



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY  
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1 May 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 7 May 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 6347)
5. **To approve and sign as a correct record the minutes of Council held on 16 and 23 April 2026** (Pages 6349-6363)
6. **To receive and note the Action sheet** (Pages 6365 - 6368)
7. **To receive Chairman's Communications**
8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

*"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business of the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting."*

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

#### **FINANCE, POLICY & GENERAL PURPOSES**

10. **To confirm verification of bank statements and reconciliations for March 2026**
11. **Invoices for Payment** (Pages 6369 - 6372)
12. **To give consideration to quotes received in respect of Confidential Waste Contract** (Pages 6373 - 6375)
13. **To receive and note the Worcestershire Pensions Fund Annual report and Actuarial review outcome for the period 1 April 2026-31 March 2029** (Pages 6377 - 6379)
14. **To give consideration to Grant Funding Applications Received** (Pages 6381 - 3688)  
**£500 and under**
  - i. **Titans Netball Club – Amount Requested £500 - To establish a sustainable junior netball programme in Ledbury that increases access to high-quality coaching and creates clear development pathways for young players.- Local Government (Miscellaneous Provisions) Act 1976, s.19**

## **GOVERNANCE**

15. To receive any updates in respect of Code of Conduct Matters  
(Standing Item)

## **PLANNING, ECONOMY & TOURISM**

16. To consider Planning Consultations (Pages 6389 - 6390)
17. To receive and note update on Planning Decisions  
(Pages 6391 - 6395)
18. Representation at Herefordshire Council Planning Committee  
(Standing Item)
19. To consider an appeal in relation to 250622 - Land at Ledbury Road, Wellington Heath, Ledbury, HR8 1NB- Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works.  
(Pages 6397 - 6398)
20. To consider the Local Government Boundary Commission Review for England  
(Pages 6399 - 6448)
21. Staplow road safety scheme update (Pages 6449 - 6450)
22. Herefordshire County Bid Plan 2027-2031 Stage 2 Consultation  
(Pages 6451 - 6454)
23. Painted Room/Market House Visitor Numbers (Pages 6455 - 6456)

## **ENVIRONMENT AND LEISURE**

24. To consider quotes received in respect of works to the Market House Stairs  
(Pages 6457 - 6462)
25. To consider quotes received in respect Cemetery works  
(Pages 6463 - 6468)
26. To receive and note the update report in respect of the provision of defibrillators in Ledbury  
(Pages 6469 - 6472)

## **RESOURCES**

27. To receive and note the minutes of a meeting of the Resources Committee held on 23 April 2026 and to give consideration to any recommendations therein  
(Pages 6473 - 6476)

## **GENERAL**

### **28. Masefield Matters**

**(Pages 6477 - 6518)**

- i. To receive and note minutes of a meeting of the Masefield Matters held on 21 April 2026
- ii. To receive and note the Masefield Matters Memorial Consultation report
- iii. To approve the Boards decision on the final Memorial option

### **29. Date Of Next Meeting**

To note that the next meeting of Council is the Annual Council meeting scheduled for Thursday, 14 May 2026 which will be held in the Community Hall, Lawn Side Road, Ledbury

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 EXTRAORDINARY FULL COUNCIL  
HELD ON 16 APRIL 2026**

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**PRESENT:** Eakin, Harvey (Chair), Hughes, Kettle, Morris & Troy.

**ALSO PRESENT:**

Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker

**C1261. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford, Browning and Chowns.

**C1262. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**C1263. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles were received and noted.

**C1264. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES MEETINGS OF COUNCIL HELD ON 2 APRIL 2026**

**RESOLVED:**

That the minutes of Council held on 2 April 2026 were approved and signed as a correct record.

**C1265. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

None received.

**C1266. TO RECEIVE A PRESENTATION FROM CO-OPTION CANDIDATES IN ACCORDANCE WITH THE COUNCILS CO-OPTION POLICY**

- I. Lesley Wilkinson – Ledbury South
- II. Joseph Hamblin – Ledbury North
- III. Jonathon Browning – Ledbury West – not in attendance.
- IV. David Kettle – Ledbury West
- V. Gary Troy – Ledbury West

Lesley Fleur Wilkinson and Joseph Hamblin were invited to give a presentation about themselves and why they feel they are a good

candidate for the role of Town Councillor, following which Members were invited to ask questions.

**C1267. 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.**

**RESOLVED:**

**That the meeting be closed to public session.**

Lesley Wilkinson and Joseph Hamblin left the meeting at 7:19pm.

**C1268. TO CONSIDER APPLICATIONS FOR CO-OPTION**

Members considered each candidate's application form, presentation and responses to the questions asked, following which candidates were invited to rejoin the meeting.

**C1269. REOPENING OF PUBLIC SESSION**

**RESOLVED:**

**That the meeting be re-opened to public session.**

Lesley Wilkinson and Joseph Hamblin returned to the meeting at 7:24pm.

**C1270. TO NOMINATE CANDIDATES FOR CO-OPTION**

Councillor Hughes nominated both Lesley Wilkinson and Joseph Hamblin for Co-option to Ledbury Town Council, seconded by Councillor Eakin.

**RESOLVED:**

**That Lesley Wilkinson Joseph Hamblin be co-opted as Councillors at Ledbury Town Council.**

The Chairman welcomed both new Councillors to the Council and they signed their Declaration of Acceptance of Office accordingly.

Councillors Hamblin and Wilkinson joined members to officially take part in the remainder of the meeting.

Members agreed to formally co-opt Councillors Kettle and Troy onto Ledbury Town Council, ending their six-month appointments by Herefordshire Council made under Section 91(1) of the Local Government Act 1972.

Councillor Harvey nominated David Kettle for Co-option to Ledbury Town Council, seconded by Councillor Troy.

Councillor Harvey nominated Gary Troy for Co-option to Ledbury Town Council, seconded by Councillor Morris.

**RESOLVED:**  
**That David Kettle and Gary Troy be co-opted as Councillors at Ledbury Town Council.**

**C1271. DATE OF NEXT MEETING**

**RESOLVED:**  
**That the date of the next meeting of council is to be held on Thursday, 23 April 2026 at 7:00pm in the Town Council Offices.**

The meeting ended at 7:32pm.

**Signed** ..... **Dated** .....

DRAFT

**LEDBURY TOWN COUNCIL  
MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON THURSDAY, 23 APRIL 2026**

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**PRESENT:** Councillors Bradford, Chowns, Eakin, Hamblin, Harvey (Chair), Hughes, Kettle, Morris, Troy and Wilkinson.

**ALSO PRESENT:**

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

**C1272. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Browning.

**C1273. DECLARATIONS OF INTEREST**

1. Councillor Morris submitted a non-pecuniary interest in respect of agenda item 15, planning application 268012.
2. Councillor Hamblin submitted a personal interest in respect of agenda item 15, planning application 260870.

**C1274. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**C1275. 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 would advise Members when it is appropriate for matters to be considered under this duty.**

**C1276. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES MEETINGS OF COUNCIL HELD ON 2 APRIL 2026.**

**RESOLVED:**

**That the minutes of Council held on 2 April 2026 be approved and signed as a correct record.**

**C1277. TO RECEIVE AND NOTE THE ACTION SHEET**

The Clerk provided Members with sight of the rebranded designs provided by Ledbury Poetry.

The following points were discussed on the Action Sheet.

1. **C1034(3) – “The Clerk to contact the LTC’s current electricity provider to seek clarification in respect of implications for electricity costs due to the TNUoS increase.”**  
Councillor Hughes noted that this action could now be considered closed, providing the Clerk continues to monitor electricity prices to ensure the Council secures the most favourable available rates.
2. **C1094.3 – “That officers ensure that all necessary adaptations to the mountings and electricity points for the Christmas Lights be progressed as a matter of priority.”**  
Members expressed concern about the progress of this action. The Clerk advised that she has received images of Christmas light fixings used by other towns and has contacted Festive Lighting to request a meeting; however, a response is still awaited. The Clerk confirmed she will follow this up.
3. **C1250(2) – “That the surplus furniture is not offered for sale at the forthcoming antiques market.”**  
This action is to be removed from the Action Sheet as the Antiques Market is scheduled for Saturday, 27 April and the furniture was not being provided as a sale item.

**RESOLVED:**

1. **That the Action Sheet be received and noted.**
2. **That an estimated completion column be added to the Action Sheet as well as a key indicating the difference between ‘in progress’ and ‘ongoing’.**

**C1278. TO RECEIVE CHAIRMAN’S COMMUNICATIONS**

The Chairman informed members of recent invitations received from neighbouring towns, as well as events attended by representatives of Ledbury Town Council. Councillor Harvey thanked those Councillors who had attended these events.

Councillor Harvey informed members of the successful visit from Friends from Strömstad and advised Councillors of the two successful coffee mornings that had taken place during their stay in Ledbury.

Councillor Morris updated members on the opening ceremony for the Berlin Wall segment at Eastnor Deer Park, which he attended on behalf of the Chairman. The Chairman encouraged members to visit the Deer Park to view the installation and reflect on this significant historic artefact located nearby.

The Chairman informed members that she had received the very sad news that Adam Munthe, the Association President of Ledbury & Strömstad Twinning Association, had passed away. Adam had served as President for over 25 years and was one of the Twinning's greatest friends and supporters. She noted that his passing is a great loss, and that he had greatly valued the friendship across the North Sea. The Chairman instructed the Clerk to formally send their condolences from Ledbury Town Council to his family.

**RESOLVED:**

1. **That the Chairman's Communications be received and noted.**
2. **That the Clerk send condolences to the family of Adam Munthe from Ledbury Town Council.**
3. **That it be noted that the Deputy Clerk reports deferred from the previous meeting will be provided at the meeting of 7 May 2026.**

**C1279. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)**

None received.

**C1280. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

Motion received from Councillor Harvey:

"This council has stated its intention to invest in improving the market offering in the town and to continue to contribute positively to the economic health of the town centre.

With this in mind, I would like to propose that:

This council instruct officers to urgently draft proposals to:

- increase use of the undercroft and upstairs of the Market House on Charter Market days
- take forward the TMAP report recommendations as they relate to our markets; and
- reduce the Traffic Regulation Order area of on-street parking which is designated for market trading on market days".

Councillor Harvey elaborated on her motion to members that shop traders have approached her to ask if the Council would be willing to reduce the parking spaces that are designated for market trading. The Chairman explained that she would like to see market traders encouraged to fill the pitches underneath the Market House as well as upstairs rather than utilising these car parking spaces.

Councillor Bradford expressed his concern over the removal of the market on High Street and queried whether the intention would be to completely remove all the parking spaces or just some of them.

Councillor Harvey confirmed that two of the spaces adjacent to the Market House would remain for those traders who make use of the electricity supply such as the fishmongers and the Cheeseman who would be unable to sell from underneath the Market House due to selling direct from their vehicles.

Councillor Morris queried the project timeline. The Clerk advised that she would take members' comments back, liaise further with staff, and report back with a proposed timeframe and additional information at a future Council meeting.

Councillor Hamblin requested a copy of the TEMAP report from the Town Clerk.

**RESOLVED:**

**That Council instructs officers to urgently draft proposals to:**

- 1. Increase use of the undercroft and upstairs of the Market House on Charter Market days.**
- 2. Take forward the TEMAP report recommendations as they relate to our markets; and**
- 3. Reduce the Traffic Regulation Order area of on-street parking which is designated for market trading on market days.**
- 4. That the Clerk provide a timeline for the completion of this report.**

**C1281. INVOICES FOR PAYMENT (INCLUDE SALARIES)**

Members asked that Amazon only be used if items cannot be purchased in Ledbury as an absolute last resort.

Members noted the cost increases of the two contracts, in particular the payroll company increase. Members instructed the Clerk to obtain quotes from alternative companies for consideration of change of provider.

**RESOLVED:**

- 1. That the invoices for payment in the sum of £32,185.06 plus VAT be approved for payment.**
- 2. That the salary costs for April 2026, in the sum of £37,868.52 be approved.**
- 3. That members receive and note the information received in respect of cost increases to two contracts, noting that as the council were only notified of these in April 2026 the increases have not been taken into account within the annual budget and**

therefore may affect the final expenditure total at the end of the current financial year.

4. That the Clerk obtain quotes from alternative payroll companies for consideration.

**C1282. MONTH 12 BUDGET MONITORING REPORTS**

- i. Receipts and Payments 1 to 31 March 2026
- ii. Balance sheet and Trial Balance – Month 12
- iii. Budget Monitoring Reports 1 April – 31 March 2026

The Chairman expressed her thanks to all staff involved in the work that had gone into completing the year-end with a 1.5% underspend.

The Chairman asked the Clerk to ensure that the internal auditor provides advice to the Council on whether its reserves are at an appropriate level for a council of this size.

**RESOLVED:**

1. That the Receipts and Payments 1 to 31 March 2026 be received and noted, noting the 2025/26 year-end net position (income v expenditure) is as follows:  
Actual Income £807,571 – actual budget £794,775 = £12,796 surplus, which is due to higher than expected “other income” even though expenditure is slightly over budget (£9,050).
2. That the Balance sheet and Trial Balance for Month 12 be received and noted, noting that the 2025/26 budget is in line with the expected percentage of 91.67% at the end of month 12 of the financial year.
3. That the Budget Monitoring Reports from 1 April – 31 March 2026.

**C1283. 2025/26 YEAR-END FINANCIAL REPORTS**

**RESOLVED:**

That the Year-End Financial Reports for 2025/26 be received and noted.

**C1284. TO RECEIVE ANY UPDATES IN RESPECT OF CODE OF CONDUCT MATTERS**

Councillor Harvey informed members that she is awaiting a response from Herefordshire regarding the ongoing Code of Conduct complaint.

Councillor Harvey asked Councillor Bradford whether he had any updates to inform members of whether he has complied with the recommendations from Herefordshire Standards Panel. Councillor Bradford confirmed he had not changed his stance from that given when the Standards Panel decision had been made.

**RESOLVED:**

**That the updates in respect of Code of Conduct Matters be received and noted.**

**C1285. COUNCILLOR RESIGNATION**

**RESOLVED:**

**That the resignation of Ewen Sinclair be received and noted, noting the actions taken by the Clerk in respect of notifying Elections at Herefordshire Council so that the formal process of advertising the vacancy is undertaken.**

**C1286. TO CONSIDER PLANNING CONSULTATIONS**

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

The Clerk informed members that she had written to the Planning Officer at Herefordshire Council regarding Ledbury Town Council's concerns about the planning application and was awaiting a response.

**RESOLVED:**

**That this planning application be deferred for comment to the next meeting of Full Council taking place on Thursday, 7 May 2026 and that the Clerk request an extension to comment on this planning application due to not having received a response from the Case Officer.**

- 2. Application No. 260577 – 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.**

Councillor Hughes informed members that the planning portal states that comments will not be accepted in respect of this planning application. Members agreed that despite this they would be submitting a comment from Ledbury Town Council.

The Chairman informed members that Ward Councillor Simmons had raised her concerns with this planning application with Ledbury Town Council previously.

**RESOLVED:**

**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.**

3. **Application No. 260812** – Demolition of an existing stable outbuilding and erection of a new build side extension along with the conversion of the existing garage into ensuite bedroom accommodation – The Elms, New Street, Ledbury, Herefordshire, HR8 2EQ.

Councillor Morris declared a non-pecuniary interest in Planning Application No. 260577.

Councillor Morris left the meeting at 7:50pm due to declaring a non-pecuniary interest.

**RESOLVED:  
No objection.**

Councillor Morris rejoined the meeting at 7:51pm.

4. **Application No. 260833** – Variation of condition 2 of planning permission 250786 (Proposed two storey rear extension, internal reconfiguration to dwelling and detached flat roof 3 bay car port) – amendment to proposed external materials – Beechcroft, New Street, Ledbury, Herefordshire, HR8 2EA.

Councillor Hughes informed members that this was a retrospective planning application and that the work had already been completed at this property.

Members expressed disappointment that this was a retrospective application rather than the householder having followed the correct sequencing as regards the planning process and noted that the external materials that had been used were different to those stated in the original planning application.

**RESOLVED:**

**Objection on the grounds that this is a retrospective application, and that there has been a variation of materials used to those stipulated in the original application, noting that Ledbury Town Council would support the retention of the original condition stipulating the materials.**

5. **Application No. 260870** – Alterations to the existing shopfront, installation of a large metal fascia sign positioned over the existing timber fascia; and the installation of overhead lighting. (Retrospective) – 71 The Homend, Ledbury, Herefordshire, HR8 1BP.

It was noted this was a retrospective application, and that enforcement action had been taken in respect of this business.

Councillor Hamblin informed members that he had received complaints from residents living near the property regarding light disturbance in the evenings, which was affecting their sleep.

Councillor Harvey confirmed that, as the Ward Councillor for the area in which the property is located, she had also received a significant number of complaints from residents regarding issues with the new signage at the property. She also informed members that a number of businesses and property owners have also expressed their concern over this property. She advised that the objections were in relation to lighting, and that the style and provenance of the sign was not complimentary or a positive addition to the Homend Streetscape.

Members noted that this property is within a conservation area and the style of the building alterations does not align with the policies set out in the Ledbury Neighbourhood Development Plan.

**RESOLVED:**

**Objection on the grounds that this a retrospective application and contrary to policies in respect of it being in a conservation area, light pollution, and the Ledbury Neighbourhood Development Plan, particularly in relation to maintaining the general aesthetic of the town.**

**C1287. TO RECEIVE AND NOTE UPDATE ON PLANNING DECISIONS**

Members requested that any Planning Application that have been 'withdrawn' are to be removed from the Planning Decisions log for the next meeting of council.

**RESOLVED:**

**That the update on the Planning Decisions Log was be received and noted.**

**C1288. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE**

The Clerk informed members that it would be prudent to add this as a standing item on Full Council agendas, to ensure that any last-minute

planning meeting invitations received after the agenda has been despatched can be considered and if required a Councillor can be nominated at the next Council meeting. This would help prevent opportunities for representation being missed after the agenda has been published, such as in the case of the Lidl application.

Councillor Harvey informed members that she attended the Planning Committee meeting at Herefordshire Council as a Ward Councillor about the Lidl planning application. Details of Councillor Harvey's representation at this meeting has been published in the agenda for members to note in the next item.

It was noted that no further Herefordshire Council Planning Committee Meeting invitations had been received.

**C1289. WARD MEMBER SPEECH PRESENTED AT HEREFORDSHIRE PLANNING COMMITTEE MEETING HELD IN RESPECT OF PLANNING APPLICATION P242783/O**

**RESOLVED:**

**That the Ward Member speech presented at Herefordshire Planning Committee meeting held in respect of Planning Application P242783/O be received and noted.**

**C1290. POTENTIAL ASSET TRANSFER OF PLAY AREAS IN LEDBURY**

Members expressed their concerns over taking on the play areas listed in the report, in particular the ongoing upkeep and costs for these play areas.

The Clerk informed members that this report is not a final decision and that she will be providing drafts of the draft documents for Council to consider whether they wish to proceed with the Asset .

Councillor Harvey confirmed that Herefordshire Council are struggling to maintain these areas and unfortunately, on some occasions when play equipment is damaged it's more likely to be removed and not replaced. Councillor Harvey advised that the future funding of the play areas if they were transferred would be managed via the annual budget setting process by ensuring funds are placed within the earmarked reserves.

**RESOLVED:**

- 1. That the information provided by Herefordshire Council in respect of the proposed Community Asset Transfer of the seven play areas in Ledbury be received and noted.**
- 2. That Members agree, in principle, to proceed with the drafting of detailed Business Cases for each of the identified play areas.**

3. That members instruct Officers to complete and submit the required Business Case Templates to Herefordshire Council by 15 May 2026, subject to approval by Council.

**C1291. DRAFT TREE POLICY**

Members queried an update on the Cherry and Oak Tree that the Council have agreed will be planted in the vicinity of the recreation ground to commemorate 80 years of peace. The Clerk confirmed that both of these trees have been delivered to the offices and are in safekeeping and that they will be planted in the autumn.

**RESOLVED:**

1. That the following amendments to be made to the Draft Tree Management Policy and that an updated version be submitted to a future meeting of Council for approval:
  - i. Point 3.5 – ‘everything possible’ to be removed.
  - ii. Point 3.6 – change ‘dependent on reducing’ to ‘considering’.
  - iii. Point 3.7 –remove ‘unacceptable risk to public safety’.
  - iv. Point 4.1 – change ‘reactionary’ to “reactive” and show that the Council will also take a proactive stance.
  - v. That points 7.4 & 7.5 be listed as points under point 7.3.
  - vi. Point 11.2 – That it be made clear which areas/trees the Town Council are responsible for.
  - vii. Point 11.6 – That the following line be removed ‘The Town Council will not undertake tree work operations which may be to the detriment of the tree’
  - viii. Point 12.5 – That the phrase ‘criminal damage’ be removed.
2. That the Chair and officers consider any further amendments ahead of the policy be considered for final approval.

**C1292. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 2 APRIL 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS**

**RESOLVED:**

That the minutes of a meeting of the Resources Committee held on 2 April 2026 were received and noted.

**C1293. OUTSIDE BODIES**

1. Minutes of a meeting of Ledbury Carnival held on 1 April 2026.

2. Minutes of a meeting of the Ledbury Community Choir held on 27 February 2026.

Councillor Harvey made members aware of the diary dates included on the Ledbury Community Choir's minutes and asked that these be added onto the Town Council events page on the website.

