



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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19 June 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 25 June 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 6696)
5. **To approve and sign as a correct record the minutes of the Annual Council Meeting held on 4 June 2026** (Pages 6698 - 6710)
6. **To receive and note the Action sheet** (Pages 6712 - 6718)
7. **To receive Ward Reports and identify any matters requiring inclusion on a future agenda** (Pages 6720 – 6721)
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**

Motion submitted by Councillor Hamblin – awaiting seconder:

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

FINANCE, POLICY & GENERAL PURPOSES

11. **Budget Monitoring Report for month 1** (To Follow)
 - i. Receipts and Payments 1 – 31 May 2026
 - ii. Balance sheet and Trial Balance – Month 2
 - iii. Budget Monitoring Reports 1 April to 31 May 2026
12. **To confirm verification of bank statements and reconciliations for April and May 2026**
13. **Invoices for Payment** (To Follow)

14. To give consideration to Grant Funding Applications Received
(Pages 6722 - 6737)

£500 and under

- i. Rail & Bus for Herefordshire – Amount requested £500 – in support the preparation of rail and bus timetables - Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised
- ii. Ledbury Convoy – Amount requested - £500 – to support bringing a Military History event to Ledbury, to include military vehicles, stalls and street food – Local Government Act 1972 s.144 – Power to encourage tourism to the Council's area or contribute to organisations encouraging tourism
- iii. Creative Learning – Walsingham Support – Amount requested £490.80 in support of a place for people with learning difficulties and autism to connect, learn and have fun – Local Government Act s.137 – Power to incur expenditure for certain purposes not otherwise authorised

15. Council Policies **(Pages 6738 - 6745)**

To approve the addition of a new paragraph inserted into the Environment and Sustainability Policy regarding Confetti Specifications for weddings at Council venues

GOVERNANCE

16. To receive any updates in respect of Code of Conduct Matters
(Pages 6746 - 6755)

- i. Outcome of COC 153
- ii. Notice in respect of Amendment to the arrangements for dealing with Code of Conduct complaints

17. To appoint Vice-Chairs of Standing Committees **(Pages 6756 - 6757)**

- i. Environment & Leisure
- ii. Finance, Policy & General Purposes
- iii. Planning, Economy & Tourism

PLANNING, ECONOMY & TOURISM

18. To consider Planning Consultations **(Pages 6758 - 6759)**

19. To receive and note update on Planning Decisions
(Pages 6760 - 6766)

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

21. **Painted Room/Market House Visitor Numbers** (Pages 6768 - 6771)

ENVIRONMENT AND LEISURE

22. **Welcome to Ledbury Signs** (Pages 6772 - 6781)

23. **To receive and note the minute of a meeting of the Resources Committee held on 4 June 2026 and to consider any recommendations therein**
(Pages 6782 - 6785)

GENERAL

24. **Masefield Matters** (Pages 66786 - 6795)

- i. To receive and note the minutes of a meeting of the Masefield Matters Board held on 19 May 2026
- ii. To receive and note the Masefield Matters Project Progress report

25. **Outside Bodies** (Pages 6796 - 6800)

- i. To ask for nominations from Members for representation on the following outside bodies:
 - a. Rural Market Towns Group – Younger Persons Panel
 - b. Rural Market Towns Group – Older Persons Panel
 - c. Police Liaison
- ii. Minutes of a meeting of the Carnival Association held on 10 June 2026

26. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for 16 July 2026 at 7.00 pm

27. **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

28. **Marketing and Recommendations report in respect of Council offices**
(Pages 6801 - 6806)

29. **To approve submission of Business Case in respect of Martins Way Park & Pump Track**
(Pages 6807 - 6848)
30. **To consider proposal received from Herefordshire Council in respect of Ledbury Public Toilets**
(Pages 6849 - 6853)
31. **Urgent Recommendations from Resources Committee held on 25 June 2026**
(If any)

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

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

SECTION 149 OF THE EQUALITIES ACT 2010

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

Equality Duty

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

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

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

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

**LEDBURY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 4 JUNE 2026**

PRESENT: Councillors: Harvey (Chair), Hamblin (Deputy Chair), Bradford, Browning, Chowns, Kettle, Troy, Wilkinson.

ALSO PRESENT:

Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Sophie Rudd – Minute Taker

C1358. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Eakin and Hughes. Apologies were also received from Councillor Browning electronically.

C1359. DECLARATIONS OF INTEREST

A pecuniary interest was received from Councillors Kettle and Wilkinson in respect of agenda item 19 – planning consultation no. 261133.

Councillor Troy declared a personal interest in agenda item 19 – planning consultation no. 261133 due to having a personal relationship with the applicant.

C1360. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1361. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted, noting that the Clerk will advise Members of any items on the agenda that it is appropriate to be considered under this Duty.

C1362. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 14 MAY 2026

RESOLVED:

That the minutes of the Annual Council Meeting held on 14 May 2026 be approved and signed as a correct record, subject to the following amendment:

Minute no. C1330 – be amended to read “That Councillor Hamblin be duly elected to the position of Vice-Chair.....)

C1363. TO RECEIVE AND NOTE THE ACTION SHEET

The Clerk advised Members of a response received from the Council's current confidential waste provider following notification that the Council wished to end the current contract. They had provided the following offer:

- i. A collection of 20 bags every two months, instead of the current monthly 10 bag collection, for a charge of £90 per collection, reducing the monthly cost to £45.
- ii. An ad hoc service arrangement of a charge of £100 per collection plus £45 call out fee.

It was noted that both of these options meant that a larger number of sacks of confidential waste would remain on site for longer periods and that due to limited space this was not practical. Members did not feel it appropriate to store confidential waste on sight for longer periods than is currently the case.

It was noted that some of the actions listed on the action sheet have extended beyond the estimated completion dates.

Councillor Bradford asked for an update in respect of the provision of Christmas Lights. The Deputy Clerk advised that a meeting had taken place with the new account manager, and further information is awaited from them in respect of the 2026/27 display, which is due in the first two weeks of June.

RESOLVED:

- 1. That the action sheet be received and noted.**
- 2. That officers review the estimated completion dates on the action sheet and prioritise the actions or make a case for revising the completion dates.**
- 3. That the decision taken at the meeting of 7 May to end the contract with the Council's current confidential waste**

collection company in favour of an alternative company stand.

4. That when considering changing contractors for services the incumbent contractor be asked to provide a best price option for consideration.

C1364. CHAIRMAN'S COMMUNICATIONS

The Chair advised that there had been a blizzard of invitations that had been received for all the new civic years, many of which the Chair had advised she would not be attending. She noted that this offers opportunities for other Councillors to represent the Council and advised that Sophie Jarvis will be in touch with Councillors about events that require representation accordingly.

C1365. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

Councillor Peberdy asked Members to give consideration to the following when considering agenda item 27 – Ledbury Signs:

“Would it be possible for LTC to consider a large Welcome to Ledbury sign on the land in front of the Heras fencing opposite the Hereford roundabout to deter flyposting and disguise what may well be a building site for some time.”

The Chair thanked Councillor Peberdy for her request and advised that this would be considered alongside agenda item 27.

C1366. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1367. TO RECEIVE AND NOTE BUDGET MONITORING REPORTS FOR APRIL 2026

RESOLVED:

1. That the budget monitoring reports for month 1 be received and noted, noting that the budget remains in line with the expected 8.33% at the end of month 1 of the 2026/27 Financial Year.
2. That officers review the financial input.

C1368. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR APRIL 2026

RESOLVED:

That due to the Chair of the Finance, Policy & General Purposes Committee not being present this item be deferred to the next meeting of Council.

C1369. TO APPROVE INVOICES FOR PAYMENT

RESOLVED:

That the invoices for payment in the sum of £9887.81 plus VAT be approved.

C1370. TO GIVE CONSIDERATION TO THE INTERNAL AUDITOR REPORT 2025/26

Members were requested to give consideration to the internal auditor report and attachments.

RESOLVED:

- 1. That the Internal Auditor Report 2025/26 be received and the suggested responses provided by the RFO in the comments box of the Internal Auditors Observations be approved, noting that these will be provided to the Internal Auditor.**
- 2. That the suggested responses provided by the RFO in relation to the Annual Governance Accountability Return 2025/26 (Section 1) be approved and the Chairman be authorised to sign this accordingly.**
- 3. That the explanation of significant variations from last year to this year in Section 2 “The statement of Accounts” be noted.**
- 4. That Section 2 – The Statement of Accounts be approved and the Chairman be authorised to sign this accordingly.**
- 5. That the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return be approved.**
- 6. That the Chairman be authorised to sign the Statement of Internal Control prior to its submission to the External Auditor.**

7. That the draft Investment Strategy be approved and adopted.
8. That the Clerk be authorised to submit the Annual Governance & Accountability Return 2025/26 and associated documents to the Council's external auditors, PKF Littlejohn in line with the requirements of the Accounts and Audit Regulations (2015).

C1371. TO CONSIDER THE PROPOSED TECHNICAL SPECIFICATION FOR MEETING RECORDING AND DRAFT POLICY FOR LIVE STREAMING AND RECORDING OF COUNCIL MEETINGS

RESOLVED:

1. That officers be authorised to proceed with the purchase of the following equipment:
 - i. Audio-visual device – Owl 4+ £1,800 – £2,000
 - ii. Expansion Mic to extend pick up range (useful for larger rooms): £249
 - iii. Laptop (if required): £600 – £1,000
 - iv. External Hard Drive (if required): £250Total cost (upper range) **£3,499**
2. That one third of the cost be borne from the 2025/26 budget line 401/4483 – ICT Services (£1,166.33)
3. That the remaining balance of £2,332.67 be borne from the General Reserve, and provision made in the 2026/27 and 2026/28 budget to repay the remaining two thirds of the cost of the equipment to the General Reserve.
4. That the draft Policy for the Recording and Live Streaming of Council Meetings be approved subject to the following:

Section 9 – 9.1 – To read:

“ Recordings shall be retained for the length of the Council year, unless required for a legal or evidential purpose.”
5. That the Clerk be authorised to implement the policy upon delivery of the above recording equipment.
6. That the Policy for the Recording and Live Streaming of Council Meetings be reviewed biennially or upon legislative change.

7. That it be noted that the introduction of recording of meetings and uploading of these via the Council's YouTube channel has been considered under S149 of the Equalities Act 2010.

C1372. TO CONSIDER SIGNING UP TO RIALTASWEB

RESOLVED:

1. That the Clerk be authorised to sign the contract with Rialtas for the provision of cloud-based software at a cost of £583.33 for the period June 2026-March 2027 and £700.00 per annum, plus annual increases, with effect from 1 April 2027 onwards.

C1373. GRANT APPLICATIONS

- i. Titans Netball Academy
- ii. Ramblers Wellbeing Walks
- iii. Ledbury Convoy

Members were advised that the application for grant funding expected from the Ledbury Convoy had not been received in time for this meeting.

RESOLVED:

1. That a grant of £500 be awarded to the Titan Netball Academy under the Local Government (Miscellaneous Provisions) Act 1976, s. 19 in support of setting up of a sustainable junior netball programme in Ledbury.
2. That be a grant of £500 be awarded to the Ramblers Wellbeing Walks under the Local Government Act 1972 s.137, in support of their annual Christmas Lunch.
3. That it be noted that both of the above grant applications have been considered under the S149 Equalities Act 2010.

C1374. CODE OF CONDUCT MATTERS

Councillor Harvey advised that she had received notification from the Monitoring Officer of the receipt of a complaint against a Member of Ledbury Town Council and that this was currently being assessed.

C1375. REPRESENTATION OF OUTSIDE BODIES

RESOLVED:

1. That Councillor Morris be elected to represent Ledbury Town Council on Age UK Wyvern for the 2026/27 Municipal Year.
2. That Councillor Chowns be elected to represent Ledbury Town Council on the following outside bodies:
 - i. Ledbury Strömstad Twinning Association
 - ii. Ledbury Foodbank
3. That Rural Market Towns Group – Younger Persons and Older Persons Panel vacancies be referred back to the next meeting of council.
4. That it be noted that the Consolidated Charities only have one meeting a year and that they are aware that Councillor Eakin is the Council's representative, and will be notified of the date of the meeting accordingly.

C1376. TO CONSIDER PLANNING CONSULTATIONS

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

Councillor Harvey asked whether a response had been received from planning officers in respect of this Council's comments. She advised that she had been informed by Planning Officers that following the comments from Ledbury Town Council they had written to the applicant asking for an explanation as to why the site had been split, only to consider the caravan area, and not taking into account that there was a building on the site already which was capable of providing these services.

RESOLVED:

That no recommendation is made in respect of this planning until such time a response is provided to the questions sent to the Planning Officers.

2. **Application No. 250939 - Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire**

Councillor Harvey reminded Members of the history of this application and advised that Planning Officers had indicated that they would be recommending approval of the application. Therefore, the question for Ledbury Town Council to consider is whether to ask Councillor Peberdy, as the Ward Councillor, to

make a case for it to go to Planning Committee or to recognise that this is going to happen and that it will result in a further retail outlet outside of the town centre.

RESOLVED:

That Councillor Peberdy be asked to make a case for planning application 250939 to go to the local authority's Planning Committee.

3. **Application No. 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)**

RESOLVED:

That Ledbury Town Council support the comments submitted by the Ledbury Civic Society.

4. **Application No. 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**

RESOLVED:

No objection

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

RESOLVED:

It was not possible to make comment on this planning application due to three Members submitting declarations of interest, which rendered the meeting inquorate for this item.

6. **Application No. 261147** - Installation of a wall-mounted electric vehicle charging unit on side elevation – **The Malt House, The Homend, Ledbury, Herefordshire, HR8 1AR – LISTED BUILDING CONSENT**

RESOLVED:

No objection

7. **Application No. 261165** - Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/3244410 and LPA ref. 171532) for 104 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - **Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire**

RESOLVED:

That this planning application be referred to a meeting of the Major Planning Application Working Party.

8. **Application No. 261198** - Two Birch trees adjacent to driveway and parking area, fell to as near ground level as possible. Reason – outgrown situation. **Priory Lodge Worcester Road Ledbury Herefordshire HR8 1PL.**

RESOLVED:

It was noted that this application is on the agenda as a separate item.

9. **Application No. 261238** - Application for variation/ removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove the Biddulph Way Cycle Link and for compliance with the already discharged information. **Land South of Leadon Way, Ledbury, Herefordshire.**

RESOLVED:

That this planning application be referred to a meeting of the Major Planning Application Working Party.

10. **Application No. 261246** - Rear extension of existing auction centre and associated works. **Hazle Meadows Auction Centre, Ross Road, Ledbury, Herefordshire, HR8 2LP.**

RESOLVED:

No objection

11. **Application No. 261252** - The construction of a 40m x 20m equine arena for private use, together with associated fencing and biodiversity enhancement works. Change of use of the land under the arena from agricultural to equine. **Land at Wall Hills Farm Hereford Road Ledbury Hereford Herefordshire HR8 2PR.**

RESOLVED:

No objection

- 12. Application No. 261283 - Canopy to existing paved area to rear of Dining Hall. The John Masefield High School, Mabels Furlong, Ledbury, Herefordshire, HR8 2HF.**

RESOLVED:

No objection

C1377. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

RESOLVED:

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

C1378. REPORT FROM TREE WARDEN IN RESPECT OF APPLICATION 261198

Members were provided with a detailed report from the Tree Warden in respect of the removal of two birch trees at Priory Lodge, Worcester Road, Ledbury, Herefordshire, HR8 1PL

RESOLVED:

That Members note the information within the Tree Warden's report and submit a response of no objection.

C1379. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

None received.

C1380. TO CONSIDER THE LOCAL GOVERNMENT BOUNDARY COMMISSION REVIEW FOR ENGLAND

RESOLVED

That the Clerk provide a response as follows:

"Ledbury Town Council welcomes the Boundary Commission's partial acceptance of the proposals submitted by the Council. However, the Council would reiterate that an electoral imbalance remains between the South and West Wards which could be further reduced by adopting the Council's recommendations in full.

