. REVIEW OF RESOURCES AND 2027 PLANNING

EC presented an overview of current Project Co-ordinator and Project Assistant tasks which might require continuation after the end of her contract. Members considered that future resource requirements should be assessed against the Board's core remit, remaining work packages and overall project timeline.

JP clarified that the Board's remaining core responsibilities were the selection and delivery of the memorial trail and the final unveiling event. Other community activity could continue through partners and Town Council activity, but reallocation of National Lottery Heritage Fund underspends would require appropriate approval where funds were ring-fenced.

Members requested a clearer distinction between work essential to delivery of the funded project and wider activity arising from the momentum created by Masefield Matters. Board members were invited to review EC's report and identify areas where they had relevant skills. A possible future subgroup focused on commissioning/delivery and evaluation was suggested but not agreed.

Actions:
MM92 (1) EC to develop the resource review into a timeline/work programme identifying future work packages, essential project tasks, sequencing and resource/skills gaps, for the next meeting. Board members to review EC's report and advise her of areas in which they could contribute.

MM92 (2) AP to consider how a Masefield strand could be incorporated into relevant Council activity between now and 2028.

93. FINAL COMMISSIONING BRIEF FOR THE WINNING DESIGNER

Members discussed matters for the final commissioning brief for the successful designer. The more detailed brief for the £65,000 commission would include delivery milestones, payment arrangements, reporting and meeting arrangements, permissions and the timetable for development of the final design.

Members were asked to review the existing commissioning brief and provide additional requirements. It was agreed that the successful designer should engage directly with the Board at the beginning of the commission and that the brief should provide for an early visit to Ledbury. Within one month of the commission being awarded, a date should be agreed for the designer to visit Ledbury and meet the Board.

The final brief should also allow for necessary officer time and processes associated with permissions, including any listed building or conservation-area requirements arising from the chosen design.

Actions:
MM93 (1) All Board members to review the existing commissioning brief and examples of similar commissioning briefs and send EC requirements or information for the final commissioning brief.

MM93 (2) The final commissioning brief to include an early meeting/visit to Ledbury by the successful designer, with a date to be agreed within one month of the commission being awarded, together with appropriate delivery, payment, reporting and permissions requirements.

94. SUB-GROUP UPDATES

Fundraising
The minutes of the Fundraising sub-group were received and noted.

Members requested that each sub-group identify its work programme, key decision points and delivery milestones against the overall project timeline and review its action list.

Communications
AH confirmed that Ledbury Poetry's new Communications Manager, Hayley, was expected to start on 21 September 2026.

EC had prepared a press release announcing the three shortlisted designers and the next stage, including the public event on 6 and 7 November 2026. The press release and related website information are required by 18 September 2026.

The draft press release is to be circulated promptly to Board members for comments before approval by the Town Clerk and the National Lottery Heritage Fund. AH agreed to reconvene the Communications subgroup after the new Communications Manager had settled in and to arrange an introductory meeting with JP and EC.

Risk
The Board noted the addition of a risk concerning a Councillor or Board member committing the project to a contract without proper authority.

Members reiterated that expenditure and commitments must follow the agreed approval process and proposed spending should be brought through EC and AP.

Members considered that the risk register should be refreshed for the current stage of the project, with gaps completed and mitigations updated.

EH asked if the procurement toolbox was in place, and AH confirmed that it is.

Actions:
MM94 (1) Each sub-group to map its work programme, key decision points and delivery milestones against the overall project timeline and review its action list.

MM94 (2) EC to circulate the draft shortlisted-designers press release to Board members with a clear deadline for comments; Board members to respond within that deadline so approvals can be completed by 18 September 2026. **RESOLVED**

MM94 (3) AH to ask Hayley to suggest dates, once settled into post, for an introductory/project handover meeting with JP and EC, and to reconvene the Communications subgroup after 21 September 2026.

MM94 (3) The Risk sub-group are to refresh the risk register for the current phase of the project, with outstanding mitigation information completed.

95. **PATRONS**

The previous approach to Simon Armitage was briefly discussed. It was noted that the approach had not followed what had been agreed by the Board and that a meeting involving NM, JP, Councillor Harvey and AP was intended before the patron matter was revisited.

96. **SOUVENIR BOOK**

Members discussed a souvenir book to mark the culmination of the project. This should be considered as part of the wider resource and skills-gap planning. Arthur Green was suggested as a possible contributor.

JP expressed how we feel Joyce Mason’s loss hugely and noted her contributions to the project which we are all grateful for, the souvenir book was one of these things. JP suggested NM might have some ideas of how we take we take the book forward.