Members noted that the same organisations submit their minutes and reports to Council however, there are a number of community groups who receive grants that do not provide this information to Council. Members agreed that it is a condition on the grant applications that community groups must keep up correspondence with the council on projects and events that the council contribute towards.

The Clerk confirmed that grant recipients are asked to provide feedback and confirmed that some will be in attendance at the Annual Parish Meeting taking place on Thursday, 30 April 2026.

Members made note that LEAF (Locally Encouraging All to Flourish) made an excellent presentation before the Extraordinary Meeting of Full Council the week prior.

**RESOLVED:**

1. That the minutes of a meeting of the Ledbury Carnival held on 1 April 2026 be received and noted.
2. That the minutes of a meeting of the Ledbury Community Choir held on 27 February 2026 be received and noted.

**C1294. DATE OF NEXT MEETING**

**RESOLVED:**

That the date of the next meeting of council is to be held on Thursday, 7 May 2026 at 7:00pm in the Town Council Offices.

**C1295. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**C1296. TO GIVE CONSIDERATION TO ANY URGENT RECOMMENDATIONS FROM THE RESOURCES MEETING HELD ON 23 APRIL 2026**

**RESOLVED:**  
That the Council appoint Worknest as the contractor for the staff EAP provider for 36 months costing £1,108.00 per annum.

The meeting ended at 8:40pm.

Signed ..... Dated .....

DRAFT



AGENDA ITEM: 6

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	Estimated Completion
<b>13-Nov-25</b>						
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jan-26		In progress	Jul-26
<b>08-Jan-26</b>						
C1094.3	That officers ensure that all necessary adaptations to the mountings and electricity points for the Christmas Lights be progressed as a matter of priority.	TC	Jan-26	TC in communication with Festive Lighting and fabrication company re new design for mounting points. Letters to be sent to property owners to advise of the need to change the mounting points. TC to contact Planning Authority re two of the properties as these are Listed Buildings	In progress	Jun-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	Information awaited from contractors	In progress	TBC
<b>25-Feb-26</b>						
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	Apr-26	Meeting to be arranged with new account manager to review all issues previously encountered - awaiting dates for meeting from contractor	In progress	May-26
<b>12 March 2026</b>						

C1210(3)	That a further round of Co-option be undertaken in May/June 2026 and that the Clerk make the necessary arrangements for this to be promoted	TC		May/June 2026	Advertisement prepared to be published after annual council meeting	In progress	May-26
<b>02 April 2026</b>							
C1233.3	Network Rail be asked to erect a sign at the station making disabled users aware of the taxi service.	TC		Apr-25		In progress	May-26
C1239.1	The RFO is to apply for a credit card with Lloyds Bank	TC		Apr-26	Waiting for contact from Lloyds Business Banking team	In progress	May-26
C1239.2	THE RFO is to review ethical banking accounts and provide a report to Council.	TC		Jun-26	To be investigated following April/May year end	In progress	Jul-26
C1240.3	Officers are to provide a clear specification in terms of livestreaming equipment.	TC		07.05.2026	Further report to be provided to meeting of 07.05.2026	In progress	Jun-26
C1240.4	Officers are to provide a draft procedure and guidance for live streaming.	TC		07.05.2026	Draft policy to be available at 07.05.2026 meeting	In progress	Jun-26
C1247(2)	That the report be referred back to the working party for further consideration and a recommendation from them on what Council should be doing in respect of their fees	DTC		Apr-26	DTC asked to arrange meeting	In progress	May-26
C1247(3)	Officers to arrange a further working party meeting and that this be held late afternoon	DTC		Apr-26	DTC asked to arrange meeting	In progress	May-26
C1247.4	Officers to enquire as to market fees beyond Herefordshire.	DTC		Apr-26	DTC advised of request and instructed to obtain comparisons for consideration at working party	In progress	May-26
C1248(1)	That the report in respect of the repairs to the perimeter wall be deferred to enable informalton to be included in respect of which quotes are from companies who have undertaken work of LTC previously and whether those workss were to an acceptable standard	DTC		May-26	DTC unable to provide amended report for 23.04.2026 agenda - reports to be provided to 07.05.2026 meeting	Completed	On agenda

C1248(2)	That the dimensions of the diagram included within the report in respect of the new gravel path at the cemetery be revisited and a copy of the specification provided to the contractors to be provided with the amended report	DTC	May-26	DTC unable to provide amended report for 23.04.2026 agenda - reports to be provided to 07.05.2026 meeting	Completed	On agenda
on agenda	That the report in respect of the Market House Staircase be deferred to a future meeting of Council pending further information and clarification in respect of quotes received	DTC	May-26	DTC unable to provide amended report for 23.04.2026 agenda - reports to be provided to 07.05.2026 meeting	In progress	On agenda
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	TBC		In progress	TBC
<b>23 April 2026</b>						
C1277.2	That an estimated completion column be added to the Action Sheet as well as a key indicating the difference between 'in progress' and 'ongoing'.	Minute Taker	28.04.2026		Completed	28.04.2026
C1278.2	That the Clerk send condolences to the family of Adam Munthe from Ledbury Town Council	TC	27.04.2026	Letter of condolence setn	Completed	27.04.2026
C1280	That the Council instructs officers to urgently draft proposals to: 1. Increase use of the undercroft and upstairs of the Market House on Charter Market days. 2. Take forward the TEMAP report recommendations as they relate to our markets; and 3. Reduce the Traffic Regulation Order area of on-street parking which is designated for market trading on market days.	TC/DTC/CEO			Completed	Apr-26
	4. That the Clerk provide a timeline for the completion of this report.		Apr-26	This is now considered when bookings are received	Completed	Apr-26
	That the Clerk obtain quotes from alternative payroll companies for consideration.			Officers to arrange meeting May 2026	In progress	May-26
				To be part of discussions re above		Jul-26
				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 being sought - report to future meeting of council	Completed	Next council meeting

C1286.1	That planning applications no. 250297 be deferred for comment to the next meeting of Full Council taking place on Thursday, 7 May 2026 and that the Clerk request an extension to comment on this planning application due to not having received a response from the Case Officer.	TC	30.04.2026	Further email sent chasing response	In progress	07.05.2026
C1290.2	That members agree, in principle, to proceed with the drafting of detailed Business Cases for each identified play areas.	TC	May-26	Officers to prepare draft business case for each play area and provide to council for consideration	In progress	07/05/2026 (or annual meeting if not ready for 7/5/26)
C1290.3	That members instruct Officers to complete and submit the required Business Case Templates to Herefordshire Council by 15 May 2026, subject to approval by Council.	TC	May-26	Following approval by Council	In progress	15.05.2026
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	TC/SC	June		In progress	Jun-26
C1296	That the Council appoint Worknest as the contractor for the staff EAP provider for 36 months costing £1,108.00 per annum.	TC	27.04.2026	Worknest notified and contract signed	Completed	Apr-26

Report prepared by Angela Price – Town Clerk

**INVOICES FOR PAYMENT – MAY 2026 (INTERIM)**

**Purpose of Report**

The purpose of this report is to ask Members to approve invoices for payment for April 2026 in the sum of **£8,289.42** plus VAT.

**Detailed Information**

Attached is a list of payments for approval in the sum of **£8,289.42** plus VAT. This list represents payments in relation to May 2026 and is broken down between invoices to pay and Direct Debit payments as follows:

Invoices to Pay	£6,275.71
Direct Debits	<u>£2,013.71</u>
<b>TOTAL</b>	<b><u>£8,289.42</u></b>

Due to these payments relating to month 2 of the financial year there are no overspends or concerns to report at this time.

**Recommendation**

That Members approve the invoices for payment in the sum of **£8,289.42** plus VAT.



Creditors for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/04/2026	GRANT002	604	COMMUNITY	LED0012	300.00	0.00	300.00	4607	127	300.00	LTC Grant Community Hall
24/04/2026	205411	605	HEREFORDSHIRE FIRE	HEREFIRE	250.00	50.00	300.00	4200	102	250.00	Fire Extinguishers
24/04/2026	000359	606	G P	GP001	5.60	0.00	5.60	4460	220	5.60	Ledbury Reporter
30/04/2026	100850	607	WORKNEST	WORK001	1,108.00	221.60	1,329.60	4590	220	1,108.00	Employee Assistance
24/04/2026	33783	608	RIALTAS	RIA001	920.00	184.00	1,104.00	4590	220	920.00	33783/PO00126/Year End 2026
24/04/2026	136110	609	SHRED	SHR001	98.72	19.74	118.46	4116	202	98.72	Confidential Waste
24/04/2026	GB63DDTA2AEUJ 610	610	AMAZON	AMA001	6.23	1.25	7.48	4155	202	6.23	GB63DDTA2AEU/PO00117/Amazon
24/04/2026	GB600EO24RGYDI611	611	AMAZON	AMA001	59.97	0.00	59.97	4540	225	43.22	GB600EO24RGYD/PO00118/The Par
24/04/2026	MILE002	612	OTRUE	OT001	38.87	0.00	38.87	4051	230	16.75	The Parish Guide
24/03/2026	66851586	613	HOOPLE	HOOP	85.00	17.00	102.00	4590	220	38.87	Milage April 26
15/04/2026	9303975274	614	SET	SET001	18.23	3.65	21.88	4170	201	85.00	Feb - March 26 Hr
04/04/2026	14705	615	BLISS	BLI001	387.00	77.40	464.40	4150	202	18.23	9303975274/PO00105/Fire Exit S
04/04/2026	14894	616	BLISS	BLI001	215.00	43.00	258.00	4155	106	387.00	LTC Cleaning Mar 26
15/01/2026	52258	617	QUICK	QS	240.00	48.00	288.00	4225	102	215.00	Cleaning Bye St toilets
15/04/2026	59048	618	QUICK	QS	255.00	51.00	306.00	4225	102	240.00	Cemetery Skip
29/04/2026	SI-4533	619	2FACED	2FAC	2,120.00	0.00	2,120.00	4906	109	212.50	Cemetery Skip
30/04/2026	65078	620	BOSS	BOR001	168.09	33.62	201.71	4400	235	42.50	Cemetery Skip
01/03/2026	54783	621	ADVANSYS	ADV001	103.00	20.60	123.60	4483	401	2,120.00	John Masefield Easter Sch
17/03/2026	4208223	622	O2	O2	209.86	41.97	251.83	4481	401	168.09	Stationery
25/03/2026	17089704	623	TAKEPAYMENTS	TAKE	25.00	5.00	30.00	4433	105	103.00	Website Hosting Mth 1
25/03/2026	17089703	624	TAKEPAYMENTS	TAKE	25.00	5.00	30.00	4433	220	209.86	Mobile phones Mt 1
31/03/2026	016436890326	625	BARCLAYCARD	BCARD	10.00	0.00	10.00	4433	220	25.00	Card Machine PR Mth 1
31/03/2026	016436880326	626	BARCLAYCARD	BCARD	10.00	0.00	10.00	4433	105	25.00	Card Machine LTC - Mth 1
07/04/2026	KI-6295D2CA-0032 627	627	OCTOPUS	OCT001	887.59	177.52	1,065.11	4122	202	10.00	Card Machine LTC - Mth 1
15/04/2026	11611916	628	OCTOPUS	OCT001	30.00	6.00	36.00	4455	401	10.00	Card Machine PR - Mth 1
19/03/2026	11807886	629	WESTMERCIA	WEST	41.89	2.09	43.98	4800	214	887.59	LTC Electricity Mar 26
										30.00	Teleset Postage Agreement
										41.89	Barratt Browning Clock Elec

Creditors for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/04/2026	KI-1DBC1576-0051 630		EON	EON001	671.37	134.27	805.64	4122	202	671.37	Market House Elec Mar 26
<b>TOTAL INVOICES</b>					<b>8,289.42</b>	<b>1,142.71</b>	<b>9,432.13</b>			<b>8,289.42</b>	
			VAT ANALYSIS CODE E	@ 0.00%	2,184.47	0.00	2,184.47				
			VAT ANALYSIS CODE F	@ 5.00%	41.89	2.09	43.98				
			VAT ANALYSIS CODE OTS	@ 0.00%	300.00	0.00	300.00				
			VAT ANALYSIS CODE S	@ 20.00%	5,703.09	1,140.62	6,843.71				
			VAT ANALYSIS CODE Z	@ 0.00%	59.97	0.00	59.97				
<b>TOTALS</b>					<b>8,289.42</b>	<b>1,142.71</b>	<b>9,432.13</b>				

## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>7 MAY 2026</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Sophie Rudd – Administration Assistant to the Clerk

### **CONFIDENTIAL WASTE – REVIEW**

#### **Purpose of Report**

The purpose of this report is to provide Members with an overview of the current confidential waste shredding contract, present alternative quotations from two providers, and seek a decision on whether to continue with the existing supplier or appoint a new contractor.

#### **Detailed Information**

**Company 1** - The Council is currently in a contract for the off-site destruction of confidential waste. The service includes the regular collection of confidential waste sacks, secure off-site destruction, and the provision of both Waste Transfer Notes and Certificates of Destruction following each collection, ensuring compliance with relevant data protection and waste disposal requirements.

The current cost is **£107.70** per collection for **10** sacks or less. Based on monthly collections, this equates to an estimated annual cost of **£1,292.40**.

Across eight recorded collections between April 2025 and February 2026, volumes were 20, 5, 10, 10, 9, 7, 10 and 6 sacks, giving an average of approximately 10 sacks per collection. It should be noted that some monthly records are missing; however, this data provides a reasonable indication of typical usage.

Two alternative quotations have been obtained for comparison.

**Company 2** - has confirmed pricing of **£45.00** per collection, which includes up to six confidential waste sacks (sacks provided free of charge). Any additional sacks are charged at £7.50 each. Based on the Council's average usage of **10** sacks per collection, this results in a total cost of **£75.00** per collection, or approximately **£900.00** per year plus VAT. The service includes secure collection and destruction by BS7858 vetted operatives, an EN15713 compliant chain of custody, Certificates of Destruction, and recycling via an ISO 14001 accredited organisation.

**Company 3** - has quoted a monthly certificated shredding service with a minimum order value of **£100.00** plus VAT. The cost is **£20.00** per sack collected via DHL. Based on an average of **10** sacks per month, this equates to approximately **£200.00** plus VAT per collection, or **£2,400.00** plus VAT per year. While certification is included, the service is courier-based rather than a dedicated secure shredding collection service.

## Comparison Summary

<b>Criteria</b>	<b>Company 1 (Current Provider)</b>	<b>Company 2</b>	<b>Company 3</b>
<b>Collection Frequency</b>	Monthly	Every 4 weeks	Monthly (via courier)
<b>Average Volume Used</b>	Approx. 10 sacks per collection	10 sacks (6 included, 4 additional charged)	Charged per sack (approx. 10 sacks)
<b>Cost per Collection</b>	£107.70	£75.00 + VAT	£200.00 + VAT
<b>Estimated Annual Cost</b>	£1,292.40	£900.00 + VAT	£2,400.00 + VAT
<b>Sacks Provided</b>	Yes	Included up to 6	Containers provided
<b>Certificate of Destruction</b>	Yes	Yes	Yes
<b>Waste Transfer Note</b>	Yes	Included	Not specified
<b>Security Standards</b>	Not specified	BS7858 vetted staff, EN15713 compliant. GPS tracked fleet. Barcode scan at each touchpoint.	The site is monitored 24hours a day by security and CCTV systems.
<b>Chain of Custody</b>	Secure off-site destruction	Fully accredited chain of custody	Courier-based handling
<b>Environmental Credentials</b>	Not specified	ISO 14001 accredited recycling	All paper and plastic based material is recycled adhering to The Recycling Association standards.
<b>Service Model</b>	Contractor collection	Contractor collection	Courier (DHL) collection

## Environmental Impact

All three providers confirm that shredded paper is recycled. Company 2 specifically highlights that recycling is undertaken by an ISO 14001 accredited organisation, demonstrating a structured environmental management system.

Regular scheduled collections (as provided by Company 1 and 2) may offer a more efficient and lower-impact approach compared to ad hoc courier-based collections, as routes are typically optimised for fuel efficiency.

Reducing the number of collections or ensuring full loads where possible may further minimise environmental impact regardless of provider.

## **Recommendation**

That Members give consideration to the information provided above and consider whether they wish to change from their current provider for confidential shredding to either Company 2 at a monthly cost of between £45 and £75 or Company 3 at a monthly cost of £200.



<b>FULL COUNCIL</b>	<b>7 MAY 2026</b>	<b>AGENDA ITEM: 13</b>
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Report prepared by Angela Price – Town Clerk

## **WORCESTERSHIRE PENSION FUND – SUMMARY OF ACTUARIAL VALUATION AS AT 31 MARCH 2025**

### **Purpose of Report**

The purpose of this report is to provide Members with a summary of the information provided with the Worcestershire Pension Fund Actuarial Valuation report as of 31 March 2025.

The full report can be viewed at the following link:

<https://worcestershire.moderngov.co.uk/documents/s60281/PC%202026%2003%2018%20Valuation%20Update%20-%20App1%202025%20Final%20Draft%20Results%20Report.pdf> LGPS report

### **Detailed Information**

#### **1. Why is the review undertaken?**

Worcestershire Pensions are legal required to undertake a formal actuarial valuation review every three years to help set employer contribution rates for the following three financial years. They serve critical financial and legal purposes:

- 1.1 **To check the pension fund's financial health** – comparing Assets held by the fund and Liabilities (future pension payments owed). This determines whether the fund is in deficit or surplus to ensure the fund can meet long-term pension promises.
- 2.1 **To set employer contribution rates** – employers who are signed up to the Worcestershire Pension fund must pay a contribution, the valuation calculates:
  - i. How much is needed to fund the benefits
  - ii. Whether adjustments are needed to address any deficit or surplus

These processes help the Pension Fund to manage long-term risk by keeping contributions stable over time and avoiding sudden large increases.

## 2. Summary of the 2025 Valuation Update Report

The report provides the results of the 2025 triennial actuarial valuation of the Worcestershire Pension Fund as of 31 March 2026.

The overall funding position of the fund has improved significantly since the previous valuation. It shows an overall funding level of above 100% (surplus position) which reflects a strong investment performance and changes in actuarial assumptions (particularly in higher discount rates).

The long-term goal of the fund continues to be that a full funding (100%+) be maintained while keeping contributions stable. Put simply the fund is now in a healthier than required position, which allows contribution rates to stabilise or reduce for many employers.

## 3. How are employer contribution rates are determined

Employer contributions consist of:

- **Primary rate** → cost of future benefits
- **Secondary rate** → deficit/surplus adjustment

Key features of the methodology:

- Based on Asset Liability Modelling (thousands of economic scenarios).
- Takes account of:
  - Funding target (often  $\geq 100\%$ )
  - Time horizon (typically  $\sim 20$  years)
  - Employer covenant strength
  - Probability of success (e.g.  $\geq 70-80\%$ )

Rates are designed to be stable over time, not volatile year-to-year.

## 4. Key changes in the 2025 valuation

Across the fund and employer pools:

- Improved funding levels (often moving into surplus).
- Lower required contributions over time.
- Updated assumptions:
  - Higher discount rate ( $\sim 5.8\%$ )
  - Lower inflation expectations
  - Updated longevity projections

These changes reduce the cost of liabilities, allowing contribution rates to fall.

## 5. Ledbury Town Council – Employer Contribution Rates

From the valuation schedule provided to Ledbury Town Council, the draft employer contribution rates for the period April 2026 – March 2029 are:

### **Contribution rates (as % of pensionable pay)**

<b>Year</b>	<b>Contribution Rate</b>
<b>2026/27</b>	<b>18.6% (2025/26 19.9%)</b>
<b>2027/28</b>	<b>17.6%</b>
<b>2028/29</b>	<b>16.6%</b>

This indicates a planned reduction each year which is driven by a strong funding surplus (119% funding level) and a contribution stability mechanism applied by the Fund.

The current funding position of Ledbury Town Council is a funding level of 119%, with a surplus of £2.2million which is an improvement from the 101% at the last valuation.

### **Conclusion**

- The 2025 valuation shows the Worcestershire Pension Fund is in a strong surplus position.
- As a result:
  - Employer contributions are generally stable or decreasing.
- For Ledbury Town Council, the expected employer contribution rates are: 19.9% → 18.6% → 17.6% (2026–2029)
- These reductions reflect:
  - Improved funding
  - Conservative actuarial assumptions
  - A policy of smoothing contribution changes over time

### **Recommendation**

Members are requested to receive and note the contents of the Worcestershire Pension Fund report on the actuarial valuation as of 31 March 2025 and as explained within the above summary.



<b>FULL COUNCIL</b>	<b>7 MAY 2026</b>	<b>AGENDA ITEM: 14</b>
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Report prepared by Angela Price – Town Clerk

## **GRANT APPLICATION – £500 OR UNDER**

### **Purpose of Report**

The purpose of this report is to present Members with an application form for grant funding of £500 from Titans Netball Academy.

### **Detailed Information**

Attached is a grant application received from Titans Netball Academy for £500 to support the setting up of a sustainable junior netball programme in Ledbury which they state will benefit Ledbury by increasing access to inclusive netball for young people, supporting health and wellbeing, and strengthening links with local schools.