The Council continues to support the transfer of the entire area currently proposed for division from the South Ward into the West

Ward, with the Ward boundary following a clear and recognisable geographical feature from the Full Pitcher Roundabout along the course of the River Leadon to the parish boundary. The Council considers that this approach would provide a more logical and easily identifiable ward boundary whilst achieving a better balance in electoral representation between the wards.”

C1381. HEREFORDSHIRE PARKING STRATEGY CONSULTATION

Councillor Harvey highlighted an issue in respect of the revenue generated from the car parks at county level, which is approximately £5.5 m after the cost of enforcement and administration has been taken into account. She noted that the County Council is not supposed to make a profit on the car parks; the funds are supposed to be used to cover the costs of services relevant to transport and car parking. She advised that she has repeatedly challenged Herefordshire Council officers to demonstrate that they are spending the net income correctly. She noted that the strategy says the Council will improve on reporting of income received and she suggested that an annual report providing details of income and costs incurred should be provided.

RESOLVED

That the Clerk be instructed to provide a response as based on the following points:

- i. That Ledbury Town Council welcome that there are no proposals for on street parking charging in the Market towns.**
- ii. That an annual report should be provided detailing income and costs incurred and the use of net income against statutory approved services.**
- iii. Investment in technology to better the service.**
- iv. Introduction of a software system to allow virtual permits to be issued. This particularly relevant to people in residents parking zones who may wish to have a temporary permit, particularly for contractors to work on their property or to have visitor permits.**
- v. Supporting the use of online apps.**
- vi. Better promotion of car share and park and ride schemes.**
- vii. Better promotion of season tickets, with more flexible payment methods for this.**
- viii. Improved enforcement in respect of parking on yellow lines, obstructions of driveways and gateways etc. – actually issue tickets.**
- ix. Provision of bike boxes and Beryl Bikes – edge of centre park and cycle capability at the station and rugby club.**
- x. Improved electricity infrastructure in the town – fast EV charging points.**

- xi. Parking provision for buses and coaches and drop off points.**
- xii. Implementation of traffic calming and removal of level changes.**
- xiii. Maintaining of white lining and surfaces in car parks.**
- xiv. Improved lighting for car parks.**

C1382. PAINTED ROOM/MARKET HOUSE VISITOR NUMBERS

RESOLVED:

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

C1383. FEES AND CHARGES

RESOLVED:

That the recommendations from the Task and Finish Group in respect of changes to fees and charges for weddings, room hire, cemetery and the charter market be approved and implemented with effect from Friday, 5 June.

C1384. WELCOME TO LEDBURY SIGNS

RESOLVED:

- 1. That officers establish ownership of the Welcome to Ledbury Signs.**
- 2. That this item be deferred pending further information.**

C1385. OFFICER REPORTS

RESOLVED:

- 1. That the Officer reports be received and noted with thanks.**
- 2. That the Deputy Clerk confirm timescales for the works to the Market House to ensure that these do not coincide with the October Fair dates.**

C1386. OUTSIDE BODIES

RESOLVED:

- i. That the minutes of the meeting of the carnival Association held on 6 May 2026 be received and noted.**

- ii. That the minutes of the Ledbury Community Choir meeting held on 17 April 2026 be received and noted.

C1387. CORRESPONDENCE RECEIVED FROM DIRECTOR OF EASTNOR CASTLE REQUESTING COUNCIL SUPPORT FOR LEDBURY CONVOY EVENT

RESOLVED:

That the Clerk write to the organisers of the Ledbury Convoy advising that the Council have the event on their events calendar, and that the Council will continue to liaise with them over the summer and leading up to the event and provide advice and discuss what support they feel they may need from the Town Council.

C1388. DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of Council is scheduled for Thursday, 25 June 2026 at 7:00pm.

C1389. EXCLUSION OF PRESS AND PUBLIC

There were no urgent actions from the Resources Committee for consideration and therefore there was no requirement to exclude the press and public.

C1390. URGENT RECOMMENDATIONS FROM RESOURCES COMMITTEE

None.

The meeting ended at 21:19.

Signed **Dated**

AGENDA ITEM: 6

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	Estimated Completion
13-Nov-25						
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jan-26	Meeting with Al Braithwaite arranged to discuss this and various other matters 18.06.2026	In progress	Jul-26
08-Jan-26						
C1109.3	That consideration be given to the installation of a panic button in the Painted Room subject to it being possible to install one in reception at a later date once a decision has been made regarding council accommodation.	DTC	Feb-26	An updated report will be presented at the July Full Council Meeting	In progress	Jul-26
25-Feb-26						
C1162.8	That officers obtain reassurance from the Christmas lights installers that the lights will be installed with sufficient time to resolve any snagging issues that may arise.	DTC	Jun-26	The Clerk and Deputy Clerk met with the Account Manager on 20 May 2026. As at 11 June 2026 the Account Manager had advised that a new Project Manager had started and would be looking at our scheme in detail. The DTC had sent a further chase-up to the Account Manager on 18 June 2026 seeking their proposals by close of business, Tuesday, 23 June 2026.	In progress	Jun-26
02 April 2026						
C1233.3	Network Rail be asked to erect a sign at the station making disabled users aware of the taxi service.	DTC/CEO	Apr-25		In progress	May-26

C1239.2	THE RFO is to review ethical banking accounts and provide a report to Council.	TC	TBC	To be investigated following April/May year end - report to be provided to FC on 16 July 2026	In progress	Jul-26
C1250(1)	The report in respect of surplus furniture be deferred until a timeframe for the outcome of the third-party discussions is provided	DTC	Jun-26	The DTC has received an initial response from the interested party referred to within the report. They have intimated an interest in the 6 brown leather chairs but this has not been confirmed. The DTC is making contact with another furniture dealer to see if there is any interest. A report will be brought back to the July meeting.	In progress	Jul-26
23 April 2026						
C1280	That the Council instructs officers to urgently draft proposals to:	TC/DTC/CEO	officer meeting arranged for 28.05.2026			
	1. Increase use of the undercroft and upstairs of the Market House on Charter Market days.		officer meeting arranged for 28.05.2027	This is now considered when bookings are received	Completed	Apr-26
	2. Take forward the TEMAP report recommendations as they relate to our markets; and		officer meeting arranged for 28.05.2028	Officers to arrange meeting May 2026	In progress	May-26
	3. Reduce the Traffic Regulation Order area of on-street parking which is designated for market trading on market days.		officer meeting arranged for 28.05.2029	To be part of discussions re above		Jul-26

	4. That the Clerk provide a timeline for the completion of this report.			Officer meeting arranged for 28.05.2030	Officer meeting in late May 2026 with draft to council meeting July 2026		Jul-26
C1281.4	That the Clerk obtain quotes from alternative payroll companies for consideration.	TC		29.04.2026	Quotes on 25.06.2026 agenda for consideration	Completed	25-Jun-26
C1291	That the suggested amendments be made to the Draft Tree Management Policy and an updated version be included at a future meeting of Council for approval and adoption	DTC/SC		July	To be submitted to July meeting of council	In progress	Jul-26
7 May 2026							
C1313.4	Members agreed to defer planning application no. 261077 to the next meeting of Full Council and will wait until comments from AONB have been received before making comment.	TC		04.06.2026	Waiting for comments to appear on portal - agreed at meeting held on 04.06.2026 that this planning application should remain on the list of	In progress	Unknown
14 May 2026 - Annual Council Meeting							
C1346.2	That a Task and Finish group be set up under the Finance, Policy and General Purposes Committee to review the Asset Register	TC			Officers looking for dates	in progress	Jun-26
C1347.2	That the Risk Register be considered at the Task and Finish Group as per minute no. C1346	TC			Officers looking for dates	in progress	Jun-26
C1349.2	That a working group be set up to review the Council's Corporate Plan.	TC			Officers looking for dates	in progress	Jul-26
C1351.3	That Council aim to have an Extraordinary Meeting of Council scheduled by the end of July for Co-option.	TC		22.05.2026	Subject to receipt of applications - one application received to date	In Progress	Jul-26
4 June 2026 - Annual Council Meeting							
C1370(1)	That the IA report 2025/26 be received and the suggested responses provided by the RFO in the comments box of the IA Observations be approved, noting that these will be provided to the IA	TC		05.06.2026	Observation report submitted to IA	Completed	05-Jun-26

C1370(2)	That the suggested responses provided by the RFO in relation to the AGAR 25/26 (Section 1) be approved and the Chairman be authorised to sign this accordingly	TC/Chairman	08.06.2026	Chairman signed AGAR Section 1	Completed	08-Jun-26
C1370(3)	That the explanation of significant variations from last year to this year in Section 2 be noted	Members	04.06.2026	Noted at meeting	Completed	04-Jun-26
C1370(4)	That Section 2 - Statement of Accounts be approved and the Chairman be authorised to sign this accordingly	TC/Chairman	08.06.2026	Chairman signed Statement of Accounts - Section 2	Completed	08-Jun-26
C1370(5)	That the publication of the Notice of Publica Rights etc. be approved	Members/TC	04.06.2026	Notice of Public Rights displayed on website and in notice board as required by statute.	Completed	05-Jun-26
C1370(6)	That the Chairman be authorised to sign the Statement of Control prior to its submission to the External Auditor	TC/Chairman	08.06.2026	Chairman signed Statement of Control	Completed	08-Jun-26
C1370(7)	That the draft investment strategy be approved and adopted	Members/TC	04.06.2026	Approved and published on policies page	Completed	17-Jun-26
C1370(8)	That the Clerk be authorised to submit the AGAR 2025/26 and associated documents to the Council's EA - PKF Littlejohn - in line with the requirements of the Accounts and Audit Regulations (2015)	TC	08.06.2026	AGAR and all associated documents sent to PKF - PKF acknowledged receipt	Completed	08-Jun-26
C1371(1)	That officers be authorised to proceed with the purchase of recording equipment as listed within this minute at an estimated cost of £3,499	TC	17.06.2026	Laptop and external drive ordered via OMS - anticipate order for Owl 4+ and expansion Mic to be placed by 19.06.2026	Completed	19-Jun-26
C1371(2)	That one third of the cost be borne from the 2025/26 budget line 401/4483 (ICT Services)	TC/AC	17.06.2026	Accounts Clerk advised accordingly - total cost will show in 401/4483	Completed	17-Jun-26
C1371(3)	That the remaining thirds of the balance be borne from the General Reserve, and provision made to the 2026/27 and 2026/28 budget to repay to General Reserve	TC	17.06.2026	Line included into 2027/28 budget to recognise the repayment over two years	Completed	17-Jun-26

C1371(4)	That the draft Recording and Live Streaming of Council Meetings Policy be approved subject to one amendment	TC	17.06.2026	Amendment completed and policy published on website	Completed	17-Jun-26
C1372	That the Clerk be authorised to sign the contract with Riattas for the provision of cloud-based software at a cost of £583.33 for the period June 26 - March 27.	TC	05.06.2026	Contract signed and arrangements made to move to cloud on 19.06.2026	Completed	19-Jun-26
C1373	That a grant of £500 be awarded to Titan Netball and Ramblers Wellbeing walks	TC/AC	08.06.2026	Both organisations notified of award - payments made 10.06.2026	Completed	10-Jun-26
C1375(1)	That Cllr Morris be elected to represent Ledbury Town Council on Age Uk Wyvern for the 26/27 Municipal Year	TC	05.06.2026	Cllr Morris provided contact details for Age UK Wyvern - 17.06.2026 Age UK advised of Cllr Morris' election and provided with direct email details	Completed	17-Jun-26
C1375(2)	That Cllr Chowns be elected to represent LTC on Strömstad Twinning and Ledbury Foodbank	TC	17.06.2026	Both organisations notified accordingly	Completed	17-Jun
C1375(3)	That RMTG Younger Persons and Older Persons Panel vacancies be referred back to the next meeting of council	TC	25.06.2026	On agenda	Completed	17-Jun-26
C1376(1)	That no comment be provided in respect of planning application 250297 until such time a response is provided by the questions to the planning officers	TC	17.06.2026	Follow up email sent to planning officer - following response received - 2Thank you for your query. The site is no longer a single family site as we have permission for two additional mobile home pitches, previously permitted. Please could you look this up to confirm the year? I couldn't find the planning application online and I can't remember the year. The new proposed day room is to cater for these. The ground has been separated since the last application in 2023."	Completed	17-Jun-26

C1376(2)	That Cllr Peberdy be asked to make a case for planning application 250939 to go to the local authority's Planning Committee	TC	08.06.2026	Due to this application being considered at a planning meeting on 8 June Cllr Peberdy did not receive the request in time for her to raise it at the meeting.	Completed	08-Jun-26
C1376(3)	Application no. 260870 - That LTC support the comments submitted by the Ledbury Civic Society	TC	08.06.2026	Response submitted on planning portal	Completed	08-Jun-26
C1376(5)	Application no. 261133 - due to the meeting becoming inquorate this item to be referred back to meeting on 25.06.2026	TC	25.06.2026	On agenda	Completed	08-Jun-26
C1376(7)	Application no. 261165 - to be referred to a MPWP meeting	TC	18.06.2026	Meeting arranged for 18.06.2026	Completed	18-Jun-26
C1376(9)	Application no. 261238 - to be referred to a MPWP meeting	TC	18.06.2026	Meeting arranged for 18.06.2026	Completed	18-Jun-26
C1380	That the TC provide following response to Boundary Commission report - "LTC welcomes the Boundary Commission's partial acceptance of the proposals submitted by this Council. However, the Council would reiterate that an electoral imbalance remains between the South and West wards which could be further reduced by adopting the Council's recommendations in full. The Council continues to support the transfer of the entire area currently proposed for division from the South Ward into the West Ward, with the Ward boundary following a clear and recognisable geographical feature from the Full Pitcher Roundabout along the course of the River Leadon to the Parish boundary. The Council considers that this approach would provide a more logical and easily identifiable Ward boundary whilst achieving a better balance in electoral representation between the Wards."	TC	05.06.2026	Response provided	Completed	05-Jun-26

C1381.	That the Clerk be instructed to provide the response as per the minutes	TC	05.06.2026	Response provided by deadline of 05.06.2026	Completed	05-Jun-26
C1383	That the recommendations from the T & F Group in respect of the fees and charges for weddings, room hire, cemetery and charter market be approved and implemented from Friday, 5 June.	DTC	16.06.2026	Fees and charges updated on website and emails sent to all market traders	Completed	16-Jun-26
C1384	That officers establish ownership of Welcome to Ledbury signs and provide further information at the next meeting of council	DTC	25.06.2026	Information gathered update report on agenda	Completed	25.06.2026
C1389	That officers write to Ledbury Convoy advising that the Council have the event on their events calendar, and that the Council will continue to liaise with them over the summer and leading up to the event and provide advice and discuss what support they feel they may need from the Town Council.	CEO	11.06.2026	CEO met with Christian Dangerfield - organiser - supporting them with road closure application and Event Management Plan	Completed with ongoing support	11.06.2026

FULL COUNCIL	25 JUNE 2026	AGENDA ITEM: 7
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Report prepared by Angela Price – Town Clerk

MATTERS ARISING FROM WARD REPORTS

Purpose of Report

The purpose of this report is to provide Members with a response to a question raised by the Chair of the Council in respect of including an item on Council agendas to consider matters arising from Ward Councillor reports.

Detailed Information

At a recent meeting of Council officers were asked to consider whether it would be appropriate to include an agenda item on Council agendas “Matters Arising from Ward Reports” that would enable items raised within Ward reports to be discussed at the meeting where the reports are considered.

Such an agenda item could be problematic if the purpose of the agenda item would be to allow the Council to make decisions on issues that have not been specified on the agenda.