Members were asked to consider if they want to be involved with producing the book.

Members also discussed documenting development and production of the memorial through video or other digital material. It was agreed that an expectation for the successful designer to document the creative process should be included in the final commissioning brief.

It was noted that some previously approved funding remained available for production of a book and that further fundraising was continuing. No decision was made on the final scope or budget.

Actions:
MM96 EC to ensure the final commissioning brief includes a requirement for appropriate documentation of the design/creative process, including a video-diary or equivalent element.

97. DATE OF NEXT TWO MEETINGS

Members agreed that the next meeting should take place after the public event on 6 and 7 November 2026 so that the Board could consider public feedback and make a recommendation to Ledbury Town Council on the preferred designer. The recommendation would need to be supported by sufficient information on all three shortlisted proposals.

RESOLVED:
That the next meeting of the Masefield Matters Project Board be held on Tuesday, 10 November 2026 at 11.00 am.

Actions:
MM97 EC to produce a report/evidence base on the three shortlisted designers and public feedback to be prepared and circulated in advance of the 10 November 2026 meeting. EC to share with EH and JP before sending to the Board.

A subsequent meeting will be held on Tuesday, 5 January 2027, immediately before the end of EC's contract.

Signed……………………………… Dated………………………………

FULL COUNCIL	24 SEPTEMBER 2026	AGENDA ITEM: 25(i)

Report prepared by Angela Price – Town Clerk

MASEFIELD MATTERS PROJECT BOARD – REVISED TERMS OF REFERENCE

Purpose of report

The purpose of this report is to seek Members approval of the revised Terms of Reference for the Masefield Matters Project Board, attached to this report.

Background and proposed changes

As a Working Party of Ledbury Town Council, the Masefield Matters Project Board are required to review their Terms of Reference annually and make recommendations in respect of any proposed amendments either to the relevant Standing Committee, or Full Council in the absence of the Standing Committees.

The membership section of the Masefield Matters Terms of Reference currently names individual Board members. The proposed revision identifies the organisations represented on the Board instead: the John Masefield Society, Ledbury Poetry, Ledbury Town Council, Herefordshire Council, John Masefield School and the Civic Society. It also provides for individual interested residents to serve on the Board.

This change will allow an organisation to send a substitute representative when its regular representative is unavailable, helping the Board maintain attendance and continue its work.

It is also proposed that a second Councillor be appointed to the Board; this has been considered and agreed by the Board in order to help ensure the requirement that at least one Councillor is present for the Board to be quorate. The Board's quorum remains three members.

The draft also updates references to the Project Coordinator to reflect the roles of the nominated lead officer and Chairman, adds reference to National Lottery requirements, and specifies that monthly written reports to Board members will include updates on income and expenditure and will be provided by the Chair of the Board, rather than the Project Co-ordinator, which will mean this is in place for when the Project Co-ordinator's contract ends in January 2027.

The Council retains the final decision on the memorial, and financial decisions beyond the Board's remit will continue to be referred to Council.

Recommendation

That Council approve the revised Terms of Reference for the Masefield Matters Project Board, subject to the membership section making clear that each organisation may nominate a substitute representative to attend when its regular representative is unavailable.

LEDBURY TOWN COUNCIL

TERMS OF REFERENCE

MASEFIELD MATTERS PROJECT BOARD

1. Purpose

The purpose of the Masefield Matters Project Board is to:

a. To act on behalf of Ledbury Town Council in respect of the development and organisation of a memorial to commemorate John Masefield.

b. To provide support to the Clerk and/or Project Coordinator in the facilitation of workshops and consultations which will determine three final choices for a memorial.

c. To provide guidance and expertise based on the skill sets of the Board Members.

2. Quorum

The Quorum of the Project Board will be three Members in attendance, one of which **MUST** be a Councillor

3. Membership

Suggest that names of Board Members are not included in the Terms of Reference – consider the following as an alternative:

The Board will be made up of members from relevant stakeholders such as:

Civic Society
Herefordshire Council
Individual interested residents
John Masefield School
John Masefield Society
Ledbury Poetry
Ledbury Town Council

The Board will be responsible for voting in any new members.

4. Chairman

A Chairman will be appointed annually, at the first meeting of the Board after the Annual Council Meeting in May.

5. Powers

The Masefield Matters Memorial Project Board has been established by Ledbury Town Council and is therefore required to report back via recommendations to Ledbury Town Council in relation to all financial decisions and matters beyond the Boards remit.