The application meets the grants criteria of Ledbury Town Council and meets with the criteria of the Local Government (Miscellaneous Provisions) Act 1976, s.19

### **Financial Implications**

The Titans Netball Academy is requesting a grant of £500 in 2026.

A total sum of £21,000 has been allocated to unspecified grants for within the 2026/27 budget. Council has committed to providing grants to four organisations to date in 2026/27 which total £4,000, leaving a balance of £17,000 for the remainder of the 2026/27 financial year.

If the Council were to agree to grant Titans Netball Academy £500 this would therefore leave £16,500 for unspecified grants in 2026/27.

### **Recommendation**

That Members give consideration to the grant application from Titan Netball Academy and award the sum of £500 under the Local Government (Miscellaneous Provisions) Act 1976, s 19.



## Funding Request of £500 or less

### Grant Application Form

#### 1. Tell us about your organisation<sup>3</sup>

<b>Contact Name:</b>	Amie Holford
<b>Position:</b>	Founder / Head Coach
<b>Organisation:</b>	Titans Netball Academy
<b>Contact Address:</b>	[REDACTED]
<b>Telephone Number:</b>	[REDACTED]
<b>E-mail:</b>	[REDACTED] <a href="mailto:info@titansnetball.com">info@titansnetball.com</a>
<b>Status of Organisation: (delete as appropriate)</b>	Profit / Not for Profit / Charity / Company  Other (specify): A netball Academy that supports coaches through paid opportunities while reinvesting back into the academy.
<b>Charity/Company No. (if applicable)</b>	N/A
<b>What does your organisation do?</b>	<ul style="list-style-type: none"><li>• High quality netball coaching for all abilities</li><li>• Developing and promoting netball within the local community</li><li>• Supporting health &amp; wellbeing through sport</li><li>• Providing competitive netball, pathways for county netball and junior league.</li><li>• Reinvesting back into the club and players to grow opportunities locally.</li></ul>

<sup>1</sup> 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](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

**2. Tell us what support you need**

<b>Project title:</b>	Titas Ledbury Netball Development Programme	
<b>Project duration (mm/yy):</b>	Start May 2026	End: No set end
<b>Which one of the following five areas <u>best</u> fits your group's area of interest?</b>	Sport <input type="checkbox"/> Arts <input type="checkbox"/> Health <input type="checkbox"/> Environment <input type="checkbox"/> Youth <input type="checkbox"/>	
<b>What do you want to do, and why?</b>	<p>I want to establish a sustainable junior netball programme in Ledbury that increases access to high-quality coaching and creates clear development pathways for young players. This is needed because currently junior netball is not offered in Ledbury and facilities are a significant barrier, with limited access to suitable indoor space due to cost and school exam use, and outdoor courts that are unsafe and not fit for play. In the short term, the focus will be on delivering inclusive sessions and working with local primary schools to introduce netball and grow participation across the area. In the long term, I aim to work in partnership with the school and potential funders to improve and develop local facilities, ensuring a safe, accessible, and consistent environment for netball to grow within the community.</p>	
<b>How will your project be helpful to Ledbury?</b>	<p>It will benefit Ledbury by increasing access to inclusive netball for young people, supporting health and wellbeing, and strengthening links with local schools. It will grow grassroots participation and create development pathways, while also generating income through facility hire that can be reinvested into improving netball and local sport facilities.</p>	

**How will your organisation acknowledge the Town Council's funding support?**

The Town Council's funding support can be acknowledged through the placement of the logo on coaching kit, as well as on the programme website, social media platforms, and all promotional materials for the sessions.

**3. Tell us how you plan to fund your project**

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

**4. Further information provided in support of your application**

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

<b>Signed:</b>	
<b>Name (s):</b>	Amie Holford
<b>Date:</b>	17.04.2026

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](mailto:clerk@ledburytowncouncil.gov.uk)

England Netball  
SportPark,  
3 Oakwood Drive  
Loughborough  
LE11 3QF

April 2026

To whom it may concern,

**CLUB SUPPORT – LEDBURY TITANS NETBALL CLUB**

I am writing in support of the application from Ledbury Titans Netball Club. I can confirm that we have been involved in the discussions, and we are keen to ensure that the club can continue to operate and support netball development activity for local girls, despite the facility challenges they are currently facing.

There are currently very limited netball facility offerings within Herefordshire, and Ledbury specifically, that are suitable and accessible for netball to take place and develop. England Netball fully supports the submission of this bid to support Ledbury Titans and is committed to ensuring that netball is developed within Ledbury to allow the sport to grow and thrive within the county.

Please contact me for further information if required.

Yours sincerely,

Lindsay Davies  
Netball Development Officer - Herefordshire

**ENGLAND NETBALL**

[lindsay.davies@englandnetball.co.uk](mailto:lindsay.davies@englandnetball.co.uk)  
[www.englandnetball.co.uk](http://www.englandnetball.co.uk)

<b>FULL COUNCIL</b>	<b>7 May 2026</b>	<b>AGENDA ITEM: 16</b>
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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.

		<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#"><u>250939</u></a>	Deadline date for comments <b>19/02/2026</b> Target determination date <b>07/11/2025</b>	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - <b>Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire</b>
2.	<a href="#"><u>260371</u></a>	Deadline date for comments <b>14/0/2026</b> Target determination date <b>11/06/2026</b>	Installation of stairlift to the left hand side of the staircase ascending. - <b>55 New Street Ledbury Herefordshire HR8 2EA</b>
3.	<a href="#"><u>261030</u></a>	Deadline date for comments <b>14/05/2026</b> Target determination date <b>03/06/2026</b>	First floor extension over existing single storey side extension. - <b>Paladin Homend Crescent Ledbury Herefordshire HR8 1AQ</b>
4.	<a href="#"><u>261077</u></a>	Deadline date for comments <b>20/05/2026</b> Target determination date <b>08/06/2026</b>	Change of use of existing barn from a tool hire/business use to a light industrial workshop (Use Class E(g)(iii)). - <b>Orchard Cottage Ledbury Herefordshire HR8 1LG</b>
5.	<a href="#"><u>261198</u></a>	Deadline date for comments <b>14/05/2026</b> Target determination date <b>03/06/2026</b>	Two Birch trees adjacent to driveway and parking area, fell to as near ground level as possible. Reason - outgrown situation. - <b>Priory Lodge, Worcester Road, Ledbury, Herefordshire, HR8 1PL</b>

## **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
<b>LTC MEETING 9 JANUARY 2025</b>				
<a href="#"><u>242956</u></a>	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – <b>82 The Homend, Ledbury, Herefordshire, HR8 1BX</b> <b>(LISTED BUILDING CONSENT)</b>	<b>AM</b>	No objection	<b>No decision</b>
<b>LTC MEETING 30 OCTOBER 2025</b>				
<a href="#"><u>252286</u></a>	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) – <b>Land North of Viaduct adjoining Orchard Business Park, Ledbury, Herefordshire</b>	<b>CS</b>	Lengthy Response Prepared	<b>No decision</b>
<b>LTC MEETING 8 JANUARY 2026</b>				
<a href="#"><u>253317</u></a>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP - LISTED BUILDING CONSENT</b>	<b>AM</b>	No objection	<b>No decision</b>
<a href="#"><u>253316</u></a>	Part change of use from a mixed residential and retail use, to residential use. - <b>123 The Homend Ledbury Herefordshire HR8 1BP</b>	<b>AM</b>	No objection	<b>No decision</b>

<a href="#">253088</a>	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 – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ</b>	<b>KR</b>	No objection	<b>No decision</b>
<b>29 JANUARY 2026</b>				
<a href="#">251528</a>	Proposed replacement of 16 windows to purpose built double glazed casement hard wood windows, painted white plus sandblasted glass to the right of the front door. - <b>54 The Homend Ledbury Herefordshire HR8 1BT</b>	<b>KR</b>	No objection	<b>No decision</b>
<b>LISTED BUILDING CONSENT</b>				
<a href="#">250939</a>	Proposed clearance of the site and erection of a shop with associated vehicular access and parking. - <b>Land to the West of 1 New Mills Hereford Road Ledbury Herefordshire</b>	<b>AM</b>	The Clerk be instructed to ask for an extension for provision of comments.	<b>No decision</b>
<b>25 FEBRUARY 2026</b>				
<a href="#">253537</a>	Repairs to damaged chimney stack. - <b>25 High Street, Ledbury, Herefordshire, HR8 1DS - LISTED BUILDING CONSENT</b>	<b>KR</b>	No objection	<b>No decision</b>
<a href="#">253088</a>	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 – <b>Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ.</b>	<b>KR</b>	No objection	<b>No decision</b>
<b>12 MARCH 2026</b>				
<a href="#">253506</a>	Side and rear extensions together with attic conversion - <b>3 Beggars Ash Cottages, Beggars Ash, Wellington Heath, Ledbury, Herefordshire, HR8 1LN</b>	<b>KR</b>	<b>No objection</b>	<b>Approved with Conditions</b>

<b>02 APRIL 2026</b>				
<a href="#"><u>260461</u></a>	Single-storey kitchen extension and associated external works - Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU	KR	No objection	No decision
<a href="#"><u>260462</u></a>	Single-storey kitchen extension and associated external works - Old Plastow, Rhea Lane, Ledbury Herefordshire HR8 2PU – LISTED BUILDING CONSENT	KR	No objection	No decision
<a href="#"><u>260761</u></a>	Two-storey rear extension - New House, Bridge Street, Ledbury, Herefordshire,, HR8 2AW	KR	No objection	No decision
<b>23 APRIL 2026</b>				
<a href="#"><u>250297</u></a>	Dayroom/laundry room for consented mobile homes site (part retrospective). - Little Bush Pitch Bush Pitch Ledbury Herefordshire HR8 2PX	AM	That this planning application be deferred for comment to the next meeting of Full Council taking place on Thursday, 7 May 2026 and that the Clerk request an extension to comment on this planning application due to not having received a response from the Case Officer.	No decision
<a href="#"><u>260577</u></a>	Application for a Lawful Development Certificate for confirmation that the proposed use as a residential care home for up to 2 children and 2staff (C2) would not be materially different to the property's current use as a dwelling house (C3) - 24 Lambourne Close Ledbury Herefordshire HR8 2HW	AM	No objection, subject to a condition being applied to ensure that the premises are operated solely as a residential facility, equivalent in use	No decision

			<p>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><a href="#"><u>260812</u></a></p>	<p>Demolition of an existing stable outbuilding and erection of a new build side extension along with the conversion of the existing garage into ensuite bedroom accommodation. - <b>The Elms New Street Ledbury Herefordshire HR8 2EQ</b></p>	<p><b>KR</b></p>	<p><b>No objection</b></p>	<p><b>No decision</b></p>
<p><a href="#"><u>260833</u></a></p>	<p>Variation of condition 2 of planning permission 250786 (Proposed two storey rear extension, internal reconfiguration to dwelling and detached flat roof 3 bay car port) - amendment to proposed external materials - <b>Beechcroft New Street Ledbury Herefordshire HR8 2EA</b></p>	<p><b>KR</b></p>	<p><b>Objection due to different materials being used than stated in the original planning application. Objection on the grounds that this is a retrospective application, and that there has been a variation of materials used to those stipulated in the original application, noting that</b></p>	<p><b>No decision</b></p>

<p><a href="#"><u>260870</u></a></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) - <b>71 The Homend Ledbury Herefordshire HR8 1BP</b></p>	<p><b>AM</b></p>	<p><b>Objection on the grounds that this a retrospective application and contrary to policies in respect of it being in a conservation area, light pollution, and the Ledbury Neighbourhood Development Plan, particularly in relation to maintaining the general aesthetic of the town.</b></p>	<p><b>Ledbury Town Council would support the retention of the original condition stipulating the materials.</b></p>	<p><b>No decision</b></p>
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Directorate/Division: Economy and Environment  
 Team: Development Management  
 Our Ref: 250622  
 Please ask for: Miss Amber Morris  
 Direct line: 01432 260855  
 Email: Amber.Morris@herefordshire.gov.uk  
 Date: 17/04/2026

Ms Angela Price  
 Ledbury Town Council  
 Town Council Office  
 1-3 Church Street  
 Ledbury  
 Herefordshire  
 HR8 1DH

Dear Ms Price

**TOWN AND COUNTRY PLANNING ACT 1990  
 APPEAL UNDER SECTION 78**

<b>APPLICATION NO &amp; SITE ADDRESS:</b>	<b>250622 - Land at Ledbury Road, Wellington Heath, Ledbury, HR8 1NB</b>
<b>DESCRIPTION:</b>	<b>Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works</b>
<b>APPELLANT:</b>	<b>WLM Consulting Ltd</b>
<b>APPEAL REFERENCE:</b>	<b>6007745</b>
<b>APPEAL START DATE:</b>	<b>15 April 2026</b>
<b>WEBSITE LINK:</b>	<b><a href="https://www.herefordshire.gov.uk">https://www.herefordshire.gov.uk</a></b>

I refer to the above details. An appeal has been made to the Secretary of State, against Herefordshire Council, for the following reason: **Refusal of Planning Permission** The appeal will be determined on the basis of **written representations** and a site visit by an Inspector.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal, unless you withdraw your representation by **21 May 2026**.

**From 1 April 2024 comments from interested parties will only be accepted through the Appeals Casework Portal. The Planning Inspectorate will no longer accept interested party comments by email. Emailed comments will not be seen by the Inspector.**

If you wish to make comments or modify/withdraw your previous representation or check the progress of the appeal you can do so online at <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal>

**The Planning Inspectorate will continue to make provision for those with accessibility needs.** If you do not have access to the internet, you can send your comments (you must provide 1 copy) to: The Planning Inspectorate, c/o QUADIENT, 69 Buckingham Avenue, Slough, SL1 4PN.

**All representations must be received by 21 May 2026.** Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference.**

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

All documents will be published to the Council's website. Appeal documentation can be viewed on the Council's website by using the following link <https://www.herefordshire.gov.uk/>. If you do not have access to the Internet, access is available at Herefordshire Council Customer Service Centres - to check opening times please ring 01432 260000.

The Council will also be producing a Statement of Case, however the deadline for submission to the Planning Inspectorate is the same as that for any comments you may wish to make. It may not therefore be possible to read the Council's Statement prior to making your comments.

Guidance on communicating with the Planning Inspectorate electronically can be found at: at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal> or by contacting Herefordshire Council.

When the appeal has been determined the decision will be published on the Council's website and online at <https://appeal-planning-decision.service.gov.uk/comment-planning-appeal>

All personal data held is processed in accordance with data protection law. For further information please see our website [https://www.herefordshire.gov.uk/info/200142/planning\\_services/62/apply\\_for\\_planning\\_permission/3](https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3)

Yours sincerely,

**Mrs Jackie Lloyd**  
**TECHNICAL SUPPORT OFFICER**

<b>FULL COUNCIL</b>	<b>7 MAY 2026</b>	<b>AGENDA ITEM: 20</b>
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Report prepared by Angela Price – Town Clerk

## **LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND REVIEW**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to the draft recommendations from the Local Government Boundary Commission for England in respect of Ledbury Town.

### **Detailed Information**

The Local Government Boundary Commission for England has published proposals for new electoral arrangements for Herefordshire Council. The electoral arrangements for Ledbury Town may change because of these proposals.

A public consultation on the proposals will run from 28 April 2026 to 6 July 2026 with an anticipated date to publish the final recommendations in September 2026, following which a draft order will be laid to both houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the authority's elections in 2027.

The draft recommendations report and associated documents can be found at the following links:

[herefordshire\\_full\\_report.pdf](#) – draft recommendations report

[Herefordshire draft recommendations](#) – draft map

[dr - summary - herefordshire.pdf](#) – summary of recommendations

The review proposes that 53 councillors should be elected to Herefordshire Council in future, along with new ward boundaries across the authority. Representations received from local people and organisations were considered during the initial consultation and in drawing up the proposals.

The Commission's draft recommendations retain:

- **53 councillors**
- **53 single-member wards**
- **31 wards unchanged**
- **22 wards with revised boundaries**

The Boundary Commission have advised the following:

*“We have sought to balance statutory criteria we must follow when drawing up these proposals, and we seek to:*

- *Make sure that, within an authority, each councillor represents a similar number of electors*
- *Create boundaries that are appropriate, and reflect community ties and identities*
- *Deliver reviews informed by local needs, views and circumstances*
- *Reflect the request for single-member wards*

*We are now inviting comments on the proposals before we finalise the new electoral arrangements in your area. We will consider every response we receive during the consultation period and will weigh each response against the criteria above.*

*If you would like to explore the draft recommendations, you can do so by visiting our website at [Herefordshire | LGBCE](#). Interactive pages give access to the full recommendations They allow people to explore maps of the proposals in greater detail and make comments. We also accept comments:*

*by email*      [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

*by post*      *The Review Officer for Herefordshire*  
*LGBCE*  
*7th Floor*  
*3 Bunhill Row*  
*London*  
*EC1Y 8YZ*

*The Commission’s main website contains further information about the electoral review and our work: <http://www.lgbce.org.uk>”*

Members will recall that at a previous meeting the Ledbury Ward Councillors put forward proposals to alter the Ward Boundaries within Ledbury, which this Council supported.

Whilst the review does list Ledbury as area where changes to the electoral arrangements are being proposed it does not take into account all the recommendations put forward by Ward Councillors.

The overall aim of the review is to:

- Ensure equal representation per councillor
- Reflect community identity and geography

The specific changes affecting Ledbury are:

**i. Redistribution between North, South and West wards**

- Current issue:
  - **Ledbury North and South** → too many electors
  - **Ledbury West** → fewer electors
- Proposed solution:
  - **Shift parts of North and South into West**
  - This increases West's electorate and balances all three wards

**ii. Boundary lines redrawn using physical features**

The revised boundaries are proposed to follow clear, recognisable features:

- Disused railway / canal route
- Woodleigh Road bridge
- New Street
- Full Pitcher roundabout
- Ross Road
- River Leadon

This is intended to make boundaries:

- Easier to understand
- More aligned with how residents perceive neighbourhoods

**iii. Specific areas being moved**

**From Ledbury North → Ledbury West**

- Long Acres (east)
- Orchard Rise
- Bridge Street (south)
- Queens Court
- Woodleigh Road

**From Ledbury South → Ledbury West**

- Parts of New Street
- Little Marcle Road
- Canal Walk
- Elgar Close
- Leadon Place
- Ross Road
- Orlam Lane
- Lilly Hall Lane
- Rowlands Green

**iv. Why these changes are being made**

The driver is electoral imbalance:

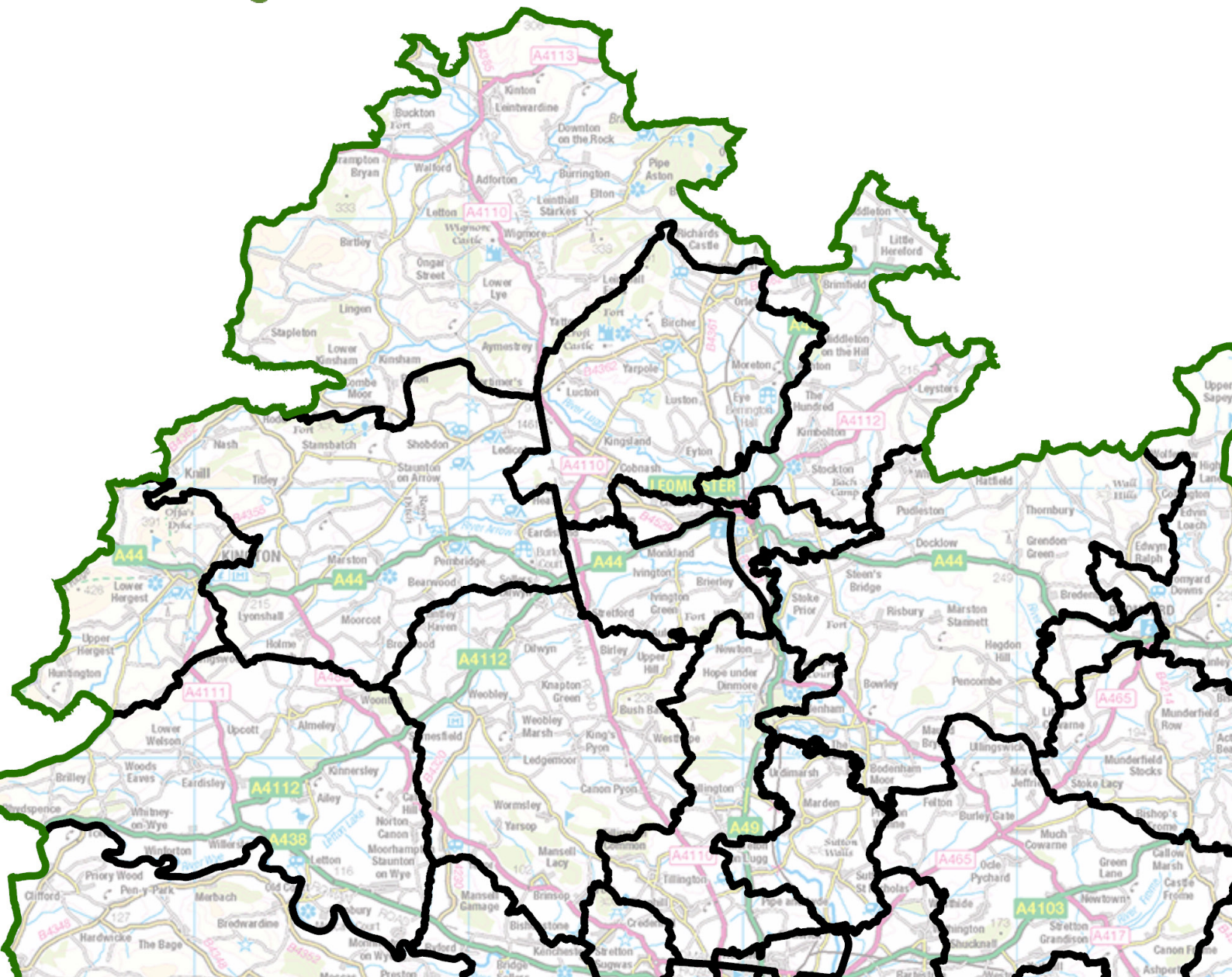
- By 2031 projections:
  - North: +16% above average
  - South: +9% above average
  - West: -4% below average

The changes aim to:

- Bring all wards closer to the county average electorate size
- Improve fairness of representation

**Recommendation**

Members are requested to give consideration to the information provided within the Electoral Review of the Local Government Boundary Commission and consider whether they wish to provide a response to the review and if so, what that response will be.