The legal principle, which stems from Schedule 12 of the Local Government Act 1972 which has been reinforced through case law and guidance over many years, is that the agenda must give sufficient notice of the business to be transacted so that Councillors and the public know what is going to be discussed and potentially decided.

It is acceptable to have an agenda item such as “Ward Member Reports” under which Ward Councillors provide information, updates and reports. However, any discussion should generally be limited to:

- receiving the report;
- asking questions of clarification;
- noting the contents; or
- requesting that a matter be placed on a future agenda.

It is not acceptable to add an agenda item such as “Matters Arising from Ward Members reports”. If this item allows Members to debate and make decisions on whatever issues are mentioned in the Ward Reports, then it effectively creates an open-ended agenda item. This would be difficult to defend if challenged because neither Councillors nor the public would know in advance what business might be transacted.

The correct course of action would be to note the report and place a specific item on a future agenda if a decision is required. Alternatively, the Ward Member could request an item to be included as an individual agenda item and provide a report in support of the matter which can be included within the agenda pack and therefore able to be debated at the meeting.

In recognition of the above Members will note that an amendment has been made to the agenda in respect of Ward Reports, which now reads:

“To receive Ward Reports and identify any matters requiring inclusion on a future agenda”

Recommendation

1. That Members note the information provided above and agree to the new wording on future Council agendas in respect of Ward reports as follows:

“To receive Ward Reports and identify any matters requiring inclusion on a future agenda”.
2. That Members consider future Ward Member reports and identify any matters for inclusion on a future agenda.

FULL COUNCIL	25 JUNE 2026	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

GRANT APPLICATIONS

Purpose of Report

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

The applications received are:

1. Rail & Bus for Herefordshire – £500
2. Ledbury Convoy (Hereford Military History Festival Ltd) – £500
3. Creative Learning (Walsingham Support) – £490.80

The total amount requested is **£1,490.80**.

Detailed Information

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

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

Equality Act 2010 – Section 149

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

Environmental and Sustainability Implications

The application supports the Council's environmental objectives by encouraging the use of public transport and promoting more sustainable travel choices. Increased awareness and use of bus and rail services may

contribute to reduced private car usage, lower emissions and support for sustainable transport infrastructure.

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

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

Equality Act 2010 – Section 149

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

Environmental and Sustainability Implications

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

3. Creative Learning – Walsingham Support - Amount Requested: £490.80

The applicant is seeking funding towards the purchase of 14 replacement chairs for its tea-room and activity space used by adults with learning disabilities and autistic people. The existing chairs are reported to be old, damaged and no longer suitable for the level of use experienced by the service. The proposed replacement chairs are durable, hygienic, easy to clean and designed for long-term use.

Equality Act 2010 – Section 149

This application has a direct positive impact in relation to the Council's Public Sector Equality Duty. The project specifically benefits people with learning disabilities and autistic people, both of whom may be considered disabled persons under the Equality Act 2010. The proposal therefore contributes towards advancing equality of opportunity and supporting participation in community life by individuals with protected characteristics.

Environmental and Sustainability Implications

The proposed chairs are intended as a long-term replacement for existing furniture and carry a substantial manufacturer warranty. Replacing damaged furniture with durable products designed for extended use aligns with principles of sustainability by reducing waste and the need for frequent replacement. Whilst the project does not deliver a direct environmental benefit, it is considered environmentally neutral to positive.

Financial Implications

The total value of applications under consideration is **£1,490.80**. Any grant awarded will be met from the Council's approved Community Grants budget, which currently has £16,000 available within.

Recommendation

1. That Members award a grant of £500 to Rail & Bus for Herefordshire under the Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised
2. That Members award a grant of £500 to Ledbury Convoy (Hereford Military History Festival Ltd) Local Government Act 1972 s.144 – Power to encourage tourism to the Council's area or contribute to organisations encouraging tourism
3. That Members award a grant £490.80 to Creative Learning (Walsingham Support) Local Government Act s.137 – Power to incur expenditure for certain purposes not otherwise authorised

Multi-Year Support
Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Andrew Scott	
Position:	Chairman	
Organisation:	Rail & Bus for Herefordshire	
Contact Address:	[REDACTED]	
Telephone Number:	[REDACTED]	
E-mail:	rail@oaklands.me	
Status of Organisation: (delete as appropriate)	Not for Profit	
Charity/Company No. (if applicable)	n/a	
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than 1 year	
	1-5 years	
	More than 5 years	<input checked="" type="checkbox"/>
What does your organisation do?	Promotes the benefits of public transport services in Herefordshire. Lobbies for service improvements.	

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

2. Tell us what support you need

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

3. Tell us how you plan to fund your project

Amount requested from Ledbury Town Council.	Year 1 £500 Year 2 £0 Year 3 £0
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and for what?	Yes. Grant of £500 deposited in RBfH account on 20 December 2024 for printing timetables.

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

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)	<input checked="" type="checkbox"/>	
A copy of your constitution and list of appointed officers (or similar document showing the organisation's status)	<input checked="" type="checkbox"/>	
A copy of your organisation's committee and meeting structure	<input checked="" type="checkbox"/>	
A copy of your organisation's latest set of accounting statements (if any exist)	<input checked="" type="checkbox"/>	

Copies of any letters of support for your project		
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5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	
Name (s):	Andrew Scott
Date:	15 th June 2026

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

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation²

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

²¹ Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:
https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

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

3. Tell us how you plan to fund your project

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

4. Further information provided in support of your application

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

5. Declaration by the applicant

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

I/we accept the following:

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

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

Signed:	<input type="text"/>
Name (s):	Christian Dangerfield
Date:	26/05/26

Please return completed form to:

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

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	Hannah Hall
Position:	Manager
Organisation:	Creative Learning – Walsingham Support
Contact Address:	The Barn, Keepers Cottage, Falcon Lane, Ledbury, Herefordshire, HR8 2JN
Telephone Number:	01531 802730 07966459128
E-mail:	hannah.hall@walsingham.com
Status of Organisation: (delete as appropriate)	Charity Other (specify):
Charity/Company No. (if applicable)	294832 (Creative Learning is a small project in Ledbury based within Walsingham Support as a whole)
What does your organisation do?	<p>A place for people with learning disabilities and autistic people to connect, learn and have fun.</p> <p>Located just outside of Ledbury town, Creative Learning is a calm, natural place designed to feel safe, welcoming and unhurried.</p> <p>It's a place where you can spend time doing the things you enjoy and meet new people.</p> <p>Open Monday to Friday, our small Creative Learning sessions allow adults to learn new skills, build confidence, and make friends. We can also help to prepare adults for work experience and finding a job.</p> <p>With activities ranging from cooking, clay making and gardening to animal care, bushcraft and woodwork, there really is something for everyone to enjoy here.</p>

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:	Tea room seating
Project duration (mm/yy):	Start: June 2026, or ASAP End: Continuing...
Which one of the following five areas <u>best</u> fits your group's area of interest?	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input checked="" type="checkbox"/> Youth <input type="checkbox"/>
What do you want to do, and why?	<p>We are seeking funding for 14 Plastic Chairs. The chairs we are requesting are the Titan One Piece Classroom Chair, these would provide safe, durable, and comfortable seating for the people who use this room every day. Due to the nature of our site, the chairs get a lot of use by a number of people, and sometimes due to the people we support, hygiene issues can occur. Because the space is well used and supports multiple activities, it is important that the furniture is strong, easy to clean, and suitable for a wide range of needs. A new set of chairs would help us create a more welcoming and practical environment, while also adding a colourful and positive feel to the room.</p> <p>The specific chairs that have been chosen are manufactured from high-impact polypropylene and designed for heavy use. We currently have 14 very old fabric covered chairs with screws falling out and marked and damaged upholstery. These new chairs offer ergonomic support, lumbar support, easy handling, and stackable storage, while their antimicrobial material and one-piece design make them especially suitable for a busy shared setting, where hygiene is paramount. The chairs are strong and robust and come with a 20-year warranty, making it a long-lasting option to accommodate our service for years to come.</p>
How will your project be helpful to Ledbury?	<p>Funding these chairs would make a meaningful difference to the comfort, safety, and inclusion of the people who use our service. A new set of chairs would help us create a more welcoming and practical environment, while also adding a colourful and positive feel to the room, alongside keeping the environment clean and hygienic.</p> <p>There is a large number of supported living and care services within Ledbury that use our service.</p>

	We also hope to open up our service to more members of Ledbury community in the near future, allowing for sessions to be attended by large numbers of people, such as the Brownies, Scouts, Preschools etc. as community activities and craft events.
How will your organisation acknowledge the Town Council's funding support?	We will acknowledge the Town Council's support by sharing the donation on our social media channels and with our families, and by displaying a plaque showing that the chairs were funded by the Town Council. We will also provide photos of the chairs in use at various activities for the Town Council's own promotional materials.

3. Tell us how you plan to fund your project

What is the total cost of the project?	£490.80
Amount requested from Ledbury Town Council.	£490.80
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	No

4. Further information provided in support of your application

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

5. Declaration by the applicant

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

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.
- (ii) That any grant offered will be used only for the purposes set out in this application.
- (iii) That we will provide a grant closure 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:	H Hall
Name (s):	Hannah Hall
Date:	28/05/2026

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	25 JUNE 2026	AGENDA ITEM: 15
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Report prepared by Angela Price – Town Clerk

COUNCIL POLICIES

AMENDMENT TO ENVIRONMENT AND SUSTAINABILITY POLICY – USE OF BIODEGRADABLE CONFETTI

Purpose or Report

The purpose of this report is to ask Members to approve the inclusion of an additional provision within the Draft Environment and Sustainability Policy relating to the use of confetti at weddings and civil ceremonies held at the Jacobean Room.

Detailed Information

Members will be aware that a number of weddings and ceremonies are held in the Jacobean Room. Whilst confetti used at these events has generally been biodegradable, there have been occasions where significant quantities have remained within Church Lane and the surrounding area for a considerable period following the event. This has resulted in the area appearing untidy and has generated concerns regarding the presentation of the town centre and Council-owned facilities.

The proposed amendment seeks to ensure that only suitable biodegradable confetti is used and to restrict larger biodegradable materials, such as whole leaves, seed heads, pot-pourri and similar items, which can remain in situ for extended periods, be dispersed by wind, or create a slip hazard.

The proposed amendment is clearly defined within the Policy as a track change.

Members should note that wedding parties and attendees are already requested to use only biodegradable confetti when attending ceremonies at the Jacobean Room. The proposed addition to the policy formalises this requirement and provides greater clarity regarding the types of materials that are considered acceptable.

It should also be noted that should there be an issue with confetti remaining in the Lane for more than a couple of days, arrangements are made for the Maintenance Operative to clean this up.

Recommendation

That Council approve the inclusion of Section 5.4(vii) within the Environment and Sustainability Policy as circulated.



LEDBURY TOWN COUNCIL

DRAFT ENVIRONMENT AND SUSTAINABILITY POLICY

Date Approved: 25 February 2026
Review Date: February 2028

1. Introduction

Public expectation with regard to the environment and sustainability has increased to the point where it is essential that Local Councils adopt the principles of sustainability in all areas of operation or where the council has influence to ensure environmental responsibilities and quality of life is maintained. Ledbury, a historic market town, is committed to protecting and enhancing its natural environment for current and future generations. Recognising the vital role that a healthy environment plays in residents' wellbeing, social cohesion, economic vitality, and biodiversity, Ledbury Town Council pledges to integrate sustainable practices into all aspects of its activities.

2. Our Vision

To create a resilient, environmentally responsible, and vibrant community that values and actively preserves the natural beauty, biodiversity, and cultural heritage of Ledbury and its surroundings.

3. Commitment and Principles

- I. Behave responsibly towards the environment in all Council activities.
- II. Lead by example in promoting sustainable practices within the community.
- III. Engage residents, local organisations, and stakeholders in sustainability initiatives.
- IV. Monitor progress through clear, achievable goals with defined actions.

4. Legal and Policy Framework

Ledbury Town Council recognises its responsibilities under relevant legislation, including, but not limited to:

- i. The Water Act 2003 – conserving water supply and usage.
- ii. The Natural Environment and Rural Communities Act 2006 – conserving biodiversity.
- iii. The Climate Change Act 2008 and subsequent policies – reducing carbon emissions.
- iv. The Environment Bill and local planning policies – promoting sustainable development.
- v. The Water Framework Directive – ensuring the health of the River Leadon reaches 'good ecological status' by 2027.

5. Strategic Environmental Actions

5.1 Water Conservation and River Protection

- i. Promote efficient water use in Council facilities and community spaces.
- ii. Support sustainable drainage systems (SuDS) in new developments to reduce flooding and pollution of the River Leadon.
- iii. Collaborate with local environmental groups.
- iv. Encourage riparian buffer zones and discharge of riparian responsibilities along the Leadon to prevent erosion and filter pollutants.
- v. Encourage residents and businesses to adopt water-saving measures.

5.2 Sustainable Development and Planning

- i. Advocate for sustainable land use in planning applications, prioritising green spaces and biodiversity.
- ii. Support the Ledbury Neighbourhood Development Plan's policies on conservation and sustainable growth.
- iii. Lobby for the integration of green infrastructure, such as permeable surfaces and tree planting, in new developments to manage stormwater and enhance biodiversity.
- iv. Ensure all Council-led projects and property developments incorporate sustainability criteria.

5.3 Climate Change and Energy Use

- i. Commit to reducing the Council's carbon footprint by improving energy efficiency in buildings and operations.
- ii. Promote community awareness campaigns on energy conservation and sustainable living.
- iii. Transition Council vehicles towards electric or other low-emission alternatives where feasible.
- iv. Conduct basic energy audits of Council buildings to identify quick wins to reduce energy consumption.
- v. Apply for grants or funding opportunities that support renewable energy installations for small public bodies.

- vi. Consider climate change resilience when planning new projects or community infrastructure, such as flood defences or green spaces that can absorb heavy rainfall.

5.4 Waste Management and Pollution Reduction

- i. Support local community groups Ledbury in highlighting and supporting their work where possible.
- ii. Continue to support local schemes with others as part of a waste reduction campaign.
- iii. Ensure safe disposal of hazardous waste and support initiatives to reduce single-use plastics.
- iv. Organise regular litter picks to maintain a clean environment. Equip volunteers with gloves, bags, and recycling bins, and involve local schools and community groups.
- v. Encourage residents to donate or exchange items through community swaps or “freecycle” schemes or to make use of the donations bins situated around the town.
- vi. Avoid using single-use plastics at Council events, meetings, and offices—opt for reusable cups, plates, and cutlery.
- vii. To minimise environmental impact and maintain the appearance and cleanliness of the town centre, only biodegradable confetti may be used at weddings and civil ceremonies held at Council venues. Confetti should be lightweight, small in size, and designed to naturally disperse and biodegrade within a reasonable period. Large biodegradable materials, including whole leaves, large foliage pieces, pot-pourri, dried flower arrangements, seed heads, or similar items that may remain in the environment for an extended period, create a slip hazard, or be carried beyond the immediate ceremony area by wind are not permitted.
- viii. Promote awareness within the community about the impacts of single-use plastics and encourage local businesses to reduce their use.
- ix. Encourage staff to print only when necessary and use double-sided printing.
- x. Use digital documentation and communication to reduce paper use.
- xi. Provide recycling bins for paper, plastics, and batteries in Council offices.

- xii. Provide information about composting at home, especially for organic waste, which reduces landfill waste and methane emissions.
- xiii. Where possible, purchase office supplies, cleaning products, and equipment that have eco-labels or certifications (e.g., FSC, PEFC, Green Seal).
- xiv. Implement policies to minimise unnecessary outdoor lighting and noise, especially during evening events or in public spaces.
- xv. Inform and encourage the community on the importance of reducing light pollution for wildlife and energy conservation.