Ledbury Town Council shall make the final decision on the memorial, selecting from three choices recommended by the Board based on workshops and consultation feedback.

The Council's Standing Orders and Financial Regulations apply to all meetings and business of the Project Board.

6. Committee Governance

The Board will meet quarterly and the draft minutes of each meeting will be provided to all members within two weeks of the meeting.

7. Responsibilities and Areas of Operation

a. The timeframe to establish a memorial will not exceed beyond June 2028;
b. The memorial is to be dedicated solely to John Masefield;
c. To provide information on potential financial and artistic supporters for the project.
d. To develop and support criteria for obtaining three quotes for the provision of memorial art work;
e. To develop and support criteria for considering the outcomes of the workshop and consultation process;
f. To support the Project Coordinator as required, in particular making use of specific skill sets of Board Members;
g. To engage with local traders, stakeholders, and other interested parties to maintain project momentum.
h. To pursue fundraising and public engagement.
i. To adhere to the Council's Standing Orders and Financial Regulations, National Lottery Regulations and the Nolan Principles.

There will be subcommittees consisting of board members and members of the project team, to be chaired by board members. They will meet every two months to review strategy and progress in the following areas: risk, fundraising, and communications.

8. Reporting Mechanism to and from

a. The Board will receive direct reports from the Clerk and/or Chairman.

b. The Board is not responsible for the day-to-day management of the nominated lead officer, this remains the responsibility of the Town Clerk.

c. The Clerk and lead officer will hold fortnightly meetings with the Chair of the Project Board (or other board member) to advise them of progress being made and any issues that need to be addressed. It is the Chair's responsibility to disseminate updates from these meetings to the rest of the Board.

d. The Chairman will provide a written monthly report to Board Members, this will include updates on income and expenditure.

e. The Board will provide copies of their minutes to Council providing any recommendations within for council consideration and approval.

9. Review of Terms of Reference

These Terms of Reference will be reviewed by the Project Board annually and Council made aware of any changes.

LEDBURY COMMUNITY CHOIR

www.lcchoir2.com

Minutes of Committee Meeting held on 4th September 2026
At 56 Kipling Road, Ledbury.

Present: Jeff Sherwood (Chair), Sue Chopping (Membership), Mal Hughes (Musical Director), Sue Hughes (Music), Sue Sherwood (Second Altos Section Leader) Ronnie Parker (Secretary),

1. Apologies for Absence:	
• Rachel Boughen (Social Media), Sue Bettington (Social), Ann Price (Treasurer),	
2. Minutes of Previous Meeting:	
• The Minutes of a meeting held on 3rd July 2026 were approved with no issues arising.	
3. Treasurer's Report: From Jeff Sherwood on behalf of Ann Price	
• Currently the choir account is £4,945.73. This is a good sum as it is the lowest part of the year financially as no subs have yet been received. • We charge the fees on an annual basis so we are able to forecast, budget and ensure the choirs viability. We may change this to payment on an instalment basis. • With the costs rising we may need to investigate the possibility of obtaining some grant funding, perhaps reducing the amount we donate to charities or to doing some fund raising ourselves. • Noted that our new conductor and pianist are likely to be professionals who do this work to earn a living as opposed to it being a hobby and therefore are more likely will need to ensure they have sufficient income.	
4. Secretary's Report:	
• No updates	
5. Membership Secretary's Report:	
• If all members return this term we will have 70 paid members, we are aware that several people will not be returning but already have at least four people interested in joining us for the new term • Consider how to get more interaction between the sections socially	SC
6. Musical Director's Report:	
• Music choice for Christmas in progress, list to follow will be 20 pieces in total • Possibly do one piece to involve the audience as this has been popular in the past • Concert manager will be Sue Hughes and Jeff Sherwood	
7. Social Activities	
• Non discussed at this meeting	
8. Social Media	
• Rachel continues to maintain the Facebook page. • Rachel placed adverts for the new musical director and pianist in the Ledbury Focus, and this will also be in the next publication of the 'All About the Hills' October edition. • Rachell will monitor all platforms for responses to the adverts	RB
9. Section Leader Report	
• No updates currently	
10. Any Other Business	
• Jeff is in dialog with two potential candidates one for musical director and one for pianist. • Rachel has offered to take over maintaining the web site from Sue Hughes • Sue Hughes has the choir asset register this will need to be passed over • Sue Hughes to identify tasks she does which need to be passed over and give to Jeff • Music that is currently stored in Sue and Malcolm's house will need to be rehoused • Sibelius – the music directory will need to be passed on and placed on another computer • Choir printer needs to be re housed • Possibility of creating another post on the committee of Concert Manager so that we have continuity every concert, tasks suggested would include designing/helping to design poster, advertising of concerts, printing of tickets, seating plans, arranging collection and return of the stage etc.	SH
Date of next meeting: 9th October at Mallory, Long Acres, Ledbury, HR8 2AT	