# New electoral arrangements for Herefordshire Council Draft Recommendations

April 2026

## Translations and other formats:

To get this report in another language or in a large-print or Braille version, please contact the Local Government Boundary Commission for England at:

Tel: 0330 500 1525

Email: [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

## Licensing:

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## A note on our mapping:

The maps shown in this report are for illustrative purposes only. Whilst best efforts have been made by our staff to ensure that the maps included in this report are representative of the boundaries described by the text, there may be slight variations between these maps and the large PDF map that accompanies this report, or the digital mapping supplied on our consultation portal. This is due to the way in which the final mapped products are produced. The reader should therefore refer to either the large PDF supplied with this report or the digital mapping for the true likeness of the boundaries intended. The boundaries as shown on either the large PDF map or the digital mapping should always appear identical.

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# Introduction

## Who we are and what we do

1 The Local Government Boundary Commission for England (LGBCE) is an independent body set up by Parliament.<sup>1</sup> We are not part of government or any political party. We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons. Our main role is to carry out electoral reviews of local authorities throughout England.

2 The members of the Commission are:

- Bev Smith (Chair)
- Andrew Scallan CBE (Deputy Chair)
- Dame Gillian Guy
- Amanda Nobbs OBE
- Liz Treacy
- Janet Waggott
- Wallace Sampson OBE
- Ailsa Irvine (Chief Executive)

## What is an electoral review?

3 An electoral review examines and proposes new electoral arrangements for a local authority. A local authority's electoral arrangements decide:

- How many councillors are needed.
- How many wards or electoral divisions there should be, where their boundaries are and what they should be called.
- How many councillors should represent each ward or division.

4 When carrying out an electoral review the Commission has three main considerations:

- Improving electoral equality by equalising the number of electors that each councillor represents.
- Ensuring that the recommendations reflect community identity.
- Providing arrangements that support effective and convenient local government.

5 Our task is to strike the best balance between these three considerations when making our recommendations.

<sup>1</sup> Under the Local Democracy, Economic Development and Construction Act 2009.

6 More details regarding the powers that we have, as well as further guidance and information about electoral reviews and the review process in general, can be found on our website at [www.lgbce.org.uk](http://www.lgbce.org.uk)

## Why Herefordshire?

7 We are conducting a review of Herefordshire Council ('the Council') as its last review was completed in 2014, and we are required to review the electoral arrangements of every council in England 'from time to time'.<sup>2</sup> Additionally, some councillors currently represent many more or fewer electors than others. We describe this as 'electoral inequality'. Our aim is to create 'electoral equality', where the number of electors per councillor is as even as possible, ideally within 10% of being exactly equal.

8 This electoral review is being carried out to ensure that:

- The wards in Herefordshire are in the best possible places to help the Council carry out its responsibilities effectively.
- The number of electors represented by each councillor is approximately the same across the county.

## Our proposals for Herefordshire

9 Herefordshire should be represented by 53 councillors, the same number as there are now.

10 Herefordshire should have 53 wards, the same number as there are now.

11 The boundaries of 22 wards should change; 31 will stay the same.

## How will the recommendations affect you?

12 The recommendations will determine how many councillors will serve on the Council. They will also decide which ward you vote in, which other communities are in that ward, and, in some cases, which parish council ward you vote in. Your ward name may also change.

13 Our recommendations cannot affect the external boundaries of the authority or result in changes to postcodes. They do not take into account parliamentary constituency boundaries. The recommendations will not have an effect on local taxes, house prices or car and house insurance premiums, and we are not able to consider any representations which are based on these issues.

<sup>2</sup> Local Democracy, Economic Development & Construction Act 2009 paragraph 56(1).

## Have your say

14 We will consult on the draft recommendations for a 10-week period, from 28 April 2026 to 6 July 2026. We encourage everyone to use this opportunity to comment on these proposed wards as the more views we hear, the more informed our decisions will be in making our final recommendations.

15 We ask everyone wishing to contribute ideas for the new wards to first read this report and look at the accompanying map before responding to us.

16 You have until 6 July 2026 to have your say on the draft recommendations. See page 27 for how to send us your response.

## Review timetable

17 We wrote to the Council to ask its views on the appropriate number of councillors for Herefordshire. We then held a period of public consultation on warding patterns for the Council. The submissions received during consultation have informed our draft recommendations.

18 The review is being conducted as follows:

Stage starts	Description
18 November 2025	Number of councillors decided
25 November 2025	Start of consultation seeking views on new wards
2 February 2026	End of consultation; we began analysing submissions and forming draft recommendations
28 April 2026	Publication of draft recommendations; start of second consultation
6 July 2026	End of consultation; we begin analysing submissions and forming final recommendations
29 September 2026	Publication of final recommendations

## Analysis and draft recommendations

19 Legislation<sup>3</sup> states that our recommendations should not be based only on how many electors<sup>4</sup> there are now, but also on how many there are likely to be in the five years after the publication of our final recommendations. We must also try to recommend strong, clearly identifiable boundaries for our wards.

20 In reality, we are unlikely to be able to create wards with exactly the same number of electors in each; we have to be flexible. However, we try to keep the number of electors represented by each councillor as close to the average for the council as possible.

21 We work out the average number of electors per councillor for each individual local authority by dividing the electorate by the number of councillors, as shown on the table below.

	2025	2031
Electorate of Herefordshire	147,602	160,080
Number of councillors	53	53
Average number of electors per councillor	2,785	3,020

22 When the number of electors per councillor in a ward is within 10% of the average for the authority, we refer to the ward as having 'good electoral equality'. All of our proposed wards for Herefordshire are forecast to have good electoral equality by 2031.

## Submissions received

23 See Appendix C for details of the submissions received. All submissions may be viewed on our website at [www.lgbce.org.uk](http://www.lgbce.org.uk)

## Electorate figures

24 The Council submitted electorate forecasts for 2031, a period five years on from the scheduled publication of our final recommendations in 2026. These forecasts were broken down to polling district level and predicted an increase in the electorate of around 8.5% by 2031.

25 We considered the information provided by the Council and were satisfied that the projected figures were the best available at the start of this review. During consultation we received a submission from Councillor Harvey, writing as a member

<sup>3</sup> Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009.

<sup>4</sup> Electors refers to the number of people registered to vote, not the whole adult population.

of the public, who expressed some concerns with the forecasts provided by the Council. We discussed these concerns with officers at the Council who set out that the queries related to developments that are beyond the scope of this review because construction is not expected to start within the five-year forecasting period. We are satisfied with this response and have used the originally agreed forecast figures to produce our draft recommendations.

26 Our mapping tool uses geocoded electoral registers supplied by the Council to locate electors, by associating addresses with specific geographic coordinates. It considers each elector's location to produce precise elector counts for each ward. There can be very slight differences between the electorate figures published on our website at the beginning of the review and the electorate figures published in this report. However, these are very minor and do not impact on our recommendations.

## Number of councillors

27 Herefordshire Council currently has 53 councillors. We have looked at evidence provided by the Council and have concluded that keeping this number the same will ensure the authority can carry out its roles and responsibilities effectively.

28 We received several submissions about the number of councillors in response to our consultation on warding patterns. The submission from Herefordshire Council reiterated its support for 53 councillors representing 53 wards. The remaining submissions were from local residents who argued for a reduction in the proposed number of councillors. One respondent specified a reduction of five or six councillors while the remainder did not suggest an alternative number. While carefully considering the submissions received, we were not persuaded that sufficient evidence was provided to justify an alternative number of councillors. On this basis, we have based our draft recommendations on a 53-councillor council.

29 Prior to the start of the review, Herefordshire Council passed a resolution requesting that this be a single-member ward review. If a review is conducted on this basis, there is a presumption in legislation that the Council will have a uniform pattern of single-councillor wards. Accordingly, we will aim to deliver a pattern of single-member wards. However, in all cases this consideration will not take precedence over our other statutory criteria, and we will not recommend a uniform pattern of single-member wards if, in our view or as is shown in evidence provided to us, it is not compatible with our other statutory criteria.

## Ward boundaries consultation

30 We received 28 submissions in response to our consultation on ward boundaries. These did not include any authority-wide proposals. The Council decided at this stage not to make a warding pattern proposal. The Council stated

that it had asked councillors to respond to the Commission directly regarding the areas they represented. We received five submissions from local councillors, four submissions from parish and town councils and one submission from a political group. The remainder of submissions were from local residents.

31 Our draft recommendations are based on the existing electoral arrangements with a number of amendments made to wards to provide for electoral equality. The lack of a council-wide warding proposal means that we received relatively limited community evidence across Herefordshire with only certain areas represented in the evidence received. We have taken into account the local evidence we have received, particularly where it provided information relating to community links and locally recognised boundaries.

32 We conducted a virtual tour of the area. This virtual tour of Herefordshire helped us to decide between the different boundaries proposed. Once the current consultation is completed, we intend to visit the area in person to examine the proposed boundaries put forward.

## Draft recommendations

33 Our draft recommendations are for 53 single-councillor wards. We consider that our draft recommendations will provide for good electoral equality while reflecting community identities and interests where we received such evidence during consultation.

34 The tables and maps on pages 8–22 detail our draft recommendations for each area of Herefordshire. They detail how the proposed warding arrangements reflect the three statutory<sup>5</sup> criteria of:

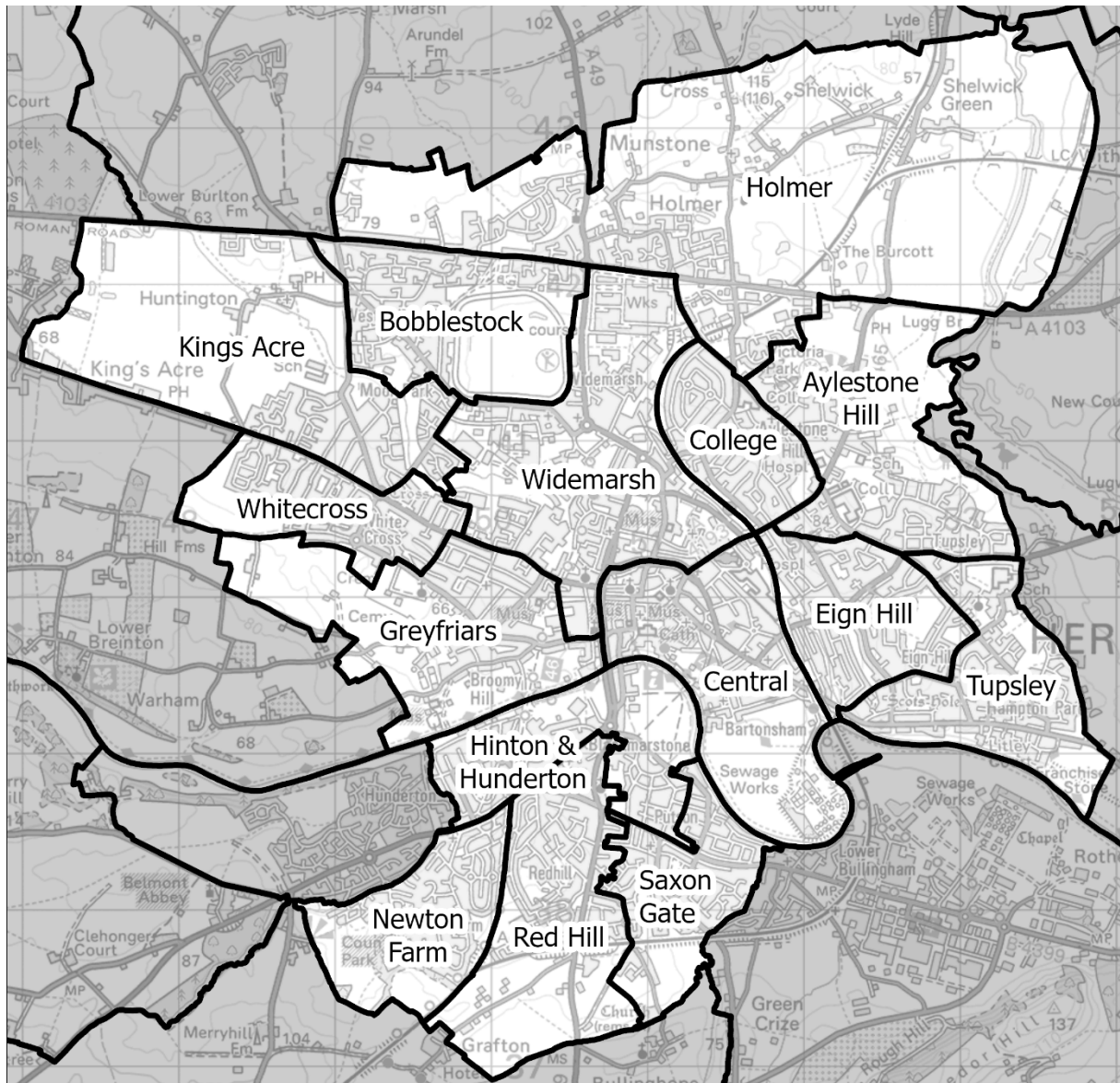
- Equality of representation.
- Reflecting community interests and identities.
- Providing for effective and convenient local government.

35 A summary of our proposed new wards is set out in the table starting on page 33 and on the large map accompanying this report.

36 We welcome all comments on these draft recommendations, particularly on the location of the ward boundaries and the names of our proposed wards.

<sup>5</sup> Local Democracy, Economic Development and Construction Act 2009.

## Hereford



Ward name	Number of councillors	Variance 2031
Aylestone Hill	1	-9%
Bobblestock	1	-2%
Central	1	3%
College	1	-4%
Eign Hill	1	-3%
Greyfriars	1	-10%
Hinton & Hunderton	1	4%
Holmer	1	5%
Kings Acre	1	-8%
Newton Farm	1	8%
Red Hill	1	2%

Saxon Gate	1	1%
Tupsley	1	-9%
Whitecross	1	-9%
Widemarsh	1	-1%

*Hereford – North of the River Wye (Aylestone Hill, Bobblestock, Central, College, Eign Hill, Greyfriars, Holmer, Kings Acre, Tupsley, Whitecross and Widemarsh)*

37 Our recommendations for this part of Hereford are based on the existing wards. We have made some amendments to minimise electoral variances whilst reflecting community ties and ensuring effective and convenient local government. We have also taken account of those submissions we have received which provided evidence of community links in this area.

38 The existing Holmer ward is made up of the parish of Holmer & Shelwick and part of Hereford parish. It is forecast to have an electoral variance of 34% when compared to the average for Herefordshire by 2031. This level of electoral inequality is a result of forecast housing development in the ward. We looked at possible ways to reduce this level of electoral inequality. We noted the use of the A4103 for some of the existing ward boundary and propose that the ward boundary follow this road in other areas.

39 In particular, we propose to move the streets to the south of the A4103 and north of Hereford Racecourse from Holmer ward into Bobblestock ward. This means that all properties and streets to the south of the A4103 Roman Road between Holmer Road and Tillington Road are included in Bobblestock ward. This provides for electoral equality in Bobblestock ward. We propose to retain the ward name of Bobblestock but welcome views on this during the current consultation.

40 We examined whether it was possible to use the A4103 as the southern boundary of Holmer ward between Aylestone Hill and Lugg Bridge but concluded this would not provide for good electoral equality. To achieve this, it is necessary for some properties to the south of the A4103 to remain in Holmer ward. We propose to retain Victoria Park in Holmer ward whilst moving the rest of the properties to the south of Victoria Park into a revised Aylestone Hill ward.

41 The current Aylestone Hill ward is forecast to have 12% fewer electors per councillor than the average by 2031. By moving properties to the north and south of Overbury Road into this ward we have created a ward more closely focused on A465 Aylestone Hill. To provide electoral equality for neighbouring wards, we propose to move the area bounded by Ledbury Road, Bodenham Road, Southbank Road and Folly Lane into Eign Hill ward. We also propose to revise the boundary between Eign Hill and Central wards so that it fully follows the railway line. This will place Clive Street and Portfield Street in Central ward as suggested by Councillor Milln of Hereford City Council in their submission.

42 We also propose to make a small amendment to the boundary between Eign Hill and Tupsley wards to provide for electoral equality in Tupsley ward. We propose to move the existing boundary from the rear of properties on Winchester Avenue to instead follow Church Road and Ledbury Road. Both of these proposed are based on the evidence we gathered on our virtual tour.

43 The existing Widemarsh ward has forecast electoral inequality of -14% by 2031. To reduce this variance, we propose to move an area bounded by Eign Street, Victoria Street, Barton Road and Barton Yard from Greyfriars ward to Widemarsh ward. We propose this modification based on our virtual tour and in order to provide electoral equality for both wards but are interested to hear evidence on the community links in this area and in respect of our other proposed modifications.

44 We propose to make no changes to the existing wards of College, Kings Acre and Whitecross. Our draft recommendations are for 11 wards, all of which are forecast to have good electoral equality by 2031 with figures of -9%, -2%, 3%, -4%, -3%, -10%, 5%, -8%, -9%, -9% and -1% respectively.

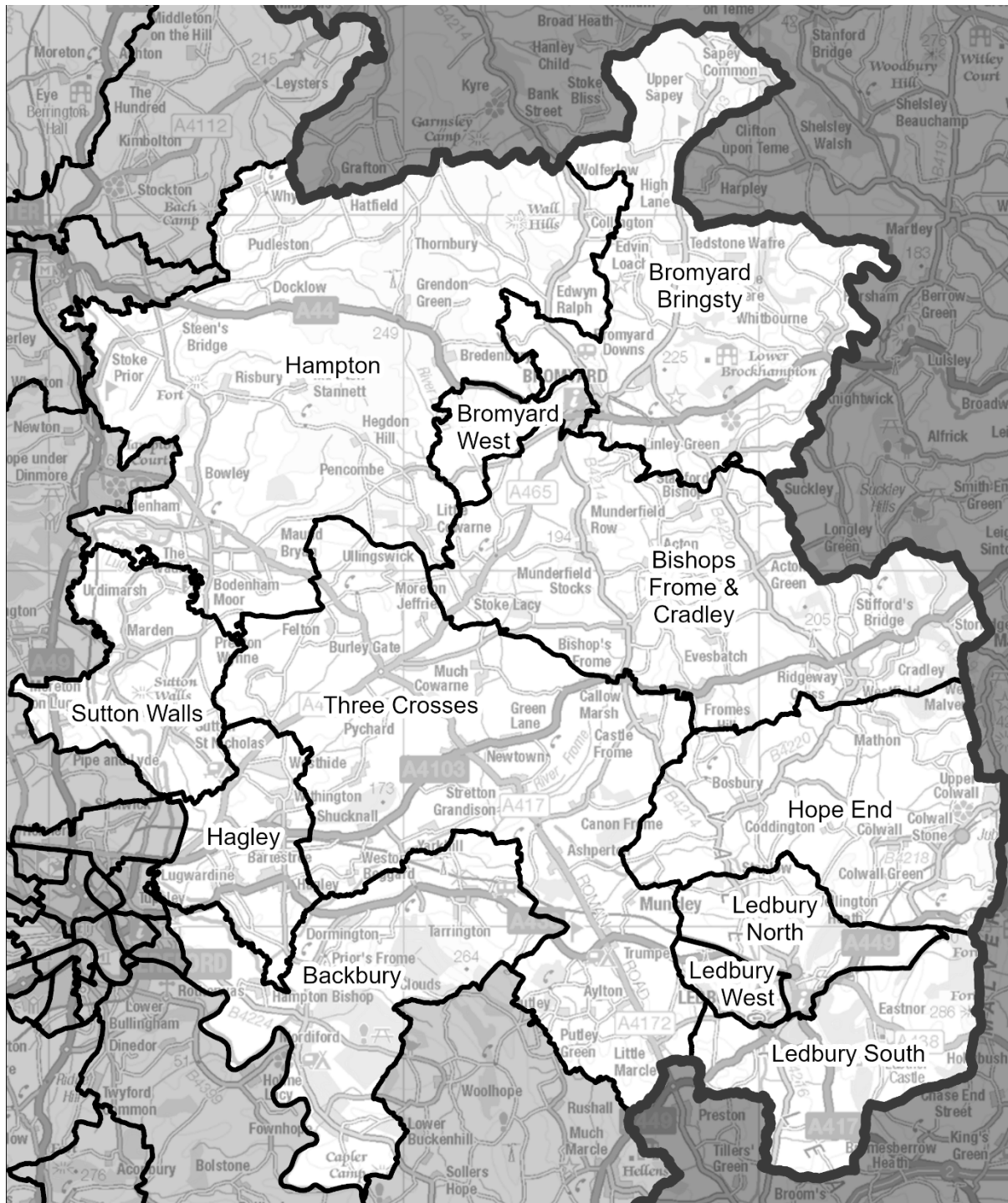
*Hereford – South of the River Wye (Hinton & Hunderton, Newton Farm, Red Hill and Saxon Gate)*

45 We received no submissions that mentioned these four wards during the warding arrangements consultation. We noted that all four wards have good forecast electoral equality by 2031.