5.5 Green Spaces and Biodiversity

- i. Encourage planting of native wildflower meadows in parks, verges, and open spaces to support bees, butterflies, and other pollinators.
- ii. Install bee hotels, insect boxes, or wildflower planting schemes on Council land.
- iii. Work with local schools, community groups, and residents to develop small wildlife gardens or pocket parks.
- iv. Protect and enhance existing green spaces, including parks, designated wildlife corridors, verges, and the riverbanks.
- v. Support community-led green space and biodiversity projects.
- vi. Establish a Biodiversity Action Plan involving local schools, groups, and residents.
- vii. Use “leave areas wild” schemes, especially in less trafficked or less visible spaces.
- viii. Run / support educational programmes, nature walks, or volunteer days focused on local ecology and conservation.
- ix. Encourage local engagement in citizen science and wildlife survey projects.

5.6 Transport and Community Engagement

- i. Encourage walking and cycling for short journeys within the town through the development and promotion of safe, accessible footpaths and cycle routes.
- ii. Inform and encourage residents on sustainable travel choices and the benefits of low-impact transportation.

- iii. Support community walks, promoting local footpath maps, and installing wayfinding signage through the PROW Scheme.
- iv. Continue to work with local bus and train providers to improve service information, timetabling, and accessibility for residents, especially for those with mobility challenges.
- v. Support awareness campaigns highlighting the environmental and health benefits of active travel and public transport.

5.7 Sustainable Procurement

- i. Actively seek out local businesses and producers to supply goods and services to the council, to reduce transportation emissions.
- ii. Avoid single-use plastics and encourage suppliers to do the same.
- iii. Develop a preferred supplier list that includes local, eco-friendly, and ethically responsible vendors.
- iv. Opt for products made from recycled or biodegradable materials, such as recycled paper, biodegradable cleaning agents, and refillable stationery.
- v. Where possible, support Fairtrade certified products for tea, coffee, and other consumables used at Council meetings and events.

5.8 Community Engagement

Actively promote environmental awareness through talks, workshops, and guest speakers at community events.

6. Monitoring, Reporting, and Review

- i. Establish measurable targets.
- ii. Regularly review progress through audits, community feedback, and environmental indicators.
- iii. Publish annual sustainability reports to maintain transparency and accountability.
- iv. Include Environmental and Sustainability section in all covering reports to council.
- v. Update the policy every three years to reflect new challenges, opportunities, and legislative requirements.

7. Community Involvement and Partnerships

- i. Engage residents through awareness campaigns, workshops, and volunteering opportunities.
- ii. Collaborate with local schools, businesses, and voluntary groups to promote sustainability.
- iii. Partner with organisations to promote and deliver environmental and sustainability objectives.
- iv. Support community-led environmental projects.

8. Aims and objectives

Ledbury Town Council is dedicated to embedding sustainability into its core functions and working collaboratively to protect the broader environment. Together, we aim to build a resilient, thriving town that values its natural heritage and leads by example in environmental stewardship.

FULL COUNCIL	25 JUNE 2026	AGENDA ITEM: 16 (i)
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Report prepared by Angela Price – Town Clerk

CODE OF CONDUCT MATTERS – NOTIFICATION OF STANDARDS DECISION NOTICE

Purpose of Report

The purpose of this report is to advise Members of the outcome of a Code of Conduct complaint determined by Herefordshire Council's Standards process in respect of Councillor Tony Bradford and to consider any actions arising from the decision notice.

Detailed Information

A complaint was submitted under the Herefordshire Council arrangements for dealing with allegations that a Member has failed to comply with the relevant Code of Conduct.

The complaint was investigated in accordance with the adopted procedures, and a Decision Notice has now been issued by Herefordshire Council. The Decision Notice can be found at the following link:

<https://www.herefordshire.gov.uk/media/1rbprnkx/coc153-councillor-tony-bradford-ledbury-town-council-decision-notice.pdf>

Implications for Ledbury Town Council

The Decision Notice has been issued under the standards arrangements operated by Herefordshire Council. Members are asked to note the findings and consider whether any further action is required by Ledbury Town Council in response to any recommendations contained within the Decision Notice.

Financial Implications

There are no direct financial implications arising from this report.

Legal Implications

The Council is required to have regard to the standards framework established under the Localism Act 2011 and its adopted Code of Conduct.

Recommendation

That Council:

1. Notes the contents of the Decision Notice.
2. Considers any recommendations contained within the Decision Notice.
3. Determines whether any further action is required by Ledbury Town Council.

FULL COUNCIL	25 JUNE 2026	AGENDA ITEM: 16(ii)
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Report prepared by Angela Price – Town Clerk

NOTIFICATION OF AMENDMENT TO THE ARRANGEMENTS FOR DEALING WITH CODE OF CONDUCT COMPLAINTS

Purpose of Report

The purpose of this report is to advise Members of amendments made by Herefordshire Council to the arrangements for dealing with Code of Conduct complaints and to confirm that the Clerk has previously notified the Monitoring Officer that Ledbury Town Council has adopted a Local Resolution Policy.

Detailed Information

Members were previously notified that Herefordshire Council has approved amendments to its arrangements for dealing with Code of Conduct complaints. The amendments detailed in the attached letter permit Town and Parish Councils to utilise a Local Resolution Protocol (LRP) for the informal resolution of appropriate complaints concerning Member conduct.

A copy of the correspondence received from Herefordshire Council is attached for Members' information.

Ledbury Town Council already has a Local Resolution Policy in place, which is attached as an appendix to this report. The policy provides a framework for seeking to resolve lower-level disputes and concerns regarding Member conduct at a local level, where appropriate, before matters escalate into the formal complaints process.

The adoption of a Local Resolution Protocol is not mandatory. However, Herefordshire Council has requested that councils notify the Monitoring Officer if they have adopted, or intend to adopt, such arrangements so that the process can be incorporated into the handling of Code of Conduct complaints.

Equality Act 2010 (Section 149)

The Local Resolution Policy supports the Council's Public Sector Equality Duty by promoting fair, proportionate and accessible procedures for resolving complaints and encouraging respectful and inclusive conduct between Members.

Environmental and Sustainability Impact

There are no direct environmental or sustainability implications arising from this report. However, the local resolution of appropriate complaints may reduce the need for formal investigations and associated administrative activity.

Financial Implications

There are no direct financial implications arising from this report.

Recommendation

That:

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



Directorate/Div Finance, Legal and Democratic Services
Team: Legal Services
Please ask for: Marcia Zurian
Email: Code-of-conduct@herefordshire.gov.uk
Date: 16th June 2026

Clerks to Parish and Town Councils
By email:

Dear All

Re: Amendment to the Arrangements for dealing with Code of Conduct complaints

Further to previous correspondence, I am writing to let you know that the Council approved amendments to the arrangements for dealing with Code of Conduct complaints on 22nd May 2026, including provisions about use of a Local Resolution Protocol (LRP) by Parish and Town Councils.

This is not a mandatory requirement or something that Herefordshire Council will insist or impose on you if you do not wish to do this. This is an opportunity for your Town and Parish Council's to achieve better outcomes for certain Code of Conduct complaints

I include here a link here to the papers considered by Council: [Issue - items at meetings - Constitution Update - Herefordshire Council](#) and you will see that Appendix 9 includes the proposed changes regarding LRP, which Council approved.

If you intend to adopt an LRP or intend to do so, then please let us know so the Monitoring Officer can ensure that this process is incorporated. If we do not receive acknowledgement of this, then we will assume that you do not wish to do so, and we will continue with the existing process for your council.

For those Councils that intend to adopt a process, Herefordshire Council does not intend to be prescriptive of what that entails or how you should do this. We are aware that organisations such as NALC and SLCC have provided standard processes for this or indeed it could be part of your standard complaints policy. We have produced a standard template document that could be used by your organization. If you would like a copy of such then please let us know by email to code-of-conduct@herefordshire.gov.uk .

May I suggest that you raise awareness of these amendments at your next council meeting if you have an LRP in place.

Yours sincerely

Governance Team
Herefordshire Council



LEDBURY TOWN COUNCIL

LOCAL RESOLUTION POLICY AND PROCEDURE

Date Adopted: 30/05/2020

Review: 29/09/2022

Next Review: 26/09/2024



LEDBURY TOWN COUNCIL

LOCAL RESOLUTION POLICY & PROCEDURE

Policy

It is the Town Council's policy to locally resolve low level complaints about Members including:-

- Minor complaints from Members about Members
- Minor complaints from Officers about Members
- Members alleged to have not shown respect and consideration for others – either verbally or in writing

Complaints which will not be considered under this policy, but will be directed to the Monitoring Officer at Hereford Council:-

- Complaint instigated by a member of the public
- Serious complaints – breaches of the Code of Conduct, failure to disclose interests, bullying, abuse of position of trust or repeated breaches
- Complaints made by the Clerk
- Vexatious, malicious or frivolous complaints
- Members' complaints about officers which should be dealt with using the Council's internal policies
- Repetitive low-level complaints

Currently there is no common process for Parish Councils to follow in dealing with minor complaints against Members other than referring the complaints to the Monitoring Officer at Hereford Council.

With this in mind, in an attempt to resolve minor complaints against Members Ledbury Town Council has adopted the following Local Resolution Policy & Procedure.

Procedure

For the purpose of clarification, the Town Clerk is accountable to the Council as a whole but on a day-to-day basis the Chairman of the Council will act as their line manager.

THE PROCESS

The Complaint

The complaint would need to be sent to the Town Clerk, as the Proper Officer of the Council to undertake a first review to ensure that the complaint is at a low level and could be dealt with in-house rather than by way of the Monitoring Officer. If appropriate, the Town Clerk should seek an early resolution of such dispute by liaising informally with the individual Members concerned prior to the resolution process as outlined below. It is essential that the "subject" Member is given full details of the complaint against them so that in the interests of natural justice they are in a position to prepare their response to the accusation.

Resolution Process

The involvement of the Chair/Deputy Chair in the following process is not to adjudicate on the complaint, but to attempt to get the Members/Officers involved to come to an agreement as to how the issue(s) could be resolved on an amicable basis.

The Town Clerk will act as facilitator for the resolution below.

If the complaint is between Members other than the Chair, the Clerk and the Chair will meet individually with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint is between Members, one of whom is the Chair, but not the Deputy Chair, the Town Clerk and Deputy Chair will meet with the complainant and Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an Officer/Employee, but not the Clerk, against a Member other than the Chair, the Clerk and the Chair will meet with the officer and the Member subject of the complaint to seek an agreed resolution.

If the complaint has been made by an Officer/Employee, but not the Clerk against the Chair, the Town Clerk and Deputy Chair will meet with the officer and the Chair to seek an agreed resolution.

If the complaint has been made by the Town Clerk, then it is likely to be best practice that this complaint is forwarded by way of a complaint to the Monitoring Officer.

Possible results of the process

If an agreement is reached by Members and/or officers during this stage, then no further action is required.

If agreement cannot be reached the aggrieved Member/officer would always have the opportunity of referring the matter to the Monitoring Officer.

Examples of agreements might include the issuing of a letter of apology, a written undertaking or commitment not to breach the Code of Conduct in the future, a commitment to undertake training or an agreement that on the basis of the evidence that no further action should be taken and the matter be closed.

Time for the process

It is the intention that all the processes can be completed as quickly as possible to resolve the issue. However, exact timing will depend on the availability of individuals to attend meetings.

Recording of meetings

Any meetings held with a view to discussing the issues of complaints and/or resolving matters will be minuted and recorded. This is to ensure that agreements are captured. This will also be useful in the event that matters break down or escalate and need to be referred to the Local Government and Social Care Monitoring Officer. It may also be useful as evidence in the event of a further similar breaches of the conduct and future conduct.

Breaches of Code of Conduct

The Town Council must be clear on its powers in respect of the Code of Conduct matters. Investigations of possible breaches of the Code are matters for the Local Government and Social Care Monitoring Officer. The Local Government Act 2000 gives them the authority to carry out such investigations or to make findings of a breach of the Code of Conduct, which are decisions that can only be reached by a Standards Process adopted by Hereford Council.

FULL COUNCIL	25 JUNE 2026	AGENDA ITEM: 17
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Report prepared by Angela Price- Town Clerk

APPOINTMENT OF VICE-CHAIRMEN FOR SUSPENDED COMMITTEES

Purpose of Report

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

Detailed Information

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

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

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

Current Position

The Council has not appointed Vice-Chairmen to the Environment & Leisure Committee, Finance, Policy & General Purposes Committee, or Planning, Economy & Tourism Committee for the current municipal year.

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

Should a Committee Chairman be unable to attend a meeting of the Resources Committee, the Council currently has no formally appointed substitute who can provide continuity of representation and contribute knowledge of that committee's area of responsibility. The appointment of Vice-Chairmen would therefore strengthen governance arrangements by ensuring that an appropriately appointed Member is available to support or deputise for the Chairman where required.

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

Financial Implications

There are no financial implications arising from this report.

Legal Implications

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

Environmental and Sustainability Implications

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

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

Recommendation

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

- Environment & Leisure Committee;
- Finance, Policy & General Purposes Committee; and
- Planning, Economy & Tourism Committee.

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

FULL COUNCIL	25 June 2026	AGENDA ITEM: 18
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Report prepared by Sophie Rudd – Administration Assistant to the Town Clerk

PLANNING CONSULTATIONS

Purpose of Report

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

Detailed Information

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

		Deadline for comments/ determination	Application details
1.	<u>250297</u> (Deferred from meetings of 02.04.2026 and 07.05.2026)	Deadline date for comments 17/04/2026 Target determination date 30/04/2026	Dayroom/laundry room for consented mobile homes site (part retrospective) – Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX
2.	<u>261133</u> (inquorate at last meeting)	Deadline date for comments 29/06/2026 Target determination date 06/07/2026	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
3.	<u>261242</u>	Deadline date for comments 23/06/2026 Target determination date 28/07/2026	Single storey rear and side infill extension, internal reconfiguration and existing single storey garage conversion. - The Croft Woodleigh Road Ledbury Herefordshire HR8 2BG
4.	<u>261386</u>	Deadline date for comments Target determination date	Change of use of the building to five dwellings and associated works - The Royal Hall 5a The Southend, Ledbury Herefordshire HR8 2EY

5.	261480	Deadline date for comments 02/07/2026 Target determination date 16/07/2026	Removal of existing single-storey rear and small side lean-to, and erection of two-storey rear and single-storey side extensions; and associated alterations befitting modern family living, whilst retaining the original dwelling. Replacement garage. - The Tannery Firth Lane Wellington Heath Ledbury Herefordshire HR8 1LW
6.	261508	Deadline date for comments 09/07/2026 Target determination date 06/08/2026	Change of use of an existing shop (Use Class E) to a Hot Food takeaway (sui generis) – 23 High Street, Ledbury, Herefordshire, HR8 1DS
7.	261536	Deadline date for comments 09/07/2026 Target determination date 03/08/2026	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
8.	261660	Deadline date for comments /2026 Target determination date 2026	Erection of double garage with hobby room/occasional guest bedroom and shower room over – Kilbury House, Bradlow and Westhill, Ledbury, Herefordshire, HR8 1JF

Recommendation

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

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 9 JANUARY 2025				
<u>242956</u>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – 82 The Homend, Ledbury, Herefordshire, HR8 1BX (LISTED BUILDING CONSENT)	AM	No objection	No decision
LTC MEETING 30 OCTOBER 2025				
<u>252286</u>	Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/324410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 43 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A) – Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire	CS	Lengthy Response Submitted	Approved with conditions
LTC MEETING 8 JANUARY 2026				
<u>253317</u>	Part change of use from a mixed residential and retail use, to residential use. - 123 The Homend Ledbury Herefordshire HR8 1BP - LISTED BUILDING CONSENT	AM	No objection	No decision
<u>253316</u>	Part change of use from a mixed residential and retail use, to residential use. - 123 The Homend Ledbury Herefordshire HR8 1BP	AM	No objection	No decision

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

23 APRIL 2026

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 pitches, previously permitted. Please could you look this up to confirm the year? I couldn't find the planning application online and I can't remember the year. The new proposed day room is to cater for these. The ground has been separated since the last application in 2023.