CHOIR CALENDAR

Date	Event	Venue	Event Manager
Monday 7th September	Choir resumes	Rugby Club	
Monday 21st December	Christmas Concert	Rugby Club	SH and JS
TBC	Summer Concert	Rugby Club	

MINUTES OF THE WASH-UP MEETING OF LEDBURY CARNIVAL ASSOCIATION HELD ON WEDNESDAY 9th September 2026 at TOWN COUNCIL OFFICES.

PRESENT: Chairman Mal Hughes (MH), Sue Hughes (SH), Robin Hiseman (RH), Ann Price (AP), Lesley Wilkinson (LW), Juri Hayes (JH), Sonia Bowen (SB), Harold Armitage (HA), Johnny Chan (JC), and Angie Price (APR).

		Action by
1.	**APOLOGIES:** Apologies were received from Michele Sallis (MS) and David Kettle (DK). Not present were Anita Griškjāne (AG), Joe Hamblin (JoH), Cllr. Liz Harvey (EH).	
2.	**MINUTES OF PREVIOUS MEETING AND ACTION POINTS** Approval of the Minutes of the meeting held 19th August 2026 was deferred until the next ordinary full meeting of the Committee. The Chairman opened the meeting by saying he had thoroughly enjoyed Carnival Day and the many hundreds of visitors did too. A couple of incidents would be reported later but this meeting was to report on the day and discuss how to improve for next year. The Chairman also thanked everybody for their support and particularly the Town Council staff whose help was invaluable.	
3.	**TREASURER'S REPORT** The bank balance was £9,095.25 at 4th September. There were various small amounts still to pay and amounts owed need chasing. The Accounts to be prepared and verified by the AGM on 11th November.	**AP**
4.	**SECRETARY'S REPORT** Nothing to report.	
5.	**ENTERTAINMENTS** Overall the entertainments were successful, although there were some mixed comments about the young band Counterpoint. Although they were not totally prepared in their set up and sound management, the general feeling was that they could be booked again. Frontrunner were a huge success. Look at the band timings for next year as we need to keep people in the town after the Procession. The children's entertainments went down very well and was very popular, more chairs needed for next year. The soft play/quiet area was also well used. The funfair was also popular and we should consider more rides for next year. A meeting needs to take place with them to make sure we have all required paperwork, and include JH in any booking meeting. SH to ask for a list of proposed rides and will include JH in meetings for next year. APR congratulated the carnival committee on a very successful day.	**JH/SH** **SH**
6.	**PROCESSION** Bigger and better than ever and surpassed expectations, especially with the inclusion of the Traders, although one disappointment was no children's fancy dress this year. Should we look at the classes we offer? The was a lack of music in the Parade probably due to the brass band not being on a lorry. SB looked at getting a Samba Band but this would need booking now and would cost about £450. On the float entry form the safety features should be revised and simplified after a query from one of the Morgan drivers, and also regarding medication requirements. Some teenagers alighted from their float during the Parade, which is not allowed and this should be stressed in the Safety rules. Arms and legs must be kept inside the vehicles at all times. SB asked if we would be giving donations to Firefighters etc this year? To be decided next meeting MH noted that the Morris dancers asked not to be placed behind a lorry again.	