46 We therefore propose to make no changes to these wards as part of our draft recommendations. However, we would be interested to hear evidence from these communities as to whether these wards still reflect their community identities and interests. This can also include comments on the names of these proposed wards.

47 Our draft recommendations are for four wards with forecast electoral equality of 4%, 8%, 2% and 1% respectively by 2031.

## North East Herefordshire



Ward name	Number of councillors	Variance 2031
Backbury	1	-1%
Bishops Frome & Cradley	1	6%
Bromyard Bringsty	1	8%
Bromyard West	1	-9%
Hagley	1	8%

Hampton	1	1%
Hope End	1	6%
Ledbury North	1	8%
Ledbury South	1	10%
Ledbury West	1	5%
Sutton Walls	1	-5%
Three Crosses	1	-1%

#### *Bromyard Bringsty, Bromyard West and Hampton*

48 The two submissions received for this area mentioned the boundaries of Bromyard Bringsty and Bromyard West wards. A local resident thought the existing boundary along the High Street was confusing to residents who would not know which councillor to contact. Bromyard & Winslow Town Council stated its view that no changes to the existing ward boundaries were required. We received no comments about Hampton ward.

49 Based on the evidence received we propose to make no changes to these wards and recommend that the three existing wards be retained. We are still interested to hear any further evidence that local electors and representatives may have, particularly on the community ties and links in this area.

50 Our draft recommendations are for the three wards of Bromyard Bringsty, Bromyard West and Hampton. These wards are forecast to have electoral variances of 8%, -9% and 1% respectively by 2031.

#### *Backbury, Bishops Frome & Cradley, Hagley, Hope End, Sutton Walls and Three Crosses*

51 The two submissions received for these six wards were from local residents and related to the external boundaries of individual parishes in the area. The external boundaries of parishes are not within the scope of this review. Changes to external parish boundaries can be made by Herefordshire Council by means of a Community Governance Review (CGR).

52 The existing Hagley ward is forecast to have 14% more electors per councillor than the authority's average by 2031. To reduce this level of electoral inequality, we looked at whether it was possible to move any parishes in the current ward to neighbouring wards. Over 90% of the electors in this ward live in the two parishes of Lugwardine and Withington, and to transfer some of these electors would likely result in dividing parishes between wards to ensure good electoral equality. We try to avoid this approach if there are other options that would minimise electoral variances. One option we identified was to move the parishes of Preston Wynne and Westhide from Hagley ward to Three Crosses ward which would reduce the electoral variance in Hagley ward from 14% to 8%.

53 Having carefully considered the potential warding options for this area, we have decided to make this change but note that the parishes in question form part of a grouped parish council with Withington parish which would remain in Hagley ward. We try, where possible, not to divide a grouped parish between wards. However, in this instance and in the absence of community evidence, we considered that providing good electoral equality for Hagley ward justified this change. We would particularly welcome evidence relating to the community identity and interests of this area as we did not receive any during our first consultation. Additionally, we would welcome the submission of alternative warding arrangements that would secure good electoral equality for Hagley and avoid the division of the grouped parish council between wards.

54 Moving Preston Wynne and Westhide parishes to Three Crosses ward would increase the electoral variance of that ward to 12%. Consequently, we propose to move Stoke Lacy parish from Three Crosses ward to Bishops Frome & Cradley ward. This would leave Three Crosses ward with an electoral variance of -1% and Bishops Frome & Cradley with a variance of 6%. Our virtual tour of Herefordshire suggested that Stoke Lacy has direct transport links to Bishops Frome and the wider Bromyard area.

55 We did not receive any submissions that referred to Backbury, Hope End and Sutton Walls wards, and we therefore propose to make no changes to these existing wards as part of our draft recommendations.

56 Our draft recommendations are for the six wards of Backbury, Bishop Frome & Cradley, Hagley, Hope End, Sutton Walls and Three Crosses. These wards are forecast to have electoral variances of -1%, 6%, 8%, 6%, -5% and -1% respectively by 2031.

#### *Ledbury North, Ledbury South and Ledbury West*

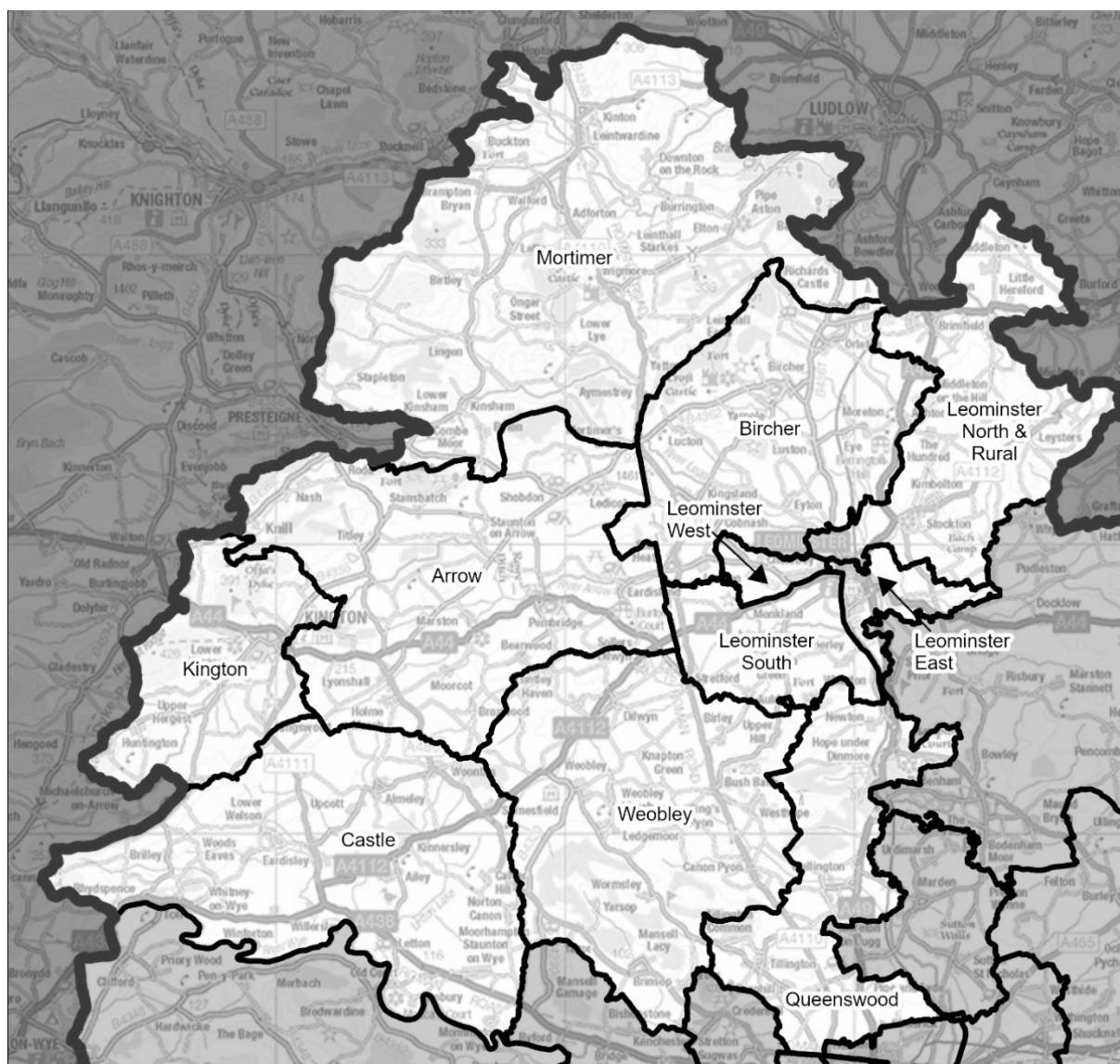
57 We received two submissions relating to the town of Ledbury. These were from Ledbury Town Council and Councillor Harvey, writing in their capacity as a local resident in support of the proposal put forward by Ledbury Town Council.

58 Ledbury Town Council proposed some modifications to the wards in the town to address the high electoral variance of Ledbury North ward, which currently stands at 16% more electors per councillor than the average for Herefordshire. The Town Council proposed to move the boundary between Ledbury North and Ledbury West wards to follow the old railway line in its entirety. The current ward boundary deviates from the railway line to follow Longacres and the rear of Woodleigh Road and this change was intended to provide a more identifiable ward boundary. The Town Council also proposed to move the boundary between Ledbury South and Ledbury West wards to follow New Street, Ross Road and the River Leadon, with areas to the west of this area transferred from Ledbury South to Ledbury West.

59 We carefully considered both of these modifications and propose to make the first of these between Ledbury North and Ledbury West to follow the disused railway line. We do not propose to adopt the modification between Ledbury South and Ledbury West wards because, based on the electorate forecasts we received from Herefordshire Council, this would result in an electoral variance of 14% in Ledbury West.

60 Our draft recommendations are for the three wards of Ledbury North, Ledbury South and Ledbury West. These wards are forecast to have electoral variances of 8%, 10% and 5% respectively by 2031.

## North West Herefordshire



Ward name	Number of councillors	Variance 2031
Arrow	1	5%
Bircher	1	6%
Castle	1	-8%
Kington	1	-9%
Leominster East	1	4%
Leominster North & Rural	1	9%
Leominster South	1	-8%
Leominster West	1	-8%
Mortimer	1	6%
Queenswood	1	-3%
Weobley	1	3%

### *Bircher and Mortimer*

61 We received two submissions relating to these wards. Councillor Hurcomb (Bircher ward) stated that no change should be made to the existing Bircher ward despite its forecast electoral variance of 15%. They stated that the parishes that make up the existing ward work well together and are partially grouped and should therefore not be divided between wards.

62 Councillor Gandy (Mortimer ward) proposed making no changes to Mortimer as they argued the existing ward worked well, with its constituent parishes having a strong relationship with each other. We considered the evidence provided in support of the existing wards. However, we have decided to transfer Richards Castle parish from Bircher ward to Mortimer ward as part of our draft recommendations to provide for good electoral equality. We would welcome further evidence of community ties in this area and, in particular, evidence in relation to our proposed change.

63 Our draft recommendations are for the two wards of Bircher and Mortimer which are forecast to have electoral variances of 6% and 6% respectively by 2031.

### *Arrow, Castle, Kington, Queenswood and Weobley*

64 We received one submission relating to the wards of Castle and Kington. A local resident suggested that Eardisley parish and those in the Eardisley grouped parish should be moved into Kington ward. We received no comments about Arrow, Queenswood and Weobley wards.

65 Having considered the resident's proposals for Castle and Kington ward, we noted that it would produce electoral variances of 36% in Kington ward and -50% in Castle ward.

66 We have not received the evidence to justify these large electoral variances and, in any event, to adopt them would mean we were not effectively balancing our three statutory criteria. We would be interested to receive any further community evidence relating to these wards during the current consultation.

67 We therefore propose retaining the existing warding pattern for this area as part of our draft recommendations. We propose five wards of Arrow, Castle, Kington, Queenswood and Weobley with forecast electoral variances of 5%, -8%, -9%, -3% and 3% respectively by 2031.

### *Leominster East, Leominster North & Rural, Leominster South and Leominster West*

68 We received a submission from Councillor Bartlett, the current councillor for Leominster East. They stated that the change to four single-councillor wards for Leominster at the last electoral review was a positive move but that the addition of some rural areas to Leominster wards had not reflected community identity around the town, particularly in Leominster North and Leominster South. They also stated

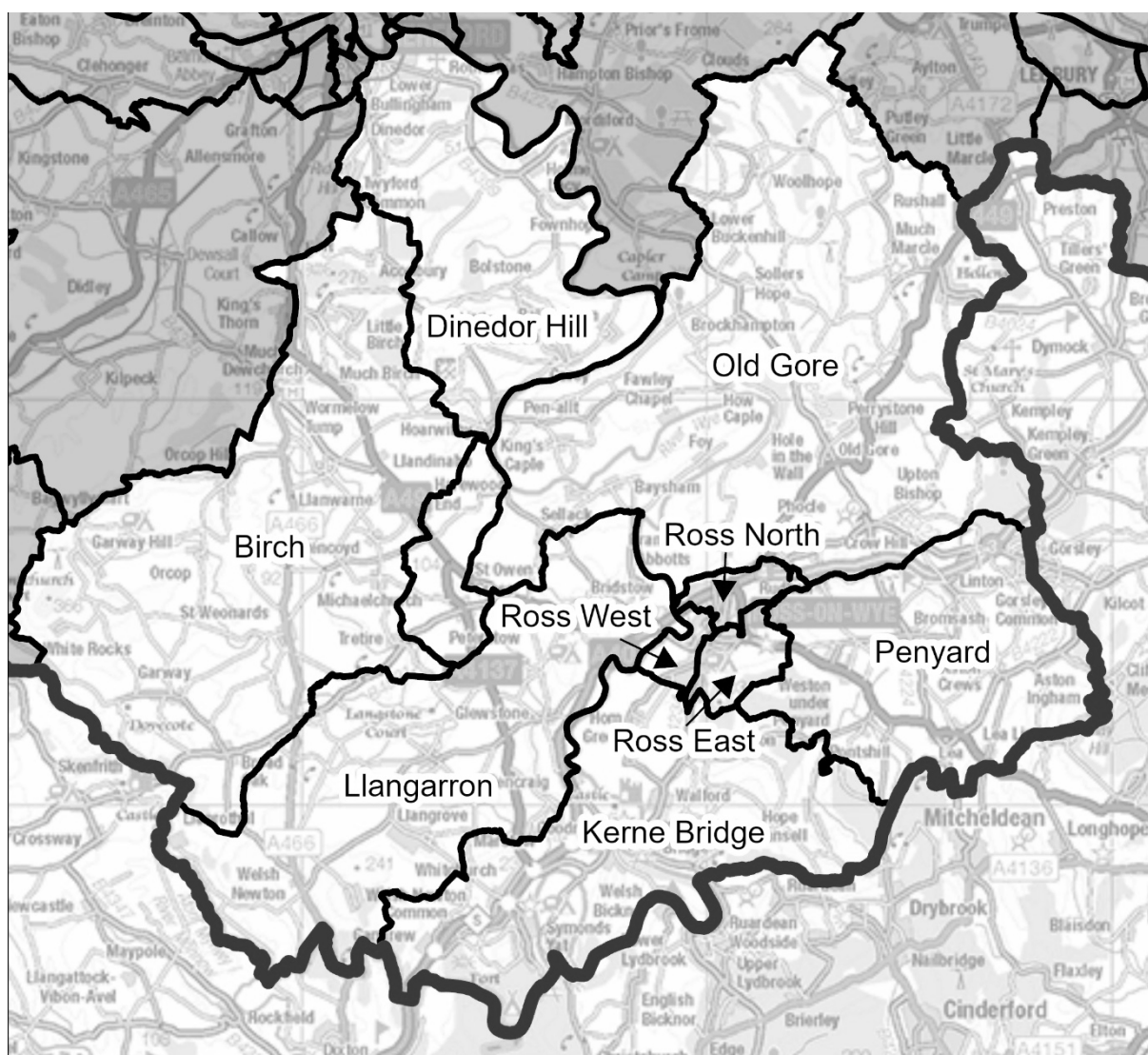
that the division of some streets between wards in the town centre was confusing to electors.

69 We received no other submissions that referred to Leominster. We considered the submission from Councillor Bartlett and examined whether we could identify any potential changes to any of the Leominster wards to improve community ties. However, given the lack of evidence received, we have no information to demonstrate where those ties might lie and what boundaries would be appropriate to reflect local communities.

70 We therefore propose that the existing four Leominster wards are retained as part of our draft recommendations, but we would welcome any further community evidence for the area, including alternative warding patterns that would provide for good electoral equality.

71 Our draft recommendations are for the four wards of Leominster East, Leominster North & Rural, Leominster South and Leominster West, with forecast electoral variances of 4%, 9%, -8% and -8% respectively by 2031.

## South East Herefordshire



Ward name	Number of councillors	Variance 2031
Birch	1	-6%
Dinedor Hill	1	6%
Kerne Bridge	1	0%
Llangarron	1	-5%
Old Gore	1	-4%
Penyard	1	4%
Ross East	1	1%
Ross North	1	9%
Ross West	1	10%

### *Ross East, Ross North and Ross West*

72 We received a submission from a local resident that referenced the wards in Ross-on-Wye. It proposed that there should be one councillor for the town of Ross-

on-Wye and one councillor for the surrounding rural areas. As these areas are entitled to five councillors, a reduction to two councillors would leave the area significantly under-represented.

73 We did, however, note that the existing Ross North and Ross East wards have poor forecast electoral equality of 12% and 14% more electors per councillor than the authority average by 2031. We have therefore sought to identify amendments to the three Ross wards to provide for good electoral equality.

74 We propose two amendments to achieve this. We propose to move the boundary between Ross East and Ross West from Broad Street to Gloucester Road and Cantilupe Road. We also propose to move the boundary between Ross North and Ross West to follow River View, Brampton Street, Brookfield Road and Over Ross Street. These proposed changes are based on evidence gathered on our virtual tour and provide electoral equality for all three Ross wards.

75 We received no evidence in relation to Ross-on-Wye during the first consultation so are interested to hear evidence from this area during the current consultation, particularly in relation to the changes we have recommended. We would also be open to hearing about other potential warding arrangements for the town that meet our three statutory criteria of electoral equality, community identities and effective and convenient local government.

76 Our draft recommendations for Ross are for the three wards of Ross East, Ross North and Ross West, which are forecast to have electoral variances of 1%, 9% and 10% respectively by 2031.

*Birch, Dinedor Hill, Kerne Bridge, Llangarron, Old Gore and Penyard*

77 We received three submissions in relation to this area. Two of the submissions related to the boundary between Birch ward and Wormside ward. Both Councillor Fagan and Much Birch Parish Council stated that the boundary should be changed to follow the A49. The other submission related to Old Gore ward and stated that the village of Brampton Abbotts should be included in a Ross-on-Wye ward.

78 We also noted that the existing Old Gore and Penyard wards have poor electoral equality of -12% and 12%, respectively.

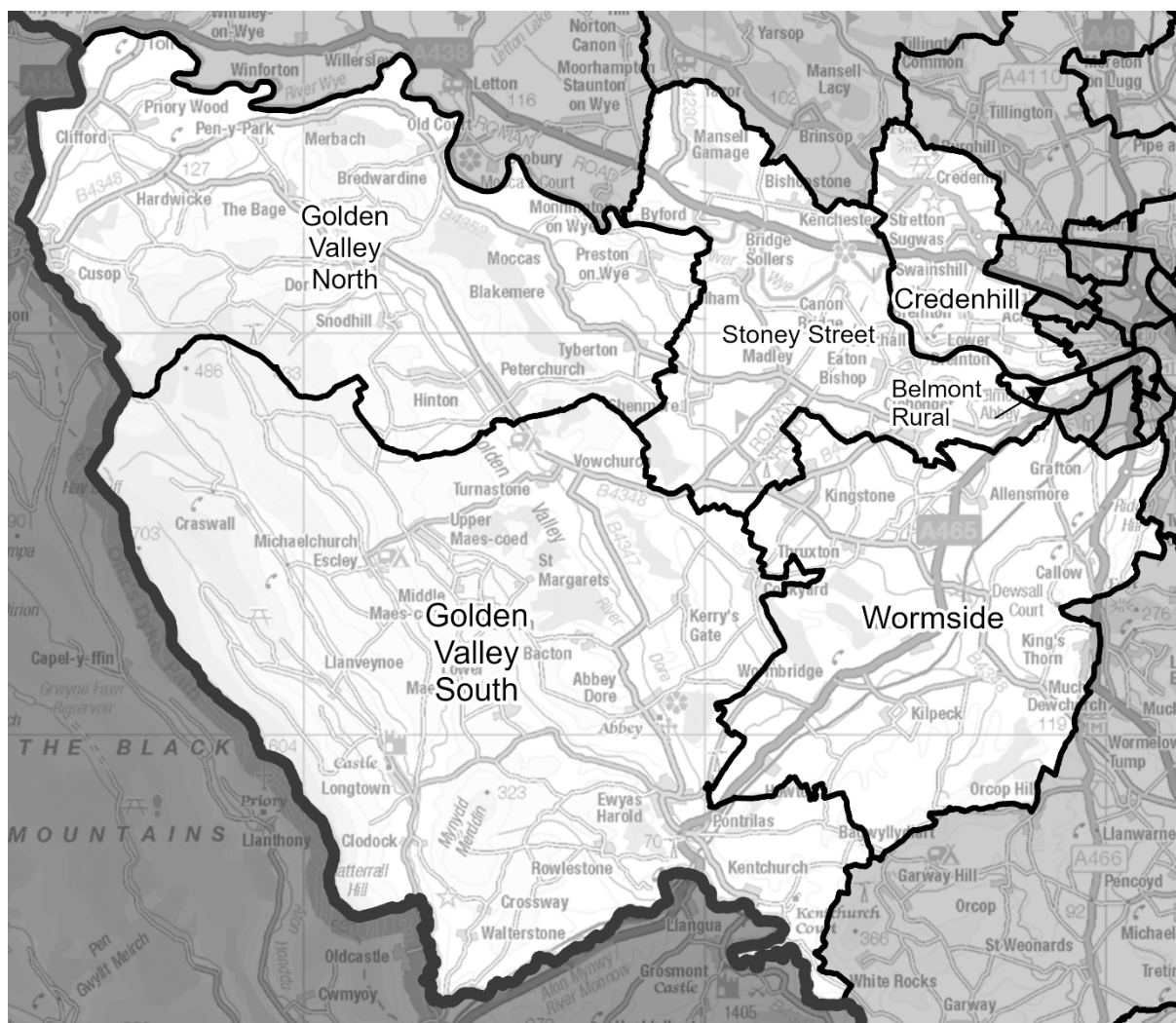
79 We considered the evidence received but do not propose to make changes to the boundary between Birch and Wormside wards so that it follows the A49. The existing boundary follows parish boundaries and to make the change proposed would require the creation parish wards for both Much Birch and Much Dewchurch parishes. These parish wards would have very few electors in them which, in our view, would not provide for effective and convenient local government here. Additionally, we have not been persuaded to include Brampton Abbotts in a Ross-

on-Wye ward as we could not identify a warding pattern that could achieve this and provide for good electoral equality.

80 We have decided to recommend changes between Llangarron and Old Gore wards and Kerne Bridge and Penyard wards. We propose to move Hope Mansell parish from Penyard ward to Kerne Bridge ward and propose to move Sellack parish from Llangarron ward to Old Gore ward. Both of these changes are intended to provide for good electoral equality in all four of these wards.

81 Our draft recommendations are for the six wards of Birch, Dinedor Hill, Kerne Bridge, Llangarron, Old Gore and Penyard. These wards are forecast to have electoral variances of -6%, 6%, 0%, -5%, -4% and 4% respectively by 2031.

## South West Herefordshire



Ward name	Number of councillors	Variance 2031
Belmont Rural	1	-3%
Credenhill	1	-9%
Golden Valley North	1	-8%
Golden Valley South	1	-6%
Stoney Street	1	4%
Wormside	1	7%

*Belmont Rural, Credenhill, Golden Valley North, Golden Valley South, Stoney Street and Wormside*

82 We received three submissions that mentioned one of these wards. As referenced in paragraphs 77–79 above, two submissions related to the boundary between Wormside and Birch wards. We also received a submission from Credenhill Parish Council suggesting a small change to the parish boundary affecting eight properties.

83 As discussed earlier, any changes to the boundary between Wormside ward and Birch ward would require the creation of unviable parish wards in both Much Birch and Much Dewchurch parishes. In our view, this would not provide for effective and convenient local government.

84 In addition to this, we cannot make the change suggested by Credenhill Parish Council as it relates to the external boundary of the parish. This is beyond the scope of this review and falls under the responsibility of Herefordshire Council by means of a Community Governance Review. We received no further comments regarding these six wards and therefore propose to make no changes to the existing warding pattern in this area as part of our draft recommendations.

85 Our draft recommendations are for the six wards of Belmont Rural, Credenhill, Golden Valley North, Golden Valley South, Stoney Street and Wormside. These wards are forecast to have electoral variances of -3%, -9%, -8%, -6%, 4% and 7% by 2031, respectively.

## Conclusions

86 The table below provides a summary as to the impact of our draft recommendations on electoral equality in Herefordshire, referencing the 2025 and 2031 electorate figures against the proposed number of councillors and wards. A full list of wards, names and their corresponding electoral variances can be found in Appendix A to the back of this report. An outline map of the wards is provided in Appendix B.

### Summary of electoral arrangements

	Draft recommendations	
	2025	2031
Number of councillors	53	53
Number of electoral wards	53	53
Average number of electors per councillor	2,785	3,020
Number of wards with a variance more than 10% from the average	7	0
Number of wards with a variance more than 20% from the average	1	0

#### Draft recommendations

Herefordshire should be made up of 53 councillors serving 53 single-councillor wards. The details and names are shown in Appendix A and illustrated on the large maps accompanying this report.

#### Mapping

Sheet 1, Map 1 shows the proposed wards for Herefordshire Council. You can also view our draft recommendations for Herefordshire Council on our interactive maps at [www.lgbce.org.uk](http://www.lgbce.org.uk)

### Parish electoral arrangements

87 As part of an electoral review, we are required to have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. We cannot recommend changes to the external boundaries of parishes as part of an electoral review.

88 Under the 2009 Act we only have the power to make changes to parish electoral arrangements where these are as a direct consequence of our recommendations for principal authority warding arrangements. However, Herefordshire Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct community governance reviews to effect changes to parish electoral arrangements.

89 As a result of our proposed ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, we are providing revised parish electoral arrangements for Hereford, Ledbury and Ross-on-Wye.

90 We are providing revised parish electoral arrangements for Hereford parish.

**Draft recommendations**

Hereford City Council should comprise 18 councillors, as at present, representing 15 wards:

Parish ward	Number of parish councillors
Hereford Aylestone Hill	1
Hereford Bobblestock	1
Hereford Central	2
Hereford College	1
Hereford Eign Hill	1
Hereford Greyfriars	1
Hereford Hinton & Hunderton	2
Hereford Kings Acre	1
Hereford Newton Farm	2
Hereford Red Hill	1
Hereford Saxon Gate	1
Hereford Tupsley	1
Hereford Victoria Park	1
Hereford Whitecross	1
Hereford Widemarsh	1

91 We are providing revised parish electoral arrangements for Ledbury parish.

**Draft recommendations**

Ledbury Town Council should comprise 18 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Ledbury North	6
Ledbury South	6
Ledbury West	6

92 We are providing revised parish electoral arrangements for Ross-on-Wye parish.

**Draft recommendations**

Ross-on-Wye Town Council should comprise 18 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Ross-on-Wye East	6
Ross-on-Wye North	6
Ross-on-Wye West	6

## Have your say

93 The Commission has an open mind about its draft recommendations. Every representation we receive will be considered, regardless of who it is from or whether it relates to the whole of Herefordshire or just a part of it.

94 If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Herefordshire, we want to hear alternative proposals for a different pattern of wards.

95 Our website is the best way to keep up to date with progress on the review and to have your say [www.lgbce.org.uk](http://www.lgbce.org.uk)

96 Each review has its own page with details of the timetable for the review, information about its different stages and interactive mapping.

97 Submissions can also be made by emailing [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk) or by writing to:

**Review Officer (Herefordshire)  
The Local Government Boundary Commission for England  
7th Floor  
3 Bunhill Row  
London  
EC1Y 8YZ**

98 The Commission aims to propose a pattern of wards for Herefordshire Council which delivers:

- Electoral equality: each local councillor represents a similar number of electors.
- Community identity: reflects the identity and interests of local communities.
- Effective and convenient local government: helping your council discharge its responsibilities effectively.

99 A good pattern of wards should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of electors.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

100 Electoral equality:

- Does your proposal mean that councillors would represent roughly the same number of electors as elsewhere in Herefordshire?

101 Community identity:

- Community groups: is there a parish council, residents' association or other group that represents the area?
- Interests: what issues bind the community together or separate it from other parts of your area?
- Identifiable boundaries: are there natural or constructed features which make strong boundaries for your proposals?

102 Effective local government:

- Are any of the proposed wards too large or small to be represented effectively?
- Are the proposed names of the wards appropriate?
- Are there good links across your proposed wards? Is there any form of public transport?

103 Please note that the consultation stages of an electoral review are public consultations. In the interests of openness and transparency, we make available for public inspection full copies of all representations the Commission takes into account as part of a review. Accordingly, copies of all representations will be placed on deposit at our offices and on our website at [www.lgbce.org.uk](http://www.lgbce.org.uk) A list of respondents will be available from us on request after the end of the consultation period.

104 If you are a member of the public and not writing on behalf of a council or organisation we will remove any personal identifiers. This includes your name, postal or email addresses, signatures or phone numbers from your submission before it is made public. We will remove signatures from all letters, no matter who they are from.

105 In the light of representations received, we will review our draft recommendations and consider whether they should be altered. As indicated earlier, it is therefore important that all interested parties let us have their views and evidence, **whether or not** they agree with the draft recommendations. We will then publish our final recommendations.

106 After the publication of our final recommendations, the changes we have proposed must be approved by Parliament. An Order – the legal document which brings into force our recommendations – will be laid in draft in Parliament. The draft

Order will provide for new electoral arrangements to be implemented at the all-out elections for Herefordshire in 2027.

## Equalities

107 The Commission is satisfied that it complies with its legal obligations under the Equality Act and that no adverse equality impacts will arise as a result of the outcome of the review.

# Appendices

## Appendix A

### Draft recommendations for Herefordshire

	Ward name	Number of councillors	Electorate (2025)	Number of electors per councillor	Variance from average %	Electorate (2031)	Number of electors per councillor	Variance from average %
1	Arrow	1	2,974	2,974	7%	3,186	3,186	5%
2	Aylestone Hill	1	2,583	2,583	-7%	2,759	2,759	-9%
3	Backbury	1	2,594	2,594	-7%	3,000	3,000	-1%
4	Belmont Rural	1	2,712	2,712	-3%	2,919	2,919	-3%
5	Birch	1	2,618	2,618	-6%	2,850	2,850	-6%
6	Bircher	1	3,008	3,008	8%	3,209	3,209	6%
7	Bishops Frome & Cradley	1	2,962	2,962	6%	3,189	3,189	6%
8	Bobblestock	1	2,768	2,768	-1%	2,972	2,972	-2%
9	Bromyard Bringsty	1	3,059	3,059	10%	3,247	3,247	8%
10	Bromyard West	1	2,388	2,388	-14%	2,752	2,752	-9%
11	Castle	1	2,495	2,495	-10%	2,793	2,793	-8%
12	Central	1	2,915	2,915	5%	3,103	3,103	3%

Ward name	Number of councillors	Electorate (2025)	Number of electors per councillor	Variance from average %	Electorate (2031)	Number of electors per councillor	Variance from average %
13 College	1	2,705	2,705	-3%	2,886	2,886	-4%
14 Credenhill	1	2,598	2,598	-7%	2,742	2,742	-9%
15 Dinedor Hill	1	2,805	2,805	1%	3,203	3,203	6%
16 Eign Hill	1	2,787	2,787	0%	2,942	2,942	-3%
17 Golden Valley North	1	2,515	2,515	-10%	2,783	2,783	-8%
18 Golden Valley South	1	2,664	2,664	-4%	2,841	2,841	-6%
19 Greyfriars	1	2,547	2,547	-9%	2,707	2,707	-10%
20 Hagley	1	3,065	3,065	10%	3,253	3,253	8%
21 Hampton	1	2,888	2,888	4%	3,052	3,052	1%
22 Hinton & Hunderton	1	2,927	2,927	5%	3,130	3,130	4%
23 Holmer	1	2,789	2,789	0%	3,176	3,176	5%
24 Hope End	1	3,032	3,032	9%	3,198	3,198	6%
25 Kerne Bridge	1	2,853	2,853	2%	3,032	3,032	0%
26 Kings Acre	1	2,632	2,632	-5%	2,787	2,787	-8%
27 Kington	1	2,594	2,594	-7%	2,743	2,743	-9%

Ward name	Number of councillors	Electorate (2025)	Number of electors per councillor	Variance from average %	Electorate (2031)	Number of electors per councillor	Variance from average %
28 Ledbury North	1	2,419	2,419	-13%	3,249	3,249	8%
29 Ledbury South	1	3,112	3,112	12%	3,309	3,309	10%
30 Ledbury West	1	2,989	2,989	7%	3,160	3,160	5%
31 Leominster East	1	2,949	2,949	6%	3,133	3,133	4%
32 Leominster North & Rural	1	3,102	3,102	11%	3,298	3,298	9%
33 Leominster South	1	2,609	2,609	-6%	2,792	2,792	-8%
34 Leominster West	1	2,112	2,112	-24%	2,772	2,772	-8%
35 Llangarron	1	2,706	2,706	-3%	2,873	2,873	-5%
36 Mortimer	1	2,956	2,956	6%	3,199	3,199	6%
37 Newton Farm	1	3,046	3,046	9%	3,264	3,264	8%
38 Old Gore	1	2,727	2,727	-2%	2,903	2,903	-4%
39 Penyard	1	2,845	2,845	2%	3,126	3,126	4%
40 Queenswood	1	2,751	2,751	-1%	2,934	2,934	-3%
41 Red Hill	1	2,896	2,896	4%	3,072	3,072	2%
42 Ross East	1	2,747	2,747	-1%	3,047	3,047	1%

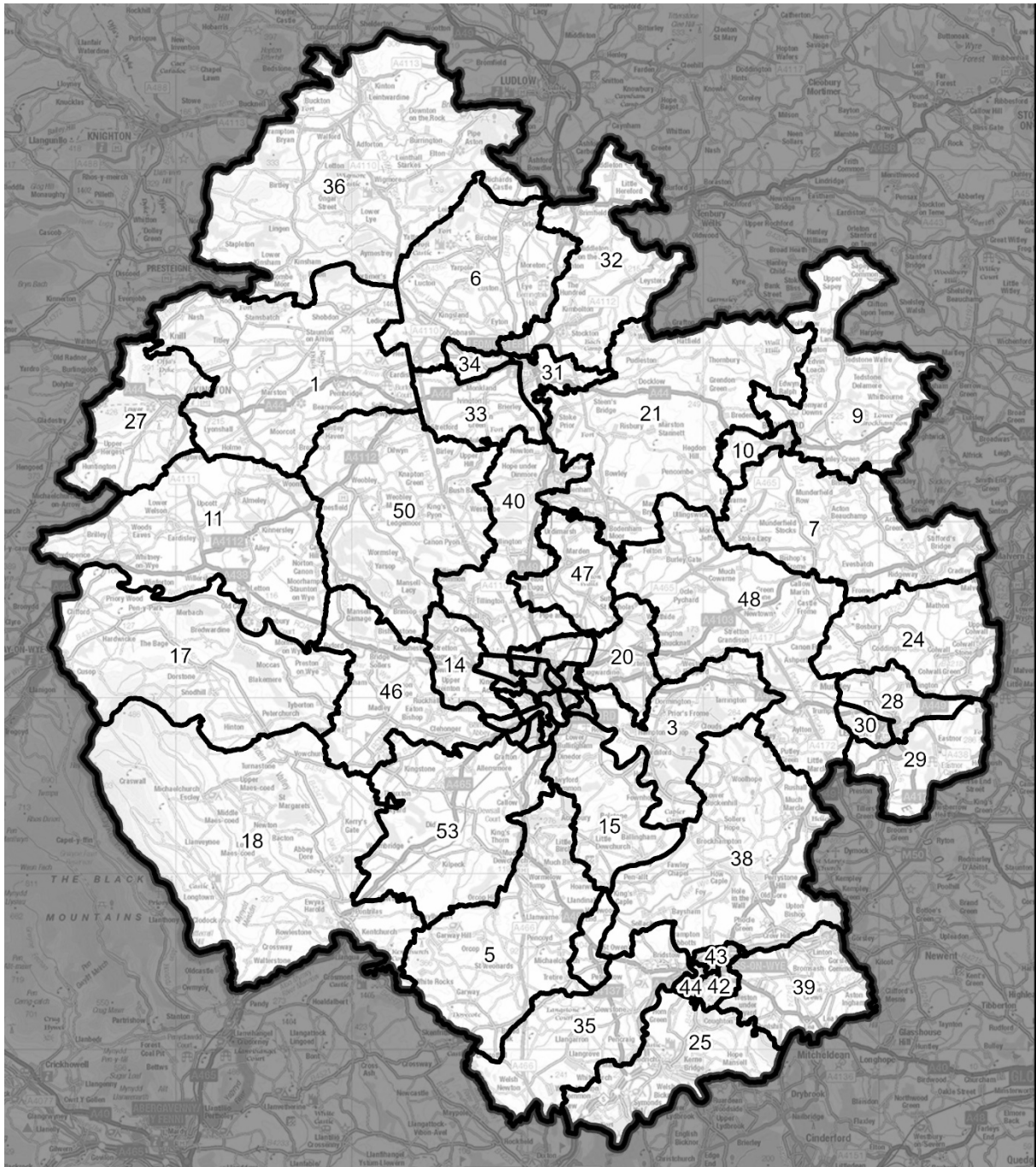
Ward name	Number of councillors	Electorate (2025)	Number of electors per councillor	Variance from average %	Electorate (2031)	Number of electors per councillor	Variance from average %
43 Ross North	1	3,083	3,083	11%	3,296	3,296	9%
44 Ross West	1	3,147	3,147	13%	3,327	3,327	10%
45 Saxon Gate	1	2,870	2,870	3%	3,046	3,046	1%
46 Stoney Street	1	2,858	2,858	3%	3,133	3,133	4%
47 Sutton Walls	1	2,599	2,599	-7%	2,883	2,883	-5%
48 Three Crosses	1	2,766	2,766	-1%	2,991	2,991	-1%
49 Tupsley	1	2,592	2,592	-7%	2,743	2,743	-9%
50 Weobley	1	2,898	2,898	4%	3,113	3,113	3%
51 Whitecross	1	2,564	2,564	-8%	2,746	2,746	-9%
52 Widemarsh	1	2,727	2,727	-2%	2,977	2,977	-1%
53 Wormside	1	3,055	3,055	10%	3,240	3,240	7%
<b>Totals</b>	<b>53</b>	<b>147,602</b>	<b>-</b>	<b>-</b>	<b>160,080</b>	<b>-</b>	<b>-</b>
<b>Averages</b>	<b>-</b>	<b>-</b>	<b>2,785</b>	<b>-</b>	<b>-</b>	<b>3,020</b>	<b>-</b>

Source: Electorate figures are based on information provided by Herefordshire Council.

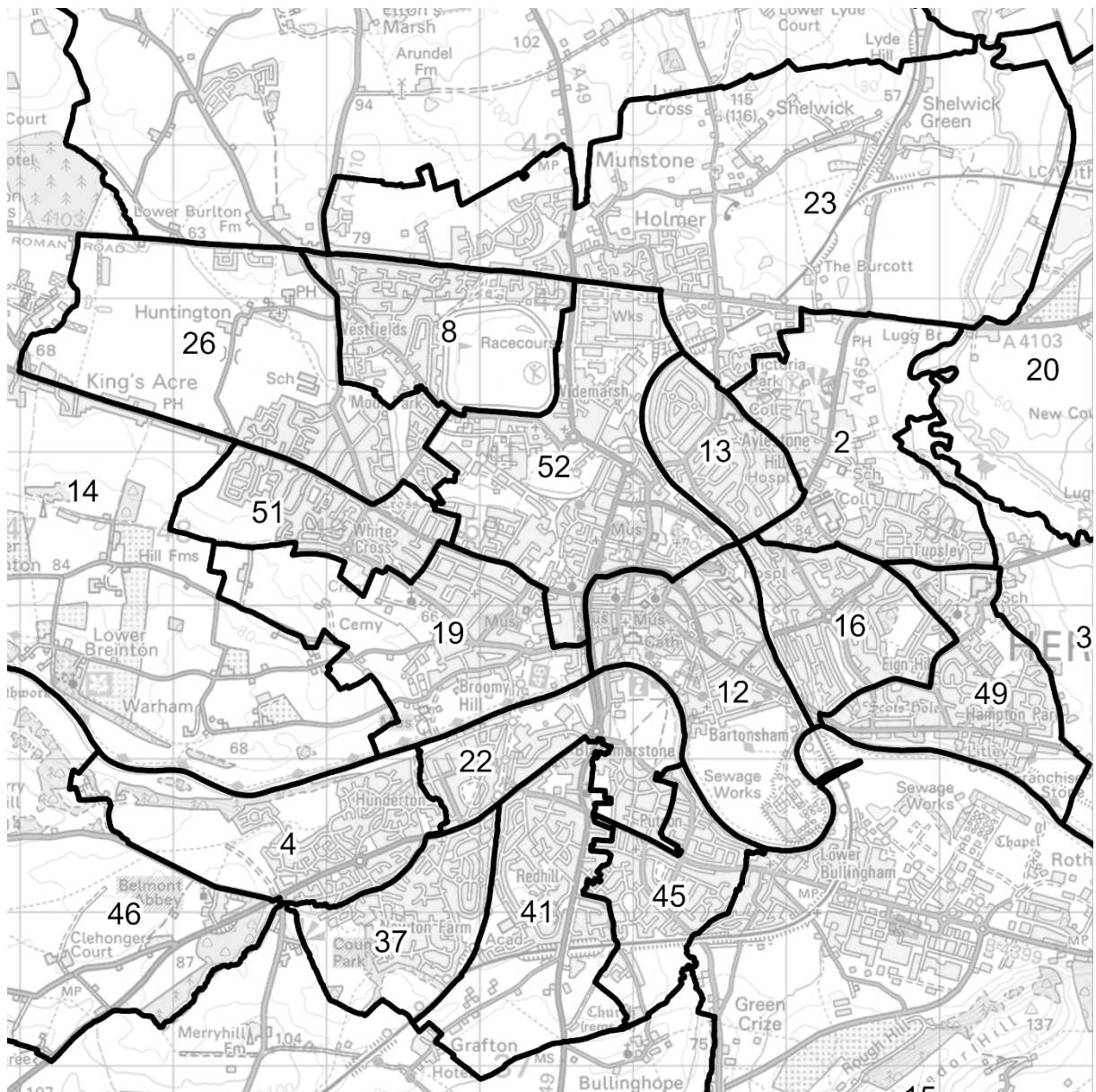
Note: The 'variance from average' column shows by how far, in percentage terms, the number of electors per councillor in each electoral ward varies from the average for the authority. The minus symbol (-) denotes a lower than average number of electors. Figures have been rounded to the nearest whole number.