No decision

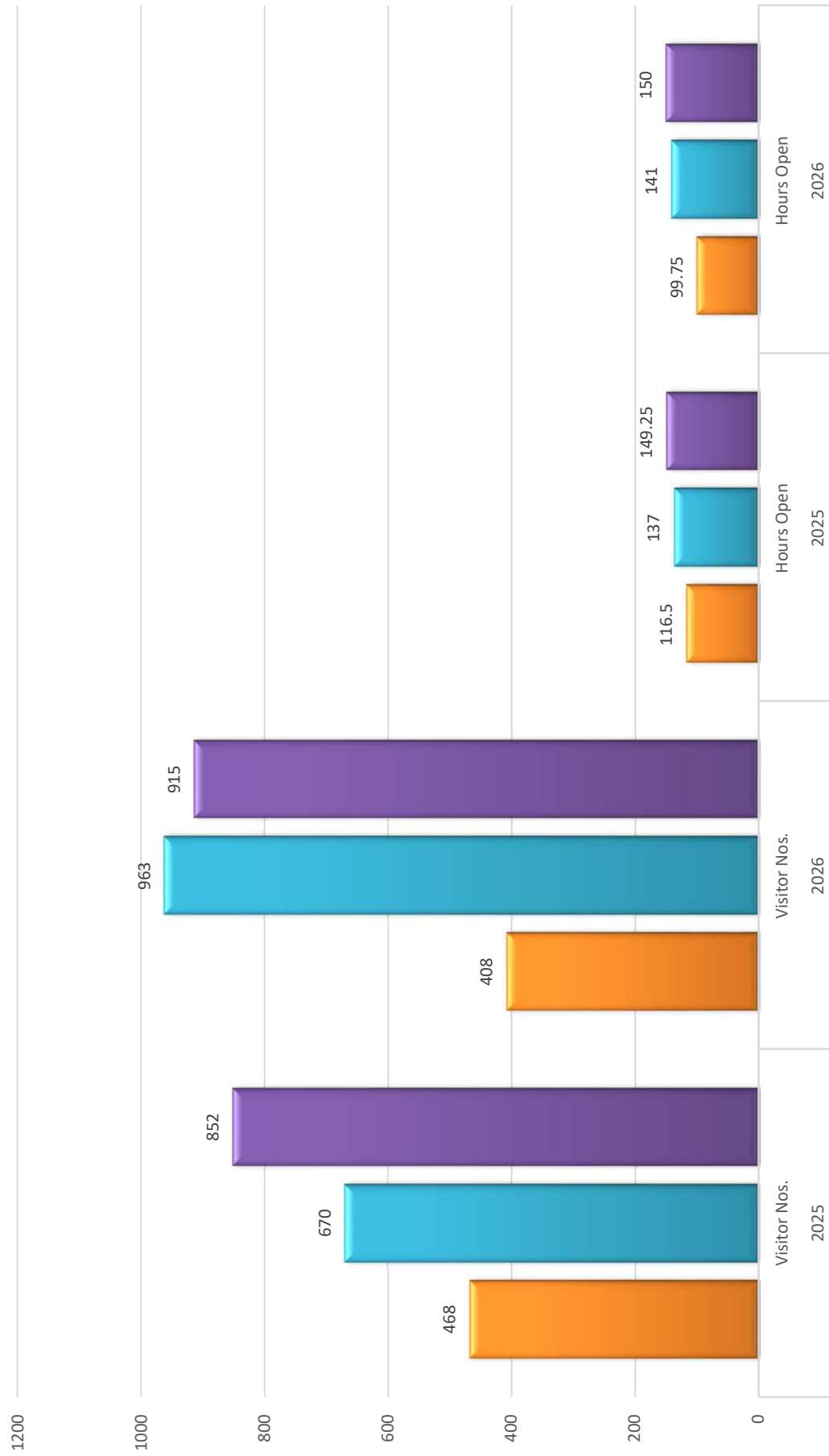
<p><u>260577</u></p>	<p>Application for a Lawful Development Certificate for confirmation that the proposed use as a residential care home for up to 2 children and 2 staff (C2) would not be materially different to the property's current use as a dwelling house (C3) - 24 Lambourne Close Ledbury Herefordshire HR8 2HW</p>	<p>AM</p>	<p>No objection, subject to a condition being applied to ensure that the premises are operated solely as a residential facility, equivalent in use to a residential dwelling as detailed within the planning application. This condition is intended to prevent the use of the premises as a venue for care company meetings on domestic premises, thereby avoiding the increased traffic movements and parking issues that have been experienced at similar facilities elsewhere in the county.</p>	<p>Approved</p>
<p><u>260870</u></p>	<p>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</p>	<p>AM</p>	<p>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</p>	<p>No decision</p>

				maintaining the general aesthetic of the town.	
7 MAY 2026					
<u>250939</u>	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire	AM	Referred to the Planning Applications Working Party to draft a response with the clerk to request an extension for comments to 5 th June.	Approved with conditions	
<u>260371</u>	Installation of stairlift to the left hand side of the staircase ascending. - 55 New Street Ledbury Herefordshire HR8 2EA	KR	No objection	Approved with conditions	
<u>261030</u>	First floor extension over existing single storey side extension. - Paladin Homend Crescent Ledbury Herefordshire HR8 1AQ	KR	No objection	No decision	
4 JUNE 2026					
<u>260870</u>	Alterations to the existing shopfront, installation of a larger metal fascia sign positioned over the existing timer fascia; and the installation of overhead lighting (RETROSPECTIVE-RE-CONSULTATION)	AM	That Ledbury Town Council support the comments submitted by the Ledbury Civic Society.	Works permitted to proceed	
<u>261077</u>	Change of use of existing barn from a tool hire/business use to a light industrial workshop (Use Class E(g)(iii)). - Orchard Cottage Ledbury Herefordshire HR8 1LG	EY	No objection	No decision	
<u>261133</u>	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	It was not possible to make comment on this planning application due to three Members submitting declarations	No decision	

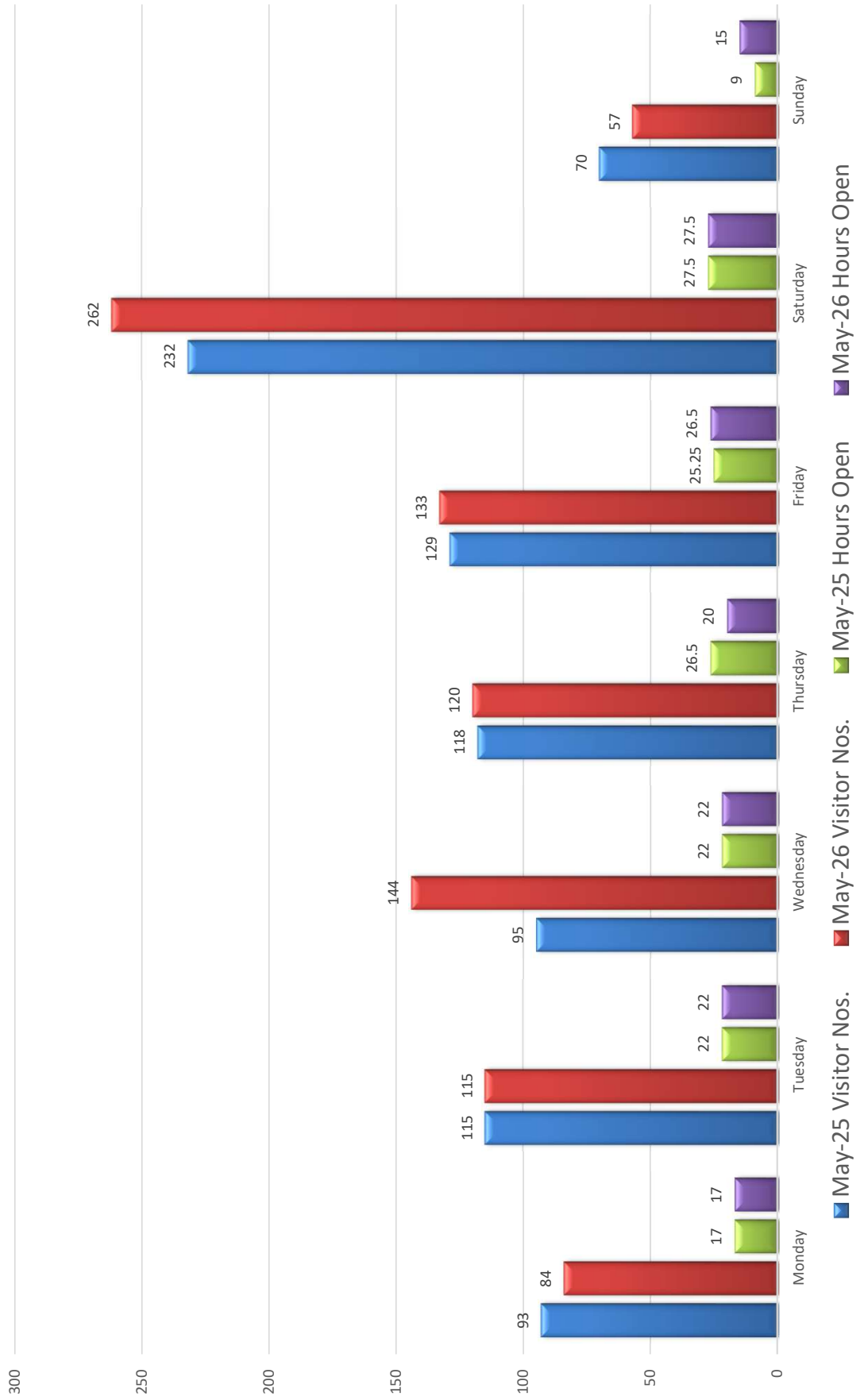
			of interest, which rendered the meeting inquorate for this item.	
<u>261147</u>	Installation of a wall-mounted electric vehicle charging unit on side elevation – The Malt House, The Homend, Ledbury, Herefordshire, HR8 1AR – LISTED BUILDING CONSENT	KR	No objection	No decision
<u>261165</u>	Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/324410 and LPA ref. 171532) for 104 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire,	OJ	That this planning application be referred to a meeting of the Major Planning Application Working Party.	No decision
<u>261198</u>	Two Birch trees adjacent to driveway and parking area, fell to as near ground level as possible. Reason - outgrown situation. Priory Lodge Worcester Road Ledbury Herefordshire HR8 1PL	NM	No objection	No decision
<u>261238</u>	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 Leaddon Way, Ledbury, Herefordshire,	OJ	That this planning application be referred to a meeting of the Major Planning Application Working Party.	No decision
<u>261246</u>	Rear extension of existing auction centre and associated works. Hazle Meadows Auction Centre, Ross Road, Ledbury, Herefordshire, HR8 2LP	KR	No objection	No decision
<u>261252</u>	The construction of a 40m x 20m equine arena for private use, together with associated fencing and biodiversity enhancement works. Change of use of the land under the arena from agricultural to equine. Land at Wall Hills Farm Hereford Road Ledbury Hereford Herefordshire HR8 2PR.	KR	No objection	No decision

261283	Canopy to existing paved area to rear of Dining Hall. The John Masefield High School, Mabels Furlong, Ledbury, Herefordshire, HR8 2HF.	KR	No objection	No decision
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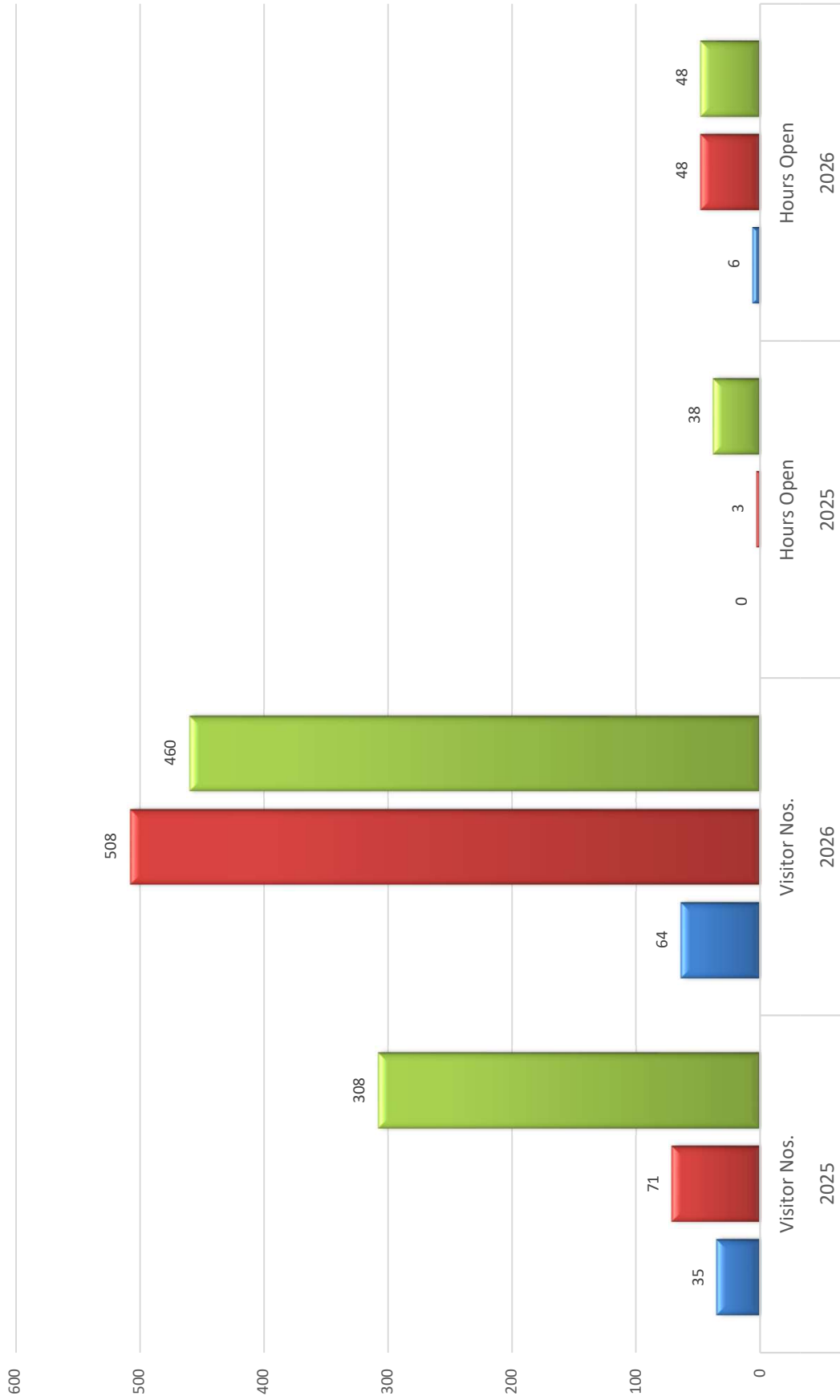
March-May 25/26 Comparison Visitor Numbers Painted Room