	JH reported that both the security team and others thought the Procession was far better this year, and noted the absence of music. JH also reported that as the shire horse got spooked with the tractors and dropped back, it created a void in the Procession. As not many dressed mobility scooters signed up this year, perhaps we should consider not having this next year. We must emphasise that floats should not be decorated in the rugby club car park. JC managed the Club well, although he needs a helper he can delegate jobs to. Stewards at the Rugby Club did not receive the expected briefing. Important for next year – note to time this for earlier. Overall, JH will liaise with SB to revise the entry form. At the end of the Procession the Fire Engine must be told to move straight off as it caused a blockage for everyone else. The Primary School must be managed better with a marshall/steward directing vehicles where they need to go – need a list in advance - should this information be asked on the entry form? LW asked if we should consider timing the Procession for later to miss lunchtime? To be reviewed at the next meeting. A review of parking for non-carnival traffic at the Rugby Club to take place as we were told the space we allocated is used by the football club and we need their permission.	**JH/SB**
7.	**ROAD CLOSURE/MARSHALLING/SECURITY/ROAD SIGNS** The Park n Ride and exit of Procession from the Rugby Club went very well this year, stopping the traffic there at the last minute was much better. Overall, many aspects went smoother than previously. There were sone incidents: 1. In the Homend, a business owner threatened to drive his vehicle through the security and through the pedestrians to get to his premises. This was immediately passed to the Police and we have an incident number. SAG were present and have requested that security wear body cameras in the future. 2. Overall feedback from SAG was that they were happy. 3. National Express have apologised for not forwarding on information to their drivers about road closures. 4. Cars were coming down Homend whilst the Procession was coming up, as there was no temporary stoppage at the Tesco Lights. To be rectified next year.	
8.	**HEALTH AND SAFETY** A number of issues were raised for the Funfair: 1. SAG personnel attending on the day reported that an emergency vehicle would not have be able to pass through Bye St. 2. A member of the public raised an issue of safety about a cable trip hazard at one stall. 3. A child was injured on a funfair ride although this was not reported on the day, the operator was dismissive of the incident. 4. A child received a cut on the foot from a trampoline ride in Bye St, which was also not reported at the time. 5. JH also spoke to organiser of the funfair about cable management, which was rectified immediately.	
9.	**WEBSITE** RH apologised for not uploading photos etc to the website, due to limitations of his broadband bandwidth. JC to aid RH.	**JC/RH**
10.	**CARNIVAL PROGRAMME** There was 2/3rds of a box left over. HA was distributing through the crowds on the day which went well. Perhaps allocate a person/s to do this next year.	
11.	**PUBLICITY**	

	Getting articles printed seems to be better nearer the Day than earlier. The Press were much more receptive in the two weeks before and on the Day. This doesn't help us in advertising terms. The Children's Ambassadors were reported as Carnival Ambassadors which was a mistake on the part of the Press, this must be rectified. SH has a lot of A4 and A5 posters left, Quantities to be reviewed for next year.	
12.	**SOCIAL MEDIA** Social Media was updated on Carnival Day with much information and photos. JC asked that our photographers Luke Richards and Pat Strauss be congratulated for doing a fine job.	
13.	**FUNDRAISING/SPONSORSHIP** Needs to be started much earlier next year, immediately after Carnival Day. LW/DK have a plan. All sitings of grant applications to be forwarded to LW and DK. To quantify how much we will need, the Treasurer was asked to produce a budget for next year by our AGM in November.	**AP/SH**
14.	**STALLS** Although there was a problem with two Candy Floss sellers being placed accidentally side-by-side, the rest generally reported a very successful day. Consider using more space up the High St next year. Next year no stalls to be placed in the bus stop used for mobility scooters/wheelchairs. Some stalls moved before the close of day, this caused a lot of issues. No stalls to be allowed to move before end of play (emphasise this on the entry form). All stalls to be instructed to clear all their rubbish before leaving.	
15.	**RAFFLE** The day seemed to go well with the carnival stand taking raffle ticket money all day. The Town Council's card machine helped enormously with sales, the total from which was £463. The raffle sales total was £1,457. Stopping ticket sales 15 minutes before the draw helped. Note for next year to rota 1 or 2 people all day to complete the ticket stubs. Also to review how many tickets we should print. The online print price was much cheaper than using a local printer. Also consider committee members taking raffle books to sell elsewhere.	
16.	**SHOP WINDOW COMPETITION** 25 shops took part, including down Bye St and Southend. New entrants thanked us for asking them. Overall a great success.	
17.	**ANY OTHER NOTIFIED BUSINESS** 1. If existing postholders were stepping down, would they be willing to shadow a new postholder? Yes. 2. Is it too late for all the positive Instagram and Facebook comments to be put on our Instagram page? To be looked at. 3. Chris from LTC to be praised for all his hard work, as are all LTC staff. 4. Would it be possible to move our meetings from Wednesdays to accommodate our new member MS? 5. APR reported the LTC staff were delighted to help out instead of manning a stand. 6. Committee members agreed to assist with stewarding at the event taking place on Saturday 19th September 4.30pm to 8pm in the Town Centre. Contact APR with your availability.	**LW** **ALL**
18.	**DATE OF NEXT MEETING** **The AGM will be held on WED 11th NOVEMBER AT LEDBURY TOWN COUNCIL OFFICES, CHURCH LANE, 7.30PM**. To be advertised. Meeting closed 9.03pm.	