# Appendix B

## Outline map



## Hereford



Number	Ward name
1	Arrow
2	Aylestone Hill
3	Backbury
4	Belmont Rural
5	Birch
6	Bircher
7	Bishops Frome & Cradley
8	Bobblestock
9	Bromyard Bringsty
10	Bromyard West
11	Castle

12	Central
13	College
14	Credenhill
15	Dinedor Hill
16	Eign Hill
17	Golden Valley North
18	Golden Valley South
19	Greyfriars
20	Hagley
21	Hampton
22	Hinton & Hunderton
23	Holmer
24	Hope End
25	Kerne Bridge
26	Kings Acre
27	Kington
28	Ledbury North
29	Ledbury South
30	Ledbury West
31	Leominster East
32	Leominster North & Rural
33	Leominster South
34	Leominster West
35	Llangarron
36	Mortimer
37	Newton Farm
38	Old Gore
39	Penyard
40	Queenswood
41	Red Hill
42	Ross East
43	Ross North
44	Ross West
45	Saxon Gate
46	Stoney Street
47	Sutton Walls
48	Three Crosses
49	Tupsley
50	Weobley
51	Whitecross
52	Widemarsh
53	Wormside

A more detailed version of this map can be seen on the large map accompanying this report, or on our website: [www.lgbce.org.uk/all-reviews/herefordshire](http://www.lgbce.org.uk/all-reviews/herefordshire)

## Appendix C

### Submissions received

All submissions received can also be viewed on our website at:

[www.lgbce.org.uk/all-reviews/herefordshire](http://www.lgbce.org.uk/all-reviews/herefordshire)

#### *Local Authority*

- Herefordshire Council

#### *Political Groups*

- Hereford and South Herefordshire Constituency Labour Party

#### *Councillors*

- Councillor J. Bartlett (Herefordshire Council)
- Councillor T. Fagan (Herefordshire Council)
- Councillor C. Gandy (Herefordshire Council)
- Councillor D. Hurcomb (Herefordshire Council)
- Councillor J. Milln (Hereford City Council)

#### *Parish and Town Councils*

- Bromyard & Winslow Town Council
- Credenhill Parish Council
- Ledbury Town Council
- Much Birch Parish Council

#### *Local residents*

- 17 local residents

## Appendix D

### Glossary and abbreviations

Council size	The number of councillors elected to serve on a council
Electoral Change Order (or Order)	A legal document which implements changes to the electoral arrangements of a local authority
Division	A specific area of a county, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever division they are registered for the candidate or candidates they wish to represent them on the county council
Electoral inequality	Where there is a difference between the number of electors represented by a councillor and the average for the local authority
Electorate	People in the authority who are registered to vote in elections. We only take account of electors registered specifically for local elections during our reviews.
Number of electors per councillor	The total number of electors in a local authority divided by the number of councillors
Over-represented	Where there are fewer electors per councillor in a ward or division than the average
Parish	A specific and defined area of land within a single local authority enclosed within a parish boundary. There are over 10,000 parishes in England, which provide the first tier of representation to their local residents

Parish council	A body elected by electors in the parish which serves and represents the area defined by the parish boundaries. See also 'Town council'
Parish (or town) council electoral arrangements	The total number of councillors on any one parish or town council; the number, names and boundaries of parish wards; and the number of councillors for each ward
Parish ward	A particular area of a parish, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever parish ward they live for candidate or candidates they wish to represent them on the parish council
Town council	A parish council which has been given ceremonial 'town' status. More information on achieving such status can be found at <a href="http://www.nalc.gov.uk">www.nalc.gov.uk</a>
Under-represented	Where there are more electors per councillor in a ward or division than the average
Variance (or electoral variance)	How far the number of electors per councillor in a ward or division varies in percentage terms from the average
Ward	A specific area of a district or borough, defined for electoral, administrative and representational purposes. Eligible electors can vote in whichever ward they are registered for the candidate or candidates they wish to represent them on the district or borough council

### **Translations and other formats:**

To get this report in another language or in a large-print or Braille version, please contact the Local Government Boundary Commission for England at:

Tel: 0330 500 1525

Email: [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

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Licence Number: AC 0000807452 2026

### **A note on our mapping:**

The maps shown in this report are for illustrative purposes only. Whilst best efforts have been made by our staff to ensure that the maps included in this report are representative of the boundaries described by the text, there may be slight variations between these maps and the large PDF map that accompanies this report, or the digital mapping supplied on our consultation portal. This is due to the way in which the final mapped products are produced. The reader should therefore refer to either the large PDF supplied with this report or the digital mapping for the true likeness of the boundaries intended. The boundaries as shown on either the large PDF map or the digital mapping should always appear identical.

The  
Local Government  
Boundary Commission  
for England

The Local Government Boundary Commission for England (LGBCE) was set up by Parliament, independent of Government and political parties. It is directly accountable to Parliament through a committee chaired by the Speaker of the House of Commons. It is responsible for conducting boundary, electoral and structural reviews of local government.

Local Government Boundary Commission for  
England  
7th Floor, 3 Bunhill Row,  
London,  
EC1Y 8YZ

**Telephone:** 0330 500 1525  
**Email:** [reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)  
**Online:** [www.lgbce.org.uk](http://www.lgbce.org.uk)  
**X:** @LGBCE

## Have your say

We are now consulting local people on a new pattern of wards for Herefordshire Council. We have an open mind about our final recommendations, and we will consider every piece of evidence we receive from local groups and people, regardless of whom it is from or whether it relates to the whole council area or just a part of it.

If you agree with our recommendations, please let us know. If you don't think our recommendations are right for Herefordshire we want to hear alternative proposals for a different pattern of wards.

We aim to propose a pattern of wards for Herefordshire Council which delivers:

- **Electoral equality:** each councillor represents a similar number of electors.
- **Community identity:** reflects the identity and interests of local communities.
- **Effective and convenient local government:** helping your council discharge its responsibilities effectively.

### A good pattern of wards should:

- Provide good electoral equality, with each councillor representing, as closely as possible, the same number of electors.
- Reflect community interests and identities and include evidence of community links.
- Be based on strong, easily identifiable boundaries.
- Help the council deliver effective and convenient local government.

### Electoral equality

- Does your proposal mean that councillors would represent roughly the same number of electors as elsewhere in the council area?

### Community identity

- **Transport links:** are there good links across your proposed ward? Is there any form of public transport?
- **Community groups:** is there a parish council, residents association or another group that represents the area?
- **Facilities:** does your pattern of wards reflect where local people go for shops, medical services, leisure facilities etc?

- **Interests:** what issues bind the community together or separate it from other parts of your area?
- **Identifiable boundaries:** are there natural or constructed features which make strong boundaries for your proposals?

### Effective local government

- Are any of the proposed wards too large or small to be represented effectively?
- Are the proposed names of the wards appropriate?

### Useful tips

- You can explore the maps on our website at [lgbce.org.uk](https://www.lgbce.org.uk)
- We publish all submissions we receive on our website.

### Write to:

Review Officer (Herefordshire)  
LGBCE, 7th Floor, Bunhill Row,  
London, EC1Y 8YZ

### Our website:

<https://www.lgbce.org.uk/all-reviews/herefordshire>

### Email:

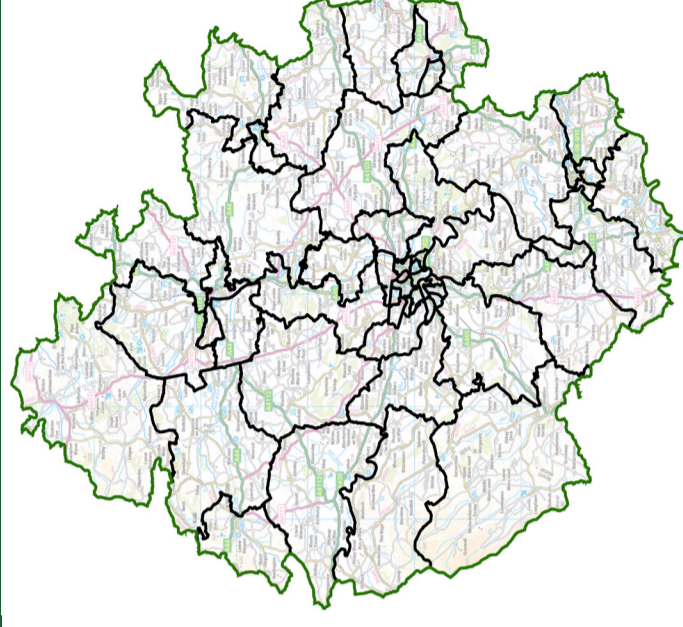
[reviews@lgbce.org.uk](mailto:reviews@lgbce.org.uk)

### X:

@LGBCE

# Herefordshire Council

## Draft Recommendations on the new electoral arrangements



### Who we are

- The Local Government Boundary Commission for England is an independent body set up by Parliament.
- We are not part of government or any political party.
- We are accountable to Parliament through a committee of MPs chaired by the Speaker of the House of Commons.
- Our main role is to carry out electoral reviews of local authorities throughout England.

### Why Herefordshire?

- The Commission has a legal duty to carry out an electoral review of each council in England 'from time to time'.
- Herefordshire Council has not been reviewed since 2013 and the Commission has therefore decided that it should review Herefordshire in advance of the elections in 2027.

### Our proposals

- We propose that the council should have **53 councillors** in future, representing 53 single-councillor wards.

### Electoral review

An electoral review examines and proposes new electoral arrangements for a local authority, including:

- The total number of councillors representing the council's electors ('council size').
- The names, number and boundaries of wards or electoral divisions.
- The number of councillors for each ward or division.

**You have until 6 July 2026 to have your say on the recommendations**

## Summary of our recommendations

Our draft recommendations propose that Herefordshire Council should have 53 councillors, the same as the existing arrangements.

Those councillors should represent 53 single-councillor wards across the council area.

Before drawing up the draft recommendations, the Commission carried out a public consultation inviting proposals for a new pattern of wards for Herefordshire.

We have considered all of the submissions we received during that phase of consultation. The boundaries of most wards should change.

An outline of the proposals is shown in the map to the right.

We welcome comments on our draft recommendations, whether you support the proposals or wish to put forward alternative arrangements.

Have your say at

<https://www.lgbce.org.uk/all-reviews/herefordshire>

- view the map of our recommendations down to street level.
- zoom into the areas that interest you most.
- find more guidance on how to have your say.
- read the full report of our recommendations.
- send us your views directly.

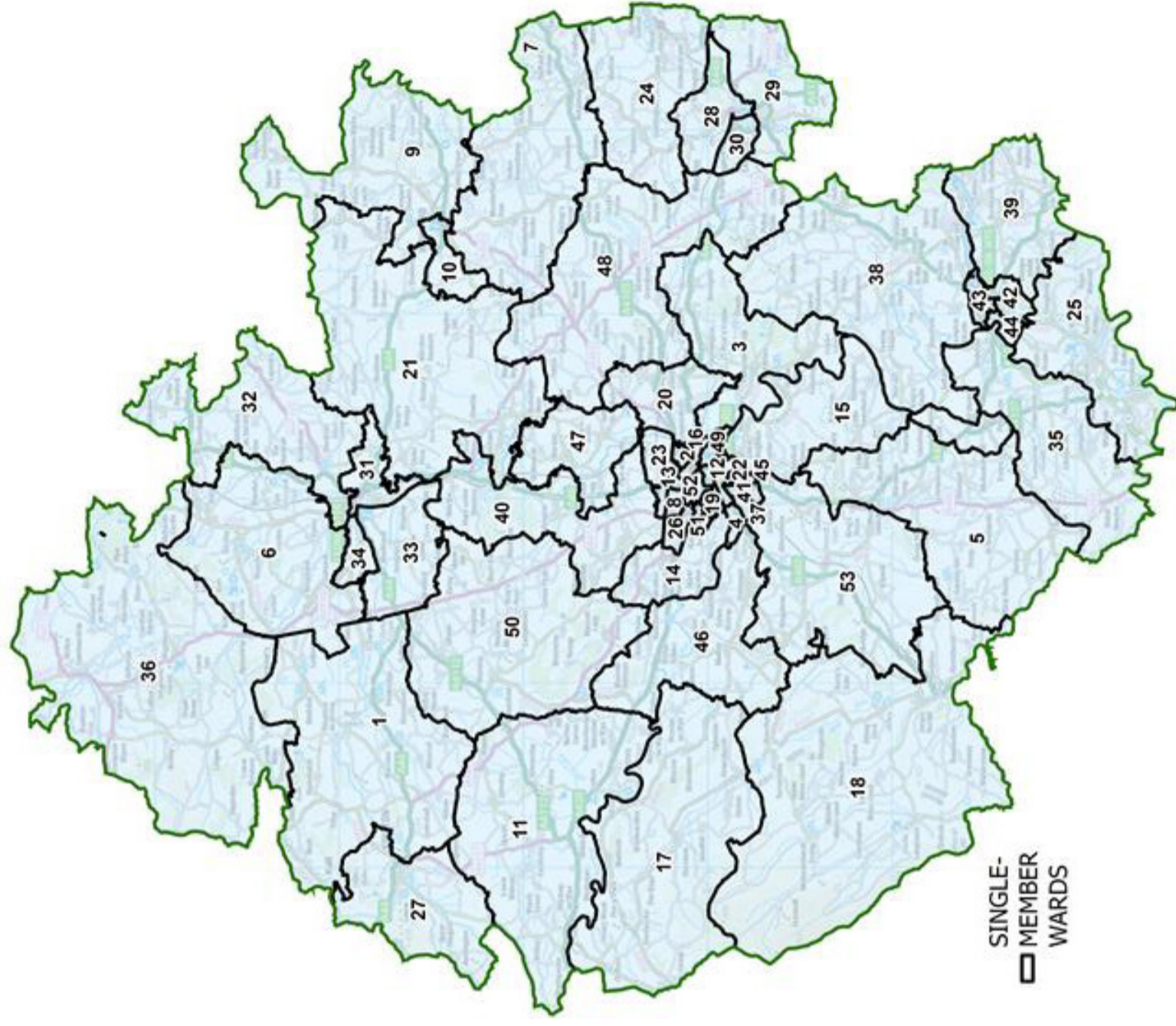
# Overview of draft recommendations for Herefordshire Council

View this map online:

<https://www.lgbce.org.uk/all-reviews/herefordshire>

Follow the review on X: @LGBCE

- 1 Arrow
- 2 Aylestone Hill
- 3 Backbury
- 4 Belmont Rural
- 5 Birch
- 6 Bircher
- 7 Bishops Frome & Bobblestock
- 8 Bromyard Bringsty
- 9 Bromyard West
- 10 Castle
- 11 Central
- 12 College
- 13 Credenhill
- 14 Dinedor Hill
- 15 Eign Hill
- 16 Golden Valley North
- 17 Golden Valley South
- 18 Greyfriars
- 19 Hagley
- 20 Hampton
- 21 Hinton & Hunderton
- 22 Holmer
- 23 Hope End
- 24 Kerne Bridge
- 25 Kings Acre
- 26 Kington
- 27 Ledbury North
- 28 Ledbury South
- 29 Ledbury West
- 30 Leominster East
- 31 Leominster North & Leominster South
- 32 Leominster South
- 33 Leominster West
- 34 Llangarron
- 35 Mortimer
- 36 Newton Farm
- 37 Old Gore
- 38 Penyard
- 39 Queenswood
- 40 Red Hill
- 41 Ross East
- 42 Ross North
- 43 Ross West
- 44 Saxon Gate
- 45 Stoney Street
- 46 Sutton Walls
- 47 Three Crosses
- 48 Tupsley
- 49 Weobley
- 50 Whitecross
- 51 Widemarsh
- 52 Wormside
- 53



Stage of Review	Description
25 November 2025 - 2 February 2026	Public consultation on warding arrangements
28 April 2026 - 6 July 2026	Public consultation on draft recommendations
29 September 2026	Publication of final recommendations
6 May 2027	Subject to parliamentary approval - implementation of new arrangements at local elections

<b>FULL COUNCIL</b>	<b>7 MAY 2026</b>	<b>AGENDA ITEM: 21</b>
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Report prepared by Angela Price – Town Clerk

## **STAPLOW ROAD SAFETY SCHEME – UPDATE**

### **Purpose of Report**

The purpose of this report is to inform Members of correspondence received from Wellington Heath Parin respect of additional funding that has been secured in support of the Staplow Road Safety Scheme.

### **Detailed Information**

Members will recall that they previously agreed to provide £10,000 from the Market Town Investment fund towards the purchase of Speed Indicator Devices in support of the Staplow Road Safety Scheme being led by Wellington Heath Parish Council.

At the time of making the request Wellington Heath Parish Council advised that they were also seeking funding from the West Mercia Police Commissioner’s grant award.

The following correspondence has been received from Councillor Steve Harries advising of the outcome of that application:

*“I’m writing to share some positive news regarding the Staplow road safety scheme. Wellington Heath Parish Council has been successful in securing funding through the West Mercia Police Commissioner’s grant, with £4,000 awarded towards the project. This will contribute to the installation of two pairs of white gateway features and two Speed Indicator Devices (SIDs).*

*We are very grateful for Ledbury Town Council’s generous offer of up to £10,000 to support the scheme. In light of the additional funding now secured, along with contributions from WHPC and smaller local donations, we anticipate that £6,000 from LTC will be sufficient to deliver the project as currently scoped.*

*We are in the process of finalising receipt of the West Mercia Police funding, and I wanted to ask whether we can begin arrangements for drawing down the agreed contribution from Ledbury Town Council.*

*I would also like to thank you, and Liz (CC'd into this email), for the continued support and guidance from both Ledbury Town Council and Herefordshire Council—it has been instrumental in progressing this scheme.*

*Subject to funding being in place, we are hoping to begin installation from May.”*

Councillor Harries has noted in his email that having secured funding from the WMPC Fund, whilst they are grateful to Ledbury Town Council for the offer of

£10,000 they feel that they only require £6,000 to enable the safety scheme to progress.

They have also asked whether the funds from the Market Town Investment fund could be drawn down to enable the project to proceed.

The Clerk has written to Herefordshire Council officers to enquire whether it would be possible for the funds to be paid directly to Wellington Heath Parish Council in advance of the purchase of the necessary equipment, and if a response is received ahead of this meeting will provide an update at the meeting.

However, should the response be that the funds are not able to be paid in advance Members are asked to consider whether they would be prepared to provide this funding to Wellington Heath and be reimbursed from the Market Town Investment fund on presentation of associated invoices from Wellington Heath.

#### Recommendation

1. That Members note that Wellington Heath Parish Council are now only requesting £6,000 of the original £10,000 agreed by Ledbury Town Council and the Market Investment Team.
2. That should the Market Town Investment Team respond that funds are only payable on presentation of invoices, Ledbury Town Council agree to grant Wellington Heath Parish Council £6,000 to enable the Staplow Road Safety Scheme to progress and that this be reclaimed via the Market Town Investment fund on presentation of invoices from Wellington Heath.

<b>FULL COUNCIL</b>	<b>7 MAY 2026</b>	<b>AGENDA ITEM: 22</b>
---------------------	-------------------	------------------------

Report prepared by Angela Price – Town Clerk

## **HEREFORDSHIRE COUNTY BID BALLOT 2026 (STAGE 2 CONSULTATION)**

### **Purpose of Report**

The purpose of this report is to inform Members of the current Stage 2 Consultation for the Herefordshire County Business Improvement District (HCBID) Ballot 2026, to highlight local engagement opportunities (including the Ledbury roadshow), and to seek direction on the Council's response.

The consultation can be found at the following link:

<https://www.herefordshirecountybid.co.uk/bid-ballot-2026/>

### **Background**

The Herefordshire County BID was established in 2022 as a business-led, not-for-profit initiative supporting the county's visitor economy through marketing, business support, and collaborative projects.

The current BID term ends in December 2026, and a ballot will be held to determine whether a further five-year term (2027–2031) proceeds.

The BID is funded through a mandatory levy on eligible businesses, and if approved, all qualifying businesses within the defined area are required to contribute. Ledbury Town Council is a voluntary levy payer.

### **Current Consultation (Stage 2)**

Stage 2 of the consultation runs from **23 April to 14 June 2026** and is a key opportunity for stakeholders to shape the emerging Business Plan.