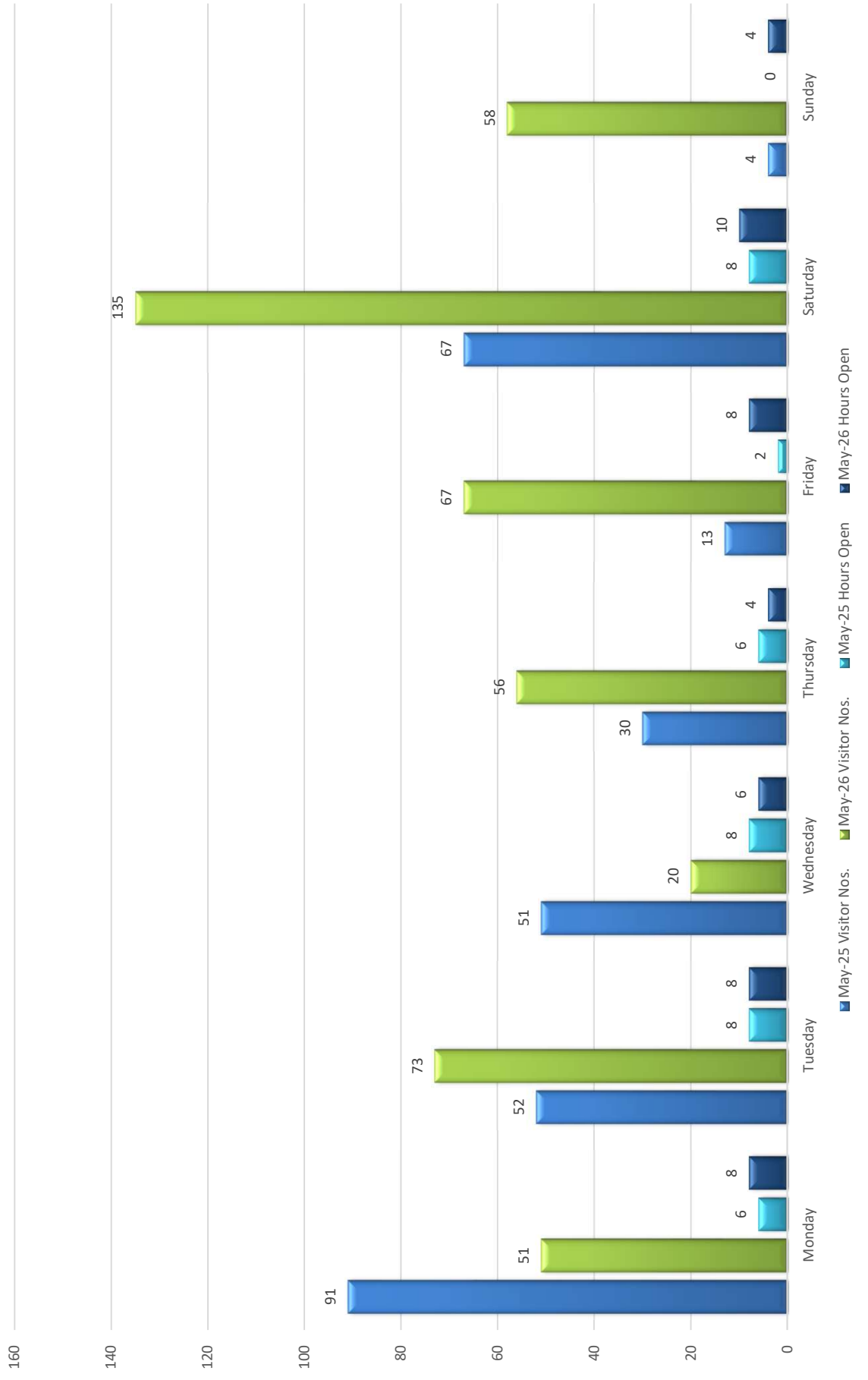
May 2025 and May 2026 Visitor Numbers Comparison, Painted Room



Market House 2025 and 2026 March to May Visitor Comparison numbers



Market House May 2025 & May 2026 Visitor Numbers Comparison



LEDBURY TOWN COUNCIL

FULL COUNCIL	25 JUNE 2026	AGENDA ITEM: 22(i)
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Report prepared by Julia Lawrence – Deputy Town Clerk

WELCOME TO LEDBURY SIGNAGE – UPDATE

Purpose of Report

The purpose of this report is to update Members regarding further information sought relating to the Welcome to Ledbury signage.

Detailed Information

Members discussed the report presented to Full Council on 4 June 2026 (Item 27) regarding the potential repair and/or replacement of the existing “Welcome to Ledbury” and “Heart of England in Bloom” signs located on the main routes approaching the town centre.

Consideration was given to the two signage options outlined in the report. Members noted that no budget provision currently exists for the replacement of the signs and suggested that priority might be given to the “Welcome to Ledbury” signs, with consideration also being given to a more modern design.

However, before any decision could be made, Members wished to establish ownership of the existing signs, who originally commissioned them, and their likely installation costs. Officers were therefore tasked with undertaking an exploratory exercise to establish the available facts.

Officers subsequently contacted the original signwriter responsible for producing the “Welcome to Ledbury” signs, who recalled that a sum of approximately £500 per sign was paid when they were first produced in 1990, as referenced in the report presented to Full Council on 4 June 2026. Ledbury Town Council owns these signs. The “Heart of England in Bloom” signs were painted at a later date by the original signwriter's former business partner, who has since retired. Following contact with a representative from Ledbury in Bloom, it is believed that these signs were first produced in approximately 2007, when Ledbury in Bloom achieved its first Gold Award. However, no documentation dating from that period has been identified to confirm the costs associated with their production.

Whilst ownership records have not been identified for the "Heart of England in Bloom" signs, it is understood that they were installed as part of the town's wider gateway signage and no objection has been raised to their replacement or renewal. In view of the above, Members are invited to reconsider whether they wish to proceed with the production of the replacement “Welcome to Ledbury” and “Heart of England in Bloom” signs based upon the existing design, or whether they wish to pursue a more contemporary alternative.

Appendix A provides a copy of the report presented on 4 June 2026 which details the costs and information previously considered by Council.

With regard to the modern version, Members are referred to Appendix B, which provides a proof of how the new sign could look incorporating both signs. They would be made and fitted using high quality oak wood effect metal frames with inlaid printed and laminated aluminium composite signs. Please note that the cost for this option (Option 4), totalling £1,600 per sign, was not available at the time of the report presented on 4 June 2026.

Financial Implications

There is no allocation within the approved 2026/27 budget for the replacement or refurbishment of the Welcome to Ledbury signage. Should Members wish to proceed with any of the options outlined below, funding would need to be drawn from Earmarked Reserve 335 – Amenity & Public Spaces, which has a balance of £15,404.05 as at 18 June 2026.

Option Description	Cost	Approx. % of Reserve
Option 1 2 new Welcome to Ledbury signs, 1 new Heart of England sign and refurbishment of remaining signs	£10,880	70.6%
Option 2 5 new Welcome to Ledbury signs and 5 new Heart of England signs	£11,900	77.3%
Option 3 2 new Welcome to Ledbury signs (alternative signwriter)	£ 2,800	18.2%
Option 4 2 combined Welcome to Ledbury/Heart of England signs (modern design)	£ 3,200	20.8%

Should Members choose Option 1 or Option 2, the majority of the available Amenity & Public Spaces Reserve would be utilised, potentially limiting the Council's ability to fund other amenity-related projects during the remainder of the financial year.

Officer Assessment

The options presented provide Members with a choice between maintaining the traditional appearance of the existing signage and adopting a more contemporary design.

The traditional options preserve a long-established feature of the town's gateways and may be considered more in keeping with Ledbury's heritage character. However, they represent a higher overall cost.

The contemporary signage option provides a lower-cost solution, combines the Welcome to Ledbury and Heart of England in Bloom messaging into a single sign, and utilises modern materials designed to provide enhanced durability and reduced maintenance requirements.

Members are invited to determine which approach best reflects the town's identity and priorities whilst representing an appropriate use of Council resources.

Environmental Considerations

Both options have environmental benefits and considerations. Repairing or reproducing the existing signs with oak frames supports reuse, reduces waste and retains a traditional design using a natural, durable material. The installation of new laminated aluminium signs with oak-effect metal frames offers a long-lasting, low-maintenance solution, with aluminium being recyclable at the end of its service life, although new manufacture requires additional resources and energy. Overall, the existing sign option prioritises reuse, while the modern option may provide increased durability and reduced future maintenance.

Recommendation

That Members consider the information contained within this report and determine whether they wish to:

- a) Take no further action;
- b) Proceed with Option 1 – Creation of two new Welcome to Ledbury signs, one new Heart of England in Bloom sign and renovation of the remaining existing signs (£10,880);
- c) Proceed with Option 2 – Creation of five new Welcome to Ledbury signs and five new Heart of England in Bloom signs (£11,900);
- d) Proceed with Option 3 – Creation of two new Welcome to Ledbury signs by an alternative signwriter (£2,800);
- e) Proceed with Option 4 – Creation of two combined Welcome to Ledbury / Heart of England in Bloom signs using the contemporary design shown in Appendix B (£3,200); or
- f) Pursue a partial replacement programme, replacing only the Bromyard Road signs and installing a new Welcome to Ledbury sign at the Gloucester Road junction.

Should Members resolve to proceed with any of the above options, funding would be met from Earmarked Reserve 335 – Amenity and Public Spaces, which has a balance of £15,404.05 as at 18 June 2026.

<p>FULL COUNCIL</p>	<p>4 JUNE 2026</p>	<p>AGENDA ITEM: 22</p>
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Report prepared by Julia Lawrence – Deputy Town Clerk

“WELCOME TO LEDBURY” SIGNAGE

Purpose of Report

The purpose of this report is to advise Members of the current position regarding the “Welcome to Ledbury” signs and for Members to consider the commissioning of new signs where they were previously damaged due to a road accident or removal for unknown reasons.

Detailed Information

Members will recognise the town gateway signage that welcomes residents and visitors to the town on the main Hereford, Worcester, Bromyard, Gloucester and Ross-on-Wye roads into Ledbury. These comprise the “Welcome to Ledbury” (“WL”) signs depicting the Market House, together with the “Heart of England in Bloom” (“HE”) signs celebrating the Town’s previous Gold award achievements. The planters beneath the signs are maintained by Ledbury in Bloom.



Last year, a vehicle collided with the sign on the Gloucester Road, completely demolishing it. Please refer to the photograph below.



Officers sought quotations from signwriters to recreate the damaged signs. Members will appreciate that the signs are rather unique, as they are hand-painted, and it has not been possible to obtain three quotations for this reason. Fortunately, with assistance from the local community, the original creator of the signs was located. Officers have since been in contact with him, and he has provided a quotation.

A further quotation was also received albeit the proposed finished product was not considered to be in keeping with the appearance of the existing signs, as the design was regarded as too modern. Details of both quotations are set out below.

Having liaised with the Ledbury in Bloom team, it transpired that the actual “Welcome to Ledbury” sign on the Gloucester Road was either stolen or destroyed at the time of the road accident and therefore needs replacing. Luckily, the “Heart of

England” sign was repaired by them and is waiting for reinstatement/renovation. The Ledbury in Bloom team have already made a new planter for this location.

Sadly, both signs on the Bromyard Road have disappeared and need replacing.

It was considered sensible for the Creator to undertake an audit of the existing signage, recognising that these are specialist works. Both the WL and HE signs, together with the associated planters, remain intact on the Hereford, Worcester and Ross Roads. Whilst the signs are showing signs of paint deterioration, they are considered salvageable. New WL signs would be required for both Gloucester and Bromyard, and a new HE sign would be required for the Bromyard Road.

Members should note that these signs were originally installed in 1990 and have therefore lasted exceptionally well. However, refurbishment work is now required to preserve them before further deterioration occurs.

The oak frames also appear to be in reasonable condition and could be refurbished. The HE sign on the Ross Road appears to have been constructed from a different material, possibly PVC rather than timber.

The Creator has confirmed that should his quotation be successful, to note that he is fully committed to work up until Christmas albeit if the revised Option 2 (see below) was chosen, then the process of construction and base coats could start sooner due to “down time” when he is unable to work due to the weather.

The process of the construction and painting of the signs is as follows:
All existing signs to be sanded and sealed with a Zinsser primer, apply 2 coats of oil-based undercoat and a finishing coat of oil-based gloss. Image can then be painted on top. Oak frames to be sanded and an oil-based stain applied.

For all new aluminium signs, they will be painted using the same process as was carried out in 1990. This being that the sign fascias are a sprayed-on system consisting of a first coat of acid etched primer, two coats of primer/undercoat and a final gloss finish of 2K automotive paint.

It is anticipated that each “Ledbury” sign will take approximately 5 days to renovate and repaint, and the “Heart of England” signs will take approximately 2 to 3 days each to do whether renovated or new. In total, it would take between 6 and 8 weeks for completion of the work. It would be the Creator’s intention to remove the existing signs and do the work in his workshop.

The Ledbury in Bloom team has also been approached to ascertain whether they would be willing to construct a new planter for the Bromyard Road signs. Unfortunately, the gentleman who constructed the previous troughs is about to undergo medical treatment and is therefore unable to help at present.

Officers have also spoken with the Shed’s Together team who have confirmed their willingness to create new oak frames for the signs should Members agree to proceed. The question of building a new trough for Bromyard Road has also been put to them for consideration and an indication of costs are awaited.

Balfour Beatty have also been approached to confirm whether a new permit would be required to install the new posts for the signage on the highway and have confirmed that, as it is “like for like”, a permit would not be required, certainly in the case of the Gloucester sign.

The location of the Bromyard signs may, however, be deemed too close to the highway and it may therefore be sensible to consider an alternative location where the signage can be set back further from the highway. However, with appropriate Chapter 8 Traffic Management in place, this should not present a problem.

To summarise:

Creator of Original Signs:

- Option 1: Relates to the creation of two new WL signs, one new HE sign and renovation of three WL signs and four HE signs.
- Option 2: Relates to the creation of all new WL and HE signs (ten in total).

Alternative Signwriter:

- Option 3: Relates to the creation of two new WL signs

Environmental Implications

The proposed refurbishment and replacement of the town gateway signage presents an opportunity to support sustainable practices through the retention and restoration of existing signs, oak frames and planters wherever possible, thereby reducing waste and the need for new materials. Consideration should be given to the use of durable and responsibly sourced materials, together with environmentally appropriate paints and finishes, to ensure the longevity of the signage and minimise future maintenance requirements.

The continued involvement of Ledbury in Bloom and the refurbishment or replacement of the associated planters would provide a positive environmental benefit by enhancing the appearance of the town approaches and supporting biodiversity through seasonal planting. Whilst there may be minor temporary impacts associated with installation works, such as vehicle movements and limited disturbance adjacent to highways, no significant adverse environmental implications are anticipated.

Financial Implications

As noted above, due to the signs’ uniqueness, Members are asked to consider the quotations received from the Creator of these signs as detailed below. The Creator is not VAT registered.

Sign	Unit Cost	Total Cost
OPTION 1 – RENOVATE/NEW SIGNS		
“WELCOME TO LEDBURY” (“WL”) Signs		
NEW SIGNS: To supply new aluminium sign base to include mounting rails and fixings. To paint image and text as original. Two signs required for	£1,700.00	£ 3,400.00

Bromyard and Gloucester Roads. Does not include the oak frames. Sign size: 48" wide x 36" deep		
RENOVATION: To repaint original image, text and apply gold leaf to "LEDBURY" text. To renovate existing oak frames. Three signs: Hereford, Ross and Worcester Roads.	£1,500.00	£ 4,500.00
"HEART OF ENGLAND IN BLOOM" ("HE") SIGNS		
NEW SIGNS: To supply new aluminium sign base to include mounting rails and fixings. To signwrite text as original. One sign required for Bromyard Road. Does not include the oak frames. Sign size: 48" wide x 24" deep	£ 680.00	£ 680.00
RENOVATION: To paint out and re signwrite existing signs (same process as above). To renovate existing oak frames. Four signs: Hereford, Ross, Gloucester and Worcester Roads.	£ 500.00	£ 2,000.00
Cost for removal and reinstatement of the three remaining signs		£ 300.00
TOTAL – SIGNAGE (Option 1)		£10,880.00
OPTION 2 – RENEW ALL SIGNS		
"WELCOME TO LEDBURY" ("WL") Signs		
Alternative option to Option 1 would be to renew all the WL signs, as per original paint process. Does not include new oak frames.	£1,700.00	£ 8,500.00
"HEART OF ENGLAND IN BLOOM" ("HE") Signs		
Alternative option to Option 1 would be to renew all the HE signs, as per original paint process. Does not include new oak frames.	£ 680.00	£ 3,400.00
TOTAL – SIGNAGE (Option 2)		£11,900.00

As far as Option 2 above is concerned, all existing signs would stay in location while the new ones were being created.

As noted above, a further quotation was received from another signwriter (Option 3) and their costs to produce the WL signs are shown below. Unfortunately, they omitted to include a cost for the HE signs.



Sign	Unit Cost	Total Cost
OPTION 3 – NEW SIGNS		
“WELCOME TO LEDBURY”		
Sign inlaid printed and laminated aluminium composite sign with high quality oak wood effect metal frames, inclusive of fitting. Two signs required.	£1,400.00	£2,800.00

Unfortunately, it has not been possible to obtain the details of the person who “ran into” the sign on the Gloucester Road or the exact date when it happened. Without this information the Council’s insurance company have advised it is unlikely that a claim would be successful.

Recommendation

Members will note that there is no allocation in the 2026/27 budget for this signage.

Should Members wish to proceed with this work, the following options are available:

Creator of the Original Signs:

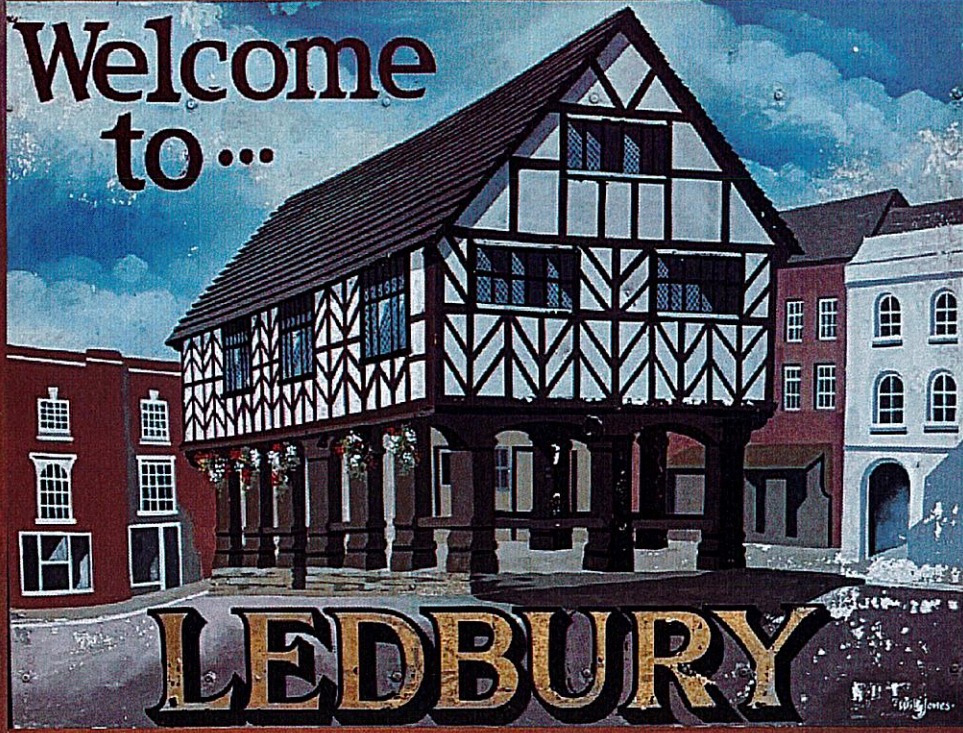
Option 1:	Relates to the creation of two new WL signs, one new HE sign and renovation of three WL signs and four HE signs.	£10,880.00
Option 2:	Relates to the creation of all new WL and HE signs (ten in total).	£11,900.00

Alternative Signwriter:


Option 3:	Relates to the creation of two new WL signs	£2,800.00
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That such costs would need to be taken from Ear Marked Reserves 335 – Amenity & Public Spaces which currently has a balance of £15,404.05 as at 27 May 2026.

Welcome
to...





Heart of England in Bloom



Gold Award

2007-2025



**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 4 JUNE 2026**

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

ALSO PRESENT:

Angela Price – Town Clerk

R356. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Eakin.

R357. DECLARATIONS OF INTEREST

None received.

**R358. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES
OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 7
MAY 2026**

**R359. REQUEST FOR AN INFORMAL MEET AND GREET SESSION
BETWEEN STAFF AND COUNCILLORS**

Members considered a request from staff for an informal meet-and-greet session between staff and Councillors.

The Clerk advised that, due to recent changes in Council membership and the appointment of several new Councillors, some members of staff had not yet had the opportunity to meet all Councillors. Staff felt that an informal session would be beneficial in helping to build positive working relationships and improve familiarity between staff and elected Members.

Members welcomed the request and agreed that, as a further round of co-options is anticipated to take place during July/August 2026, it would be appropriate to hold the session following completion of that process to ensure all Councillors have the opportunity to participate.

RESOLVED:

That an informal meet-and-greet session between staff and Councillors be arranged following the anticipated round of co-options in July/August 2026.

R360. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Resources Committee is scheduled for Thursday, 25 June 2026 at 6.00 pm.

That it be noted that the next meeting of the Resources Committee will be agreed at the Annual Council Meeting scheduled for 25 June 2026.

R361. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

R362. STAFFING MATTERS

1. Request for introduction of birthday leave

Members considered the staff request for the introduction of birthday leave.

Members were of the view that, given the ongoing staff review, this was not an appropriate time to consider the proposal. It was noted that, due to the size of the Council's workforce, there had been occasions in the past where annual leave and staff absences had created challenges in maintaining service provision. Members therefore considered that the request should be reviewed as part of a wider consideration of staffing arrangements and leave management once the staff review process has been completed.

During discussion, a point was raised regarding the terminology used when referring to employee sickness. Members noted that the preferred term is "sickness absence" rather than "sickness leave", as sickness is an unplanned absence from work rather than a form of leave entitlement. It was agreed that the Council should seek to use consistent terminology in its policies and communications.

RESOLVED:

- 1. That consideration of the staff request for the introduction of birthday leave be deferred until the completion of the current staff review process.**
- 2. That the Clerk undertake a review of the Council's Annual Leave Policy and Special Leave Policy and submit a report, together with any recommended amendments, to a future meeting of the Committee for consideration by Members.**
- 3. That the information relating to officer TOIL balances be received and noted.**
- 4. That the Clerk prepare and submit a report to the meeting of the Resources Committee scheduled for 25 June 2026 setting out how officer TOIL is currently being managed in accordance with the Council's TOIL Policy.**

R363. STAFF REVIEW UPDATE

Councillor Harvey provided a verbal update on the staff review process. She advised that a meeting had been held earlier that day with staff, attended by almost all employees, together with Sarah Watkins of Hoople and Helen Astley of Unison.

Members were provided with an overview of the staff review process undertaken to date, including the proposed phased approach and timetable for implementation. Following the meeting, staff were issued with consultation packs containing detailed information relating to their individual roles and how these may be affected by the proposed staffing structure.

It was noted that one of the questions raised by staff related to office accommodation and where any additional members of staff would be located should the proposed structure be implemented. In response, Councillor Harvey advised that, alongside the staff review, Members were also considering the Council's future accommodation requirements and exploring potential options for office provision.

Councillor Harvey reported that staff appeared to understand the reasons for undertaking the review and the objectives that the Council is seeking to achieve through the process.

RESOLVED:

That the overview provided by Councillor Harvey be received and noted.

The meeting ended at 6: pm

Signed **Date**

DRAFT

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE MASEFIELD MATTERS PROJECT BOARD
HELD ON 19 MAY 2026**

PRESENT: Philip Errington (PE), Tim Keyes (TK), John Holmes (JH), Amy Howard (AH), Caroline Magnus (CM), Nick Morris (NM), Justine Peberdy (JP) (Chair), Christine Tustin (CT)

ALSO PRESENT: Emma Clowsley (EC) (Project Coordinator), Angela Price (AP) (Town Clerk), Honor Holton (HH) (Minute Taker)

69. APOLOGIES FOR ABSENCE

None were received.

70. TO APPROVE AND SIGN THE NOTES OF MEETINGS OF (ALL) THE MASEFIELD MATTERS BOARD HELD ON 24 MARCH AND 21 APRIL 2026

NM brought forward an amendment on the 21 April 2026 minutes, minute number 57, that “Visitors to come down Church Lane” be amended to “Visitors to come down Chapel Alley.”

RESOLVED:

That the minutes of the Masefield Matters Board Meetings on 24 March and 21 April be approved and signed, subject to the amendment.

71. TO RECEIVE AND NOTE THE ACTION SHEET

JP noted on action 25/MM23(5) that this is an ongoing project, she also made the board aware that this action is something that JP is constantly advertising and pushing out and encouraging other board members to do the same. TK suggested that in March for the upcoming school event, an element could be Masefield’s life in Sea Shanties.

25/MM25.2(2) That this item be picked up by the Comms Subgroup AH to investigate whether anyone has picked up from Bethan and is leading on the project.

25/MM29 NM and JP spoke on this item planning to return to this item when it is agreed to, perhaps with board members to come with suggestions to this item. That the Board Meeting date of October be updated to October 2025.

25/MM37(2) JP spoke that the Comms Group is to add this onto their agenda for the next meeting, to decide whether to wait until the commission is awarded or whether there is a use for the leaflet to hand

out sooner in which case an update, so it becomes valid now. CT enquired about a cost, which is around £30. AH suggested that if this was completed by the Poetry Festival then more leaflets could be circulated. JP suggested that the leaflet be completed by 26 June 2026. Comms Group to tweak the text for leaflet and EC to turn into a PDF and sent to print.

25/MM38.2(1) JP noted that a response has still not been received. AP suggested using Ledbury Town Council contact lists, as well as Herefordshire BID, for national coverage. JP noted that AH will give the board time of the new marketing and communications role who will also provide support on this. That this item be put on hold and to be reviewed. AP noted that a board discussion will need to be brought to Council. EC to update schedule and to ensure that Ledbury Town Council, Council Meetings will note cause a delay on this. AP suggested that an extraordinary meeting can be made, if necessary, with the Chairman's permission, to avoid delaying for three weeks.

25/MM38.2(2) EC and HH to spend time to post and publish more Masefield Matters Events on the Ledbury Town Council website.

25/MM44(1) AP provided an update on this, she recently spoke to Ian Wilson (Treasurer of JMS), there is currently around £8,000 in the JMS bank account. Ian Wilson is to let AP know the exact figure of donations received, LTC to invoice JMS and JMS will pay that invoice to LTC, the gift aid is to be worked out through a similar invoice process towards the end of the year. CT spoke that Ian Wilson will need to know who the donations are from, as one or more are not available for gift aid so this will not apply, AP assured that this will be made clear in the application.

25/MM44(3) JP noted to bring a draft to the next fundraising meeting to be addressed.

25/MM44(6) JP suggested to place on hold until some marketing expertise are sort.

25/MM44(9) TK asked JH how often something could be sent out to parents. JH spoke that he emails parents every two weeks, JH has written to parents about joining the Masefield Matters board, JP spoke that responses have been received from this. JH proposed it is better to talk to children directly; the offer is open whenever the board requires it to send out information. That this item be removed from the action sheet.

25/MM45(2) JP has received a response back, JH sent this out to parents, JP has sent out information about what the board does and the dates for the next three meetings, unfortunately they are not able to attend the next three meeting dates, however they are still open to joining later. TK suggested that once a person is approved, they can go straight onto a subcommittee. JP spoke that the process would be the candidate sends in a short CV to be shared with board members,

members would have opportunity to meet them before they are approved. TK spoke that they would be interest in further support of the project, and then the board can consult the division, with information sent to everyone, with a further engagement being set.

JP to put together a communication to the core consultation group, which only invites ongoing support following the end of their official role to start. NM, spoke on this, congratulating EC on finding the core group of individuals, suggesting that perhaps the board could embrace them and involve them more within the project.

A social event was suggested to get to know members more, with more engagement and group feeling, but to wait until their role has ended first. For this be discussed further on 18 July, to ensure enough time to communicate before their role ends. AH suggested an event in early September. TK proposed Friday 11 September at 6pm, in the Ledbury Town Council offices, with a further meeting proposed in October by AH. JP and EC to create a formal invitation with help from Ledbury Town Council staff.

25/MM59(1) CT, that it is agreed Burgage Hall will be open on Saturdays. EC enquired if space in the Market House could be utilised, of which AP has agreed to.

25/MM61.1 This item has been passed onto NM, EC asked TK if he could scan or photocopy a copy of the paper version on the Ledbury Town Council printer and provide a copy to NM.

25/MM61.2(1) EC has shared some designs with the Comms Group and has received some fantastic feedback from AH. AH spoke that the designs EC has presented are fantastic.

72. PHASE 3 PROGRESS UPDATE

EC spoke on this item, she is working on a draft commissioning brief, which is going to be sent to JP on Tuesday 19 May 2026, ready for the board to review. The evaluation is still underway; Janine and Andrew are speaking with member involved in the project and getting feedback, as well as ensuring the timeline is on track. Upcoming Engagement events include, Community Day 6 June, Celebration Day 5 July, Masefield Marathon 4 July, Shakespeare Birthplace Trust 1 June, taking 20 GCSE and A Level students to this event, one other school is getting involved in the Clay Memorial Plaque making in Colwall and an upcoming Carnival event on 31 August.

NM asked TK if Masefield could do a flyer for the Masefield Marathon that could go into the website, put into shops and windows for advertising, EC is updating the flyer that went out to possible participants, now to advertise it to the public. JP suggested that JMS members would be interested to hear about this too.

CM commented that she does not have email distribution facilities or unlimited funds to do mail outs, a newsletter was sent out recently, with a journal coming out in the next couple of months. The JMS has an annual general meeting on 1 June 7pm at the Masters House, after which CM will be giving a talk about Masefield's son Lewis. AH, to corral some poets, Simon Armitage and other poets if they are around on the day. TK to provide other items, a theme for each hour. AH, Simon will not be arriving until early afternoon.

JH to plan an email to parents, provided by the board, AH suggested an update from MM with upcoming events to avoid parents becoming desensitised to Masefield, this email to include the Marathon, talk, theatre show and event in March 2027 and for TK to put this together for JH.

Actions:

MM72 (1) JH to plan an email to parents, provided by the board. TK to put this together for JH.

73.

TO DISCUSS THE ROLE OF EACH BOARD MEMBER ONCE THE PROJECT STAFF CONTRACTS ARE COMPLETE

JP pointed out that there are another two years or more of this project, and a new phase has been reached lead by EC in getting the brief together. TK is leading on forthcoming big events this year. Redefining what MM role is and how to contribute, how the board maintains momentum, publicity volunteers etc. JP in leading up to 2028, is to ensure that the Three Choirs Festival are focusing in JM settings in 2028 happening in Hereford for the 300 year anniversary, JP to work on this and continue to update the board with progress, JP to ensure the new director, CEO etc are informed of this coming up.

AH to try and enquire about this to the Hay Festival, AH to have a meeting with their CEO and artistic planner to ensure they are aware of this project, with possibility they will not get involved in this project. EC has recently been in contact with the Quilter Association, for each member building a square for when the memorial is unveiled and would be beneficial if the board could contribute to this as another piece of engagement around the project, to be stored in the Market House with designs still being drawn up. JP noted that this project will be ongoing after EC has left and is encouraging other board members to become a liaison for these projects. JP on NM suggestion investigating who does toppers for post boxes, and for these to be Masefield themes by 2028, art groups to be contacting, number of large events upcoming, finding connects with other people and driving this forward is essential, CM to focus on more talks around Ledbury about Masefield.

CT spoke on the Civic Society, about upcoming events, this is advertised through newsletter and talk in New Year. JP spoke on how Civic Society can tie into Masefield Celebrations and themes, particular in 2028. CT spoke that the Civic Society is a small organisation, under a great deal of pressure, CT can push forward on Masefield with newsletter and talks, 2028 as many organisations however they can to celebrate Masefield. JH to focus on Masefield in the 2028 academic year.