Feedback can be submitted via:

- Written responses
- One-to-one meetings
- Roadshows and trader meetings

The consultation will inform:

- BID priorities and project themes
- Levy rules and sector coverage
- Budget and delivery framework for 2027–2031

### **Ledbury Roadshow Details**

As part of the consultation, a number of roadshows have been arranged the Ledbury roadshow event is scheduled for:

- **Date:** 13 May 2026
- **Daytime Roadshow:** 10:00 – 14:00
  - Venue: The Feathers Hotel, High Street, Ledbury
- **Evening Business Meeting:** 17:30 start
  - Venue: The Old Grammar School, Ledbury

These sessions provide opportunities for local businesses and stakeholders to:

- Review the draft BID proposals
- Provide feedback
- Engage directly with BID representatives

### Key Considerations for the Council

Members may wish to consider the following:

#### **1 Strategic Impact**

- The BID focuses on tourism, hospitality, and retail sectors, which are significant contributors to the local economy.
- The Council may benefit indirectly through increased visitor numbers and economic activity.

#### **2 Financial Implications**

- Ledbury Town Council is a voluntary Bid payer
- Council support or opposition may influence local business sentiment.

#### **3 Governance and Accountability**

- The BID is a business-led body, with governance provided by a board of business representatives.
- The Council may wish to consider how local priorities are reflected in BID proposals.

#### **4 Risks**

- A **“NO” vote** would result in the BID ceasing operations, with no alternative funding mechanism to replace its activity.
- A **“YES” vote** commits businesses to a further five-year levy.

#### **5 Local Engagement**

- Opportunity for Members to attend the Ledbury roadshow or encourage participation from local businesses.

#### **6. Recommended Actions**

It is recommended that Members:

- 6.2 Note the contents of the report and the ongoing consultation.
- 6.2 Encourage attendance at the Ledbury roadshow by Members and local businesses.
- 6.3 Consider submitting a formal Council response to the consultation.
- 6.4 Agree key priorities the Council wishes to see reflected in the BID Business Plan, such as:
  - Town centre vitality
  - Support for independent businesses

- Events and destination marketing for Ledbury
  - Infrastructure and visitor experience improvements
- 6.5 Delegate authority to the Town Clerk (in consultation with Members) to submit the Council's response before the deadline (14 June 2026).

**7. Suggested Draft Council Response**  
(For Member consideration and amendment)

The BID Ballot represents a significant decision for the future of Herefordshire's visitor economy. The current consultation phase provides an important opportunity for the Council to influence priorities and ensure that Ledbury's interests are reflected in the next BID term. Therefore, officers would suggest the following response, subject to amendments:

*"Ledbury Town Council welcomes the opportunity to contribute to the Herefordshire County BID Ballot 2026 Stage 2 Consultation.*

*The Council recognises the importance of the visitor economy to Ledbury and supports initiatives that enhance the town's profile, increase footfall, and support local businesses.*

*In responding to the consultation, the Council would wish to emphasise the following priorities:*

- *Continued investment in destination marketing that benefits market towns such as Ledbury*
- *Support for independent businesses and high street resilience*
- *Delivery of events and cultural initiatives that attract visitors year-round*
- *Improved data and insights to support local decision-making*
- *Strong engagement with local councils and business groups*

*The Council also encourages ongoing transparency in governance and clear demonstration of value for levy-paying businesses.*

*Subject to the final Business Plan reflecting these priorities, the Council is broadly supportive of continued collaboration through the BID model.*

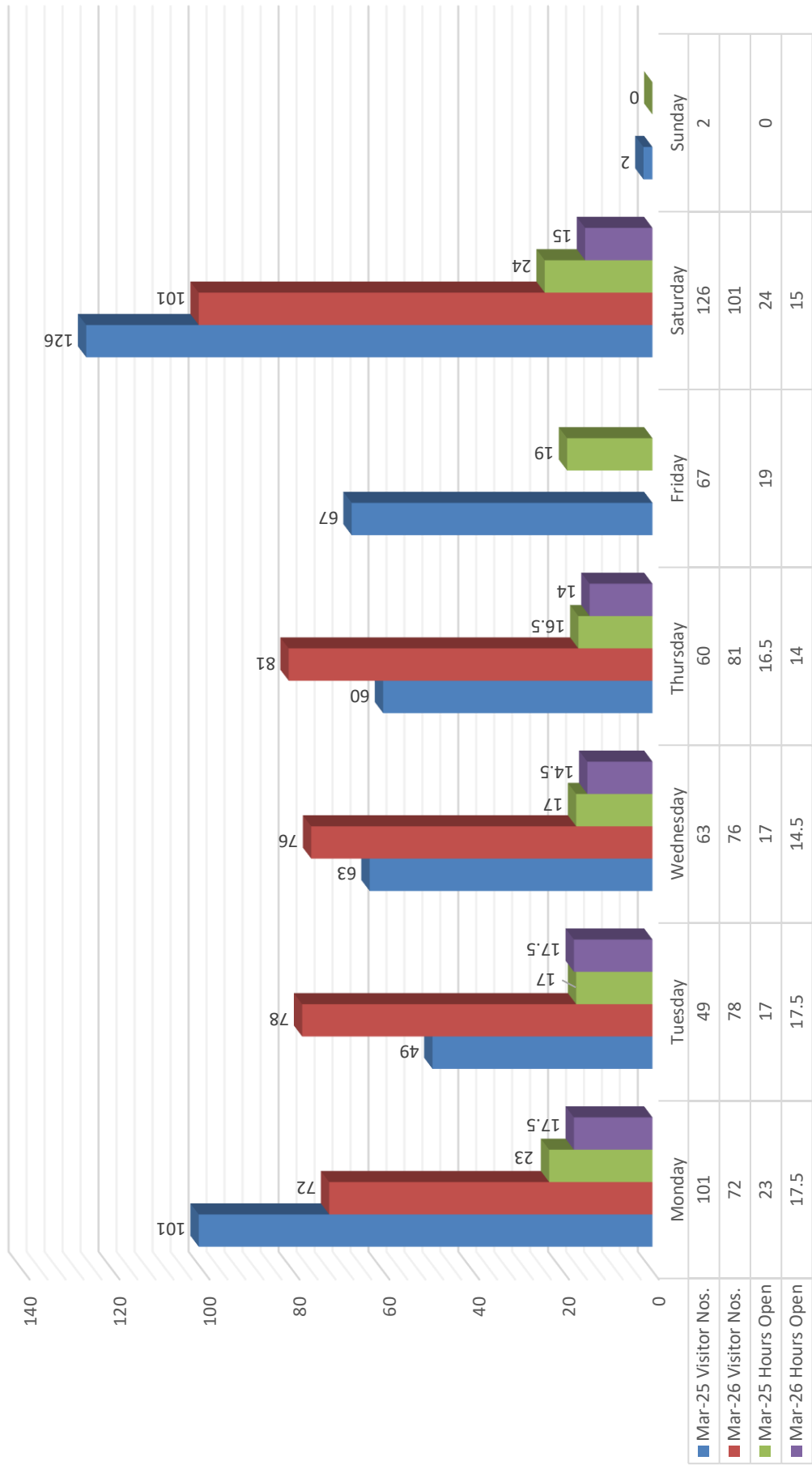
*The Council encourages local businesses to engage with the consultation process and attend the Ledbury roadshow on 13 May 2026."*

**Recommendation**

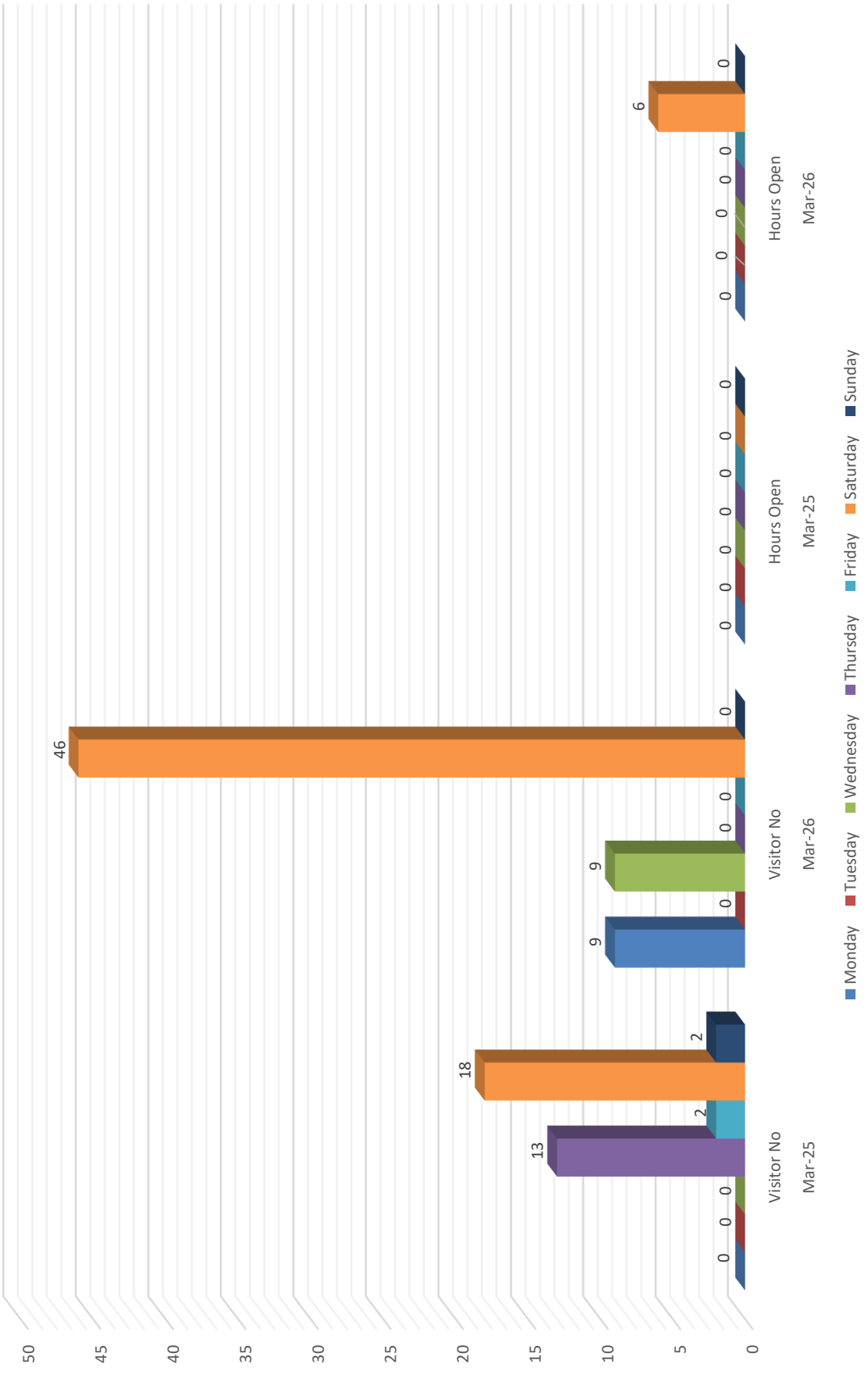
1. That Members review the information above and within the Consultation document, noting that there is an opportunity to attend a Ballot Roadshow at the Feathers Hotel on 13 May 2026 as follows:
  - **Date:** 13 May 2026
  - **Daytime Roadshow:** 10:00 – 14:00
    - Venue: The Feathers Hotel, High Street, Ledbury
  - **Evening Business Meeting:** 17:30 start
    - Venue: The Old Grammar School, Ledbury

2. That Members consider the draft response provided by officers and instruct the Clerk to submit the response on behalf of Ledbury Town Council subject to any amendments.

# March 25 and March 26 Visitor numbers comparison Painted Room



# Market House March 2025 and March 2026 by request except Saturdays 2026 (Open 2hrs p.m.)



Report prepared by Julia Lawrence – Deputy Town Clerk

## **MARKET HOUSE STAIRCASE**

### **Purpose of Report**

The purpose of this report is to advise Members of works recommended by Caroe and Partners in respect of the Market House staircase as part of the recent Quinquennial Survey, noting that they have recommended that all necessary repairs and improvements should be completed within a 12-month period. This report sets out quotations received from two specialist contractors.

### **Detailed Information**

The Quinquennial Survey provided by Caroe & Partners advises that the following works should take place, suggesting that this narrative be used to inform the specification to be provided to contractors being invited to quote for the works.

- 1 Renew anti-slip strips to staircase** – Infill strips to demarcate the edges of treads have been lost or have shrunk away and are no longer of contrasting colour. The adhesive anti-slip panels fixed to treads are damaged and peeling, particularly to the lower flight which is more exposed to the weather. All should be renewed before they create trip hazards.
- 2 Overhaul and redecorate balustrade and handrails** – The original iron balustrading is now heavily rusted with detaching paintwork throughout. Overhaul and redecoration is advised. Modern handrails should be overhauled and redecorated at the same time. Preparation and redecorating with smooth oil based paint will make the handrails easier to use.
- 3 Repair staircase gate** – The bottom gate is loose on its modern hinges and requires repair. The gate is splitting slightly where a deadlock has been installed, which just fits within the gatepost. Redecoration of the gate should take place at the same time as redecoration of balustrades.
- 4 Redecorate the walls and stairwell ceiling**

The photographs below demonstrate the extent of deterioration of the stairs at the Market House.



Four specialist contractors who have experience of working with listed buildings were contacted and invited to quote for the works. One contractor declined due to a full order book, while another failed to submit a quotation despite expressing initial interest. The two remaining contractors are both well established and have previously undertaken work for the Council to a high standard demonstrating their skills and expertise. Each has been advised that, if successful, they will be required to provide a risk assessment, method statement and valid public liability insurance certificate, prior to any works commencing.

#### Company 1

A summary of their quotation is as follows:

Overhaul and redecorate the balustrade and handrails	£5,449.00
Repair staircase gate	£468.00
Renew anti-slip strips to staircase	£1,605.00
Prelims	£2,410.00
Redecoration of stairwell – walls and ceiling	<u>£1,630.00</u>
<b>Total, excluding VAT</b>	<b><u>£11,562.00</u></b>

This company would use a removeable alloy tower to decorate the walls and ceiling which would be removed each night and at weekends. The company has confirmed that they would be allowing between 2 and 3 weeks to complete the works. This timescale will allow for adequate time to be dedicated to the different stages of the work.

#### Company 2

The contractor has confirmed that the following process will be applied if successful.

Construct framing so to sheet off all working areas to suppress dust/fumes. Protect all flagstone surfaces with Anti Knox. All working areas to be cordoned off with appropriate H&S signage. Prepare all metal balustrades sections and gate metalwork with wire brushes and abrasive pads. Rub down modern handrail. Repair staircase entrance

gate as specified. Remove all anti slip strips from stair treads and remove excess adhesive. Apply one coat red oxide oil-based primer then 2 coats Ingilby linseed oil paint black to balustrade, gate meal work and modern handrail. Fix new anti-slip strips to staircase treads. Clear and remove all protection and framing. £15,000.00

First floor lobby – protect all services and areas not to be decorated. Prepare all surfaces for decoration. Apply 2 coats of emulsion paint to walls and ceiling (colour to be agreed). £2,000.00

<b>Total priced works</b>	<b>£17,000.00</b>
Contingency 10%	<u>£1,700.00</u>
<b>Total</b>	<b>£18,700.00</b>
Profit and Overheads (based on priced works)	<u>£1,700.00</u>
<b>Final Total excluding VAT</b>	<b><u>£20,400.00</u></b>

Members previously queried the inclusion of the 10% contingency and the profit and overheads fee. The Contractor has confirmed that this is standard practice to allow for unforeseen works, such as repairs to a balustrade or tread. Similarly, the 10% allowance for profit and overheads reflects the Contractor’s typical pricing structure. The Contractor advised that, while some companies incorporate profit and overhead costs within individual items, their approach is to apply this as a separate percentage to the priced works sum.

Following further clarification, the Contractor identified an error in their original calculation, whereby profit and overheads had been applied to a total that incorrectly included the contingency sum. This has now been corrected, resulting in a reduction of £170.00 to the overall cost. The Contractor has confirmed that the cost would be £17,000 to complete the works, and the contingency sum could be removed on the basis that Caroe has fully inspected the staircase, and no additional works are anticipated. However, any issues identified following paint removal would then incur additional costs.

When the report was first presented to Members they requested assurance that the staircase is structurally sound and safe for use ahead of any works commencing. Caroe & Partners have provided a response as follows:

*“When I carried out a brief visual inspection as part of the quinquennial survey, I saw no matters of structural concern. The quinquennial inspection report advises the following:*

*5.7 The staircase would benefit from overhaul and redecoration. Anti-slip strips on treads are in poor condition and should be promptly renewed.*

*Section 12 deals with the staircase in detail.*

*I saw only very minor 'structural' damage (point 12.4), which I think would affect the soundness of the structure. The Q.I. report is a limited visual inspection and not a*

*detailed inspection or specification of work. The contractor should be asked to inspect all fabric and advise if repair is needed. Slight splitting of timber should be addressed as part of redecoration.*

*The anti slip strips, which also provide visual demarcation of the treads, require renewal, as they are no longer fulfilling their purpose. I would regard replacing the strips as being as at least as important as redecoration. A risk assessment should be made on the use of the stair, until such time as they are repaired. If there have already been any accidents or near misses, the stair should not be used until replacement strips are installed. If there have been accidents, different demarcation should be considered. If replaced like-for-like, the strips will not meet current best practice, which would involve installation of new nosings, similar to this, though ones which would look more appropriate could be found:*

*A change in the demarcation would need Listed Building Consent. The Building Regulations Part M advises "In arriving at a balance between historic building conservation and accessibility, it would be appropriate to take into account the advice of the local authority's conservation and access officers, and English Heritage, as well as the views of local access groups, in order to make the building as accessible as possible". Please would you consider this and ask your contractor to choose materials which maximise visual contrast, are non-slip and are therefore the best like-for-like replacements, if you proceed on this basis.*

*Also regarding safety, point 12.8 advises "Access for all was considered in a recent study and wheelchair access being very difficult and costly to achieve. Other improvements such as providing modern handrails to both flights of steps should be considered. This might also help to keep hands away from the spiked railings to the inside of the flight". A risk assessment might show that improving handrails (needing Listed Building Consent) would be ideal and should be progressed, as well as redecoration which is part of essential like-for-like maintenance.*

*I expect that this raises as many questions as it answers but I hope that this helps."*

For ease of reference, Section 12 of the Quinquennial Survey is attached at Appendix A.

In light of the comments received from Caroe, Officers recommend that a contractor is appointed at this stage to undertake the proposed repair and repainting of the staircase. Consideration should, however, be given at a later date to the potential modernisation of the handrails, notwithstanding that there have been no recorded incidents of injury arising from the spiked railings.

It is also pertinent to note that the staircase is not contemporaneous with the original fabric of the building. On that basis, it may reasonably be questioned whether Listed Building Consent would in fact be required for any future works to the handrails, however officers would seek confirmation from this from the conservation team at Herefordshire Council.

Members should note that the proposed works may impact the upper floor of the Market House and could potentially affect the Charter Market below, particularly if space is required for construction activities or visitor access. Any scaffolding or protective measures will need to be carefully positioned to minimise disruption to traders and to maintain safe and accessible routes for visitors.

Once approval has been granted and a start date agreed, Officers will notify all market traders in writing. While the works may affect the placement of tables and chairs typically located beneath the Market House during the week, efforts will be made to relocate these to the opposite side of the building to ensure continued use by residents and visitors with minimal disruption. Consideration will also be given as to whether there is a need to move the market traders from under the Market House to St Katherine's once it is clear how the area is likely to be affected.

### **Environmental Considerations**

The planned works on the Market House staircase present several environmental considerations. Dust and fumes from sanding, paint removal and decoration could affect air quality, so containment and low-volatile organic compound materials should be used. Old paint and adhesives may contain hazardous substances like lead, requiring careful removal and disposal, while solid waste from anti-slip strips, scaffolding and paint must be managed responsibly, with recycling where possible. Noise from construction activities could impact visitors and nearby market traders, so work should be limited to appropriate hours. Protective measures are needed to safeguard the historic fabric of the building, including flagstones, walls and metalwork, and efficient use of materials and energy should be encouraged to minimise environmental impact. Scaffolding and work areas should also be planned to reduce disruption to public access and market operations.

### **Financial Implications**

Budget line 202/4170 has a budget of £10,300 relating to the Council Offices and Market House. If all this budget is used for this work, then it leaves nothing for any other repairs throughout the year. Therefore, it is suggested that £5,000 is considered from this budget with the balance being met from EMR 324 Listed Buildings, which has a balance of £104,042.97 as of 24 April 2026 (which will be allocated to this line up to £5,000 once the budget line is overspent later in the year).

It should be noted that there is allocation in the 2026/27 annual budget for £10,000 to be transferred to the Listed Buildings earmarked reserve.

### **Recommendation**

**That Members consider the contents of the report and if agreeable, to select one of the contractors to undertake the works in accordance with the schedule of works, and for Officers to appoint the successful contractor, being:**

<b>Company 1</b>	<b>£11,562.00 + VAT</b>
<b>Company 2</b>	<b>£20,400.00</b>

**Costs for the work are to be met from budget line: 202/4170 for £5,000 and the balance being met from EMR 324 Listed Buildings, in the financial year 2026/27.**

- 11.2 Clay paviments and eroded flagstones within the footprint are in fair condition considering their age. Many paviments are fractured but trip hazards are limited. Minor trip hazards occur where flagstones are wearing, which must be expected in paving of this age. Localised repointing in lime should be allowed for within the quinquennium to fill trip hazards