TK has various contact lists from past events, to be ready to mobilise these lists as well as other board members personal contact lists in preparation for events first starting the Masefield Marathon.

Actions:

MM73 (1) JP is to ensure that the Three Choirs Festival are focusing in JM settings in 2028 happening in Hereford for the 300 year anniversary, and continue to update the board with progress.

MM73 (2) AH to make Hay Festival aware of the Masefield Matters project and to enquire about possible involvement in the festival.

MM73 (3) Board members to become a liaison for smaller engagement projects running after EC has left. All Board members to consider which they could assist with.

MM73 (4) Board to investigate who does toppers for post boxes, and to enquire about Masefield themes for 2028. **This action requires an owner.**

MM73 (5) CM to focus on more talks around Ledbury about Masefield.

74.

TO RECEIVE AND NOTE SUB GROUP UPDATES:

6.1. FUNDRAISING

6.2. COMMUNICATIONS

6.3. RISK

6.1. APPENDIX A: THE MINUTES OF A MEETING OF FUNDRAISING SUB GROUP ON 14/05/2026

TK spoke about fundraising, some discussions with Emma Russell Trust, who support ongoing education training for young people aged 16-25 in the Ledbury area, TK to encourage them to align with idea for annual scholarship, creative writing or arts course aimed at John Masefield.

A date for JH event at JM High school, 23 March which is now confirmed. TK congratulated JP over Bosbury House which has resulted in an expanded contact list.

One idea is to put on a Masefield reading event in Ledbury to get more people involved. AH suggested that there is a group that meet at the courtyard to read plays, AH to approach them to ask if they would make a Masefield play to access a new group who may not currently be aware of Masefield. PE and TK both suggested that they perform a play such around Easter time in the church.

TK has made contact with people in regard to theatre events, with a group of people working on this, and has been in contact with the Market Theatre with early progress being made. TK is very happy to be part of the planning for the upcoming school event in March 2027, however he is out of the country in January/ February and has asked if others could come forward and be part of a group with JH to put together a programme, which includes Primary schools, JH spoke that the best way to engage with Primary Schools is to specifically tell them how many children are needed and what they will need to do.

AH informed that a Winter Poetry Festival will not be held this year, AH is happy to be part of this group and become involved as previously mentioned about Toni Cook AH informed that the board will need to be direct in asking what events she is needed for, to also be noted that Toni Cook charges £300 a day. TK proposed meeting in early Autumn to provide more progress JP to join this group. AP, with EC leaving in January CEO Olivia Trueman may be a good fit for this group.

EC to work on gifting donors something at the end of the project about what has taken place over the years, any ideas for prompting generosity would be welcome. CM possibility of special edition of Masefield poems for donors, PE spoke on special edition or press, for this a limited number of books to be gifted to donors. NM to speak with Tilley's printing press about creating a special edition book, which would be their contribution to the Town and project.

6.2.

CM spoke on the communications update, firstly that it is clear the board will benefit when Ledbury Poetry's marketing person can support. CM congratulated everyone on their efforts. In regard to the brief, the board will need to work with what they have which at the moment is £60,000. Deadline for advertising commission is 5 June, expressions of interest to be extended to the end of July, Core Consultation Group create the long list in the first week of August and the board to shortlist in mid-August. £1,000 budget for advertising to note and £1,000 more available as more job applications are to be advertised yet. All members of the Comms to help with publicity and responsibility to write press releases in the short term, AP to assist with this.

6.3. EC and AP reviewed the risk register, with one new risk added, with no significant risks to be mentioned at the meeting.

Actions:

MM74 (6.1) 1) AH to approach them to ask if they would make a Masefield play to access a new group who may not currently be aware of Masefield.

MM74 (6.1) 2) PE and TK to explore performing a play around Easter time in the church.

MM74 (6.1) 3) Group to be established to support upcoming school event in March 2027. TK to set a date in early Autumn to provide more progress. JP to join this group.

MM74 (6.1) 4) NM to speak with Tilley's printing press about creating a special edition book, which would be their contribution to the Town and project.

MM74 (6.2) 1) All members of the Comms to help with publicity and responsibility to write press releases in the short term, AP to assist with this.

75. DATE OF NEXT TWO MEETINGS

Next board meeting: Friday 11 September 11am

Next meeting for longlist: to be an online meeting Friday 14 August 10:30am

The meeting ended at 3:30pm

Signed.....

Dated.....

FULL COUNCIL	25 JUNE 2026	AGENDA ITEM: 24
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Report prepared by Emma Clowsley – MM Project Co-ordinator

Masefield Matters Project Progress

Purpose of Report

The purpose of this report is to provide Full Council with an update on the progress of the Masefield Matters Project, including key achievements, ongoing activities, and any significant developments.

Detailed Information

The project is split into three phases; We are now in the commissioning phase.

1. Engagement

Engagement activities continue beyond the formal consultation phase, enabling the project to reach a wider audience and encouraging greater participation in learning opportunities related to the life, work, and legacy of John Masefield. Recently there has been;

1.1 A day trip to Stratford for John Masefield High School Student

A programme was curated by Paul Edmondson and Nick Walton, providing students with a unique opportunity to deepen their understanding of literature, Shakespeare, and the influences on John Masefield's work.

Both curators are academics of note and also great education practitioners. They hold the archives for the Trust, the RSC and also the town of Stratford-upon-Avon, and have various items in their Collections that are directly related to John Masefield e.g. his speech on the re-opening of the theatre following the fire.

The trip was fully funded through the Masefield Matters project, using funding allocated from the 'Sea-Fever' programme to support educational activities for students at John Masefield High School.

1.2 A Merchant Navy talk at John Masefield High School. Captains Roger Francis and Kevin Slade of the Merchant Navy Association delivered a presentation to 30 students. The session explored the history and significance of the Merchant Navy, while also providing insights into life at sea and the range of career opportunities available within the maritime sector.

2. **Consultation**

Following extensive consultation with the public through engagement and consultation activities, a longlist of memorial ideas was presented to the Core Consultation Group consisting of xx members of the community,

Following Full Council approval, on 8th May it was announced publicly that the memorial to John Masefield would be a walking/literary trail.

3. **Commissioning**

A commissioning brief was produced by the Project Co-ordinator and Chair of the MM Board, and the commission was advertised widely on 5th June. Members are encouraged to share this advert across their networks to help us achieve a good number of expressions of interest. Materials are available from the MM team.

The Core Consultation Group has been recalled to assist with the longlisting at the end of July. The Board will take responsibility for shortlisting designers on 14th August, and the decision will be submitted to Full Council for approval.

Looking ahead the Board are considering their roles and responsibilities within the project as they prepare for the departure of the Project Co-Ordinator in early January 2027.

Recommendation

That Full Council receive and note the above report and the progress of the Masefield Matters Project.

FULL COUNCIL	25 JUNE 2026	AGENDA ITEM: 25
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Report prepared by Angela Price - Town Clerk

OUTSIDE BODY REPRESENTATION 2026/27

Purpose of Report

The purpose of this report is to invite Members to nominate representatives to a number of Outside Body positions that were not filled at the Annual Meeting of the Council held on 14 May 2026.

Background

At the Annual Meeting of the Council, Members considered appointments to committees, working parties and outside bodies for the 2026/27 Municipal Year. A number of Outside Body representative positions remain vacant and therefore require appointments to be made by Council.

Representatives are sought for the following positions:

1. RMTG Local Councillor Panels
 - Younger People Panel
 - Older People Panel
2. Police Liaison Representative
 - Previous representative (2025/26 Councillor Hughes)

Members appointed to these roles will act as the Council's representative, attend meetings where appropriate, and provide feedback to the Council on matters relevant to their appointment.

Environmental and Sustainability Implications

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

Financial Implications

There are no direct financial implications arising from this report.

Recommendation

That Members nominate and appoint representatives to the following Outside Body positions for the remainder of the 2026/27 Municipal Year:

1. RMTG Local Councillor Panel – Younger People
2. RMTG Local Councillor Panel – Older People
3. Police Liaison Representative

**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE
HELD ON WEDNESDAY 10th JUNE 2026 at LEDBURY COMMUNITY HUB, NEW ST.**

PRESENT: Chairman Mal Hughes (MH), Sue Hughes (SH), Johnny Chan (JC), Robin Hiseman (RH), David Kettle (DK), Ann Price (AP), Lesley Wilkinson (LW), and Angie Price Ledbury Town Clerk (AP LTC).

		Action by
1.	APOLOGIES: Not in attendance were Sonia Bowen (SB), Juri Hayes (JH), Anita Griškāne (AG), Nic Sims (NS), Cllr. Liz Harvey (EH), Harold Armitage (HA) and Olivia Trueman (OT).	
2.	MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS MH reported the Minutes of the meeting held 6 th May 2026 had been previously circulated and accepted as an accurate record. Action Points were reviewed and are noted in the appropriate Minute below.	
3.	TREASURER'S REPORT a. Today's bank balance was £13,258.77, which includes several grants from Ledbury businesses. b. Invoices are being sent out for programme ads. c. LW asked for a note of which stalls had paid their fee. SH offered to do this.	SH
4.	SECRETARY'S REPORT a. SH has sent a draft EMP to JH and will finalise this document as soon as possible. b. Hub meeting room booked for meetings June onwards to facilitate NS attending meetings. c. A meeting to be held with NS to further explore joint working.	SH SH
5.	ENTERTAINMENTS a. Signed Entertainer contracts and paperwork now being returned. SH to chase the remainder.	SH
6.	PROCESSION a. SB was congratulated in her absence for her achievement in procuring a bigger Procession. b. On her written report SB asked for a decision on the number of Procession entry judges required. It was decided that 2 pairs would be sufficient. c. The committee also agreed the suggestion that the criteria for judging Procession entries and the shop window competition be simplified to three categories. SB to implement. d. JC was confirmed as Carnival Rugby Club manager and will manage all aspects of Carnival at the Rugby Club on the day. e. Mobility scooter competition judge to be arranged.	 SB SB SB
7.	ROAD CLOSURE/MARSHALLING/SECURITY Action Points from last meeting: 1. MH to meet with Police re incidents at 2025 Carnival. JH asked for feedback after that meeting, which will now take place on 11 th June. a. JC confirmed that he had now walked the Procession route to get more detailed timings and will pass this information to SH for circulation. b. MH asked where the paper trail was for last years road closure application and confirmation. JC to speak to JH to procure this so it is in Carnival records. Also applies to this year's application. c. SH explained the two quotes received from Dragonstar Security: the first for £6,472.20 which includes 16 security staff and hire of a van and fuel to retrieve and return road closures signs from Rotherwas. The second was £5,664.10 for 15 staff and no van. We agreed to accept the lower quote and use the LTC truck for	 JH/MH JC/SH JC/JH

	<p>the road signs. AP LTC advised that Nick Fish offered his truck to LTC aswell. A decision on what truck to use and when to be made at the next meeting. We need the list of exact sign requirements from JH.</p> <p>d. Dragonstar require 50% payment 2 weeks before and 50% one week after Carnival.</p> <p>e. SH asked if the security company pay the £125 road closure fee to HCC. JC to speak to JH about this.</p> <p>f. LW queried whether we get multiple quotes for security/road marshalling. Although we did last year it was decided that this would be done for next year.</p> <p>g. AP LTC suggested we approach the companies that train the security operatives to ask if they would like to fund this Carnival aspect, or provide staff? LW/DK to explore for next year.</p> <p>h. MH thanked the LTC staff who have agreed to help with marshalling of the Procession and general stewarding. JC requested a briefing meeting with them.</p>	<p>SH</p> <p>JC/JH</p> <p>LW/DK</p> <p>JC</p>
8.	<p>HEALTH AND SAFETY</p> <p>a. As we are using in house First Aiders, SH to advise SJA that we will not be using them this year.</p> <p>b. AP LTC volunteered the use of LTC staff who are qualified FAWs which we accepted.</p> <p>c. MH asked that LW put together a press release/social media release calling for First Responders/First Aiders who could help on the day.</p> <p>d. RH has put a generic downloadable Risk Assessment document on the website for anyone to use.</p>	<p>SH</p> <p>LW</p>
9.	<p>WEBSITE</p> <p>RH continues to upload and update information on the website.</p> <p>RH has added a hidden page showing the current state of Programme advertising which can be accessed by clicking on the website Carnival logo.</p>	
10.	<p>CARNIVAL PROGRAMME</p> <p>a. SB has raised about £1,000 in advertising revenue and RH is finalising the ads as they are sent to him.</p> <p>b. RH circulated the current state of the Programme.</p> <p>c. It was decided that RH will get quotes for a Programme print run of 2,000/2,500/3,000. AP LTC suggested LTC could share the Programme electronically with local town and parish councils.</p>	<p>RH / AP LTC</p>
11.	<p>PUBLICITY AND SOCIAL MEDIA</p> <p>a. LW still investigating getting local TV for Carnival Day.</p> <p>b. Local Press happy to work with LW to advertise Carnival.</p> <p>c. RH suggested we have a schedule for distributing Carnival Programmes to outlying villages – volunteers advise SH please.</p> <p>d. Calls to arms article will go into Ledbury Focus at end of June, and a thank you and give more support article at the end of July.</p> <p>e. Community was a big success with all printed flyers being given out.</p> <p>f. A reprint of the flyer to distribute house-to-house is needed – SH to get prices esp for larger quantities.</p> <p>g. As JC will now concentrate on managing the Carnival at Rugby Club, we need to find one (preferably two) volunteers to video/photographs on Carnival Day; one at Full Pitcher/Primary School Bridge, and one in High Street. For next year we could apply to Herefordshire College who want ideas for media projects. LW has applied. LW to speak to JMHS and Community Hub for volunteers for this year.</p> <p>h. Finances permitting, we need more professional and substantial banners to advertise Carnival. SH/LW/RH to bring prices to next meeting, once relevant</p>	<p>All/SH</p> <p>SH</p> <p>LW</p> <p>AP LTC SH/RH</p>

	dimensions are received from AP LTC for a cross-street banner. JC to send image of previous banner to AP LTC/RH/SH.	JC
12.	SOCIAL MEDIA Included in above.	
13.	FUNDRAISING/SPONSORSHIP a. DK has reported that large donation requests to big local companies did not work. b. Several smaller donations of up to £500 have been received after a campaign by letter. c. LW to apply to Co-op and HBid for next year's grant. d. SH circulated a rough budget projection which shows that we should have enough funds for this year, and any surplus and further income will go towards next year's Carnival.	LW
14.	STALLS a. Stalls income so far is appx £1,000, with new traders and a new Artisan quarter created. b. SH has booked the use of LTC gazebos, advise SH of any required.	All
15.	RAFFLE a. AP LTC agreed we could use their card machine for raffle ticket sales this year as it was so beneficial last year. Can we arrange training please. b. AP LTC also agreed that we can use a pitch by the Market house for raffle ticket sales on each Saturday morning in August – rota required for manning the stall. c. AP LTC suggested we approach local restaurants for voucher raffle prizes and perhaps Co-op Funeralcare for a limousine to transport voucher winners.	All SH
16.	SHOP WINDOW COMPETITION SB to start promoting the competition. SB has arranged 2 judges.	
17.	ANY OTHER NOTIFIED BUSINESS a. Stage Steps: Tewkesbury AgeUK have not yet provided details of refurbishing the stage steps, to a maximum of £100. RH to chase urgently. b. Carnival Stand: LW has returned the carnival stand to Mens Shed Ledbury for fixing/extending.	RH
18.	DATE OF NEXT MEETING WED 1ST JULY AT LEDBURY COMMUNITY HUB, NEW STREET, 7.30PM – PLEASE NOTE VENUE CHANGE. Please diary these future meeting dates - 15 th July; 5 th August; 19 th August. Meeting closed at 9.05pm.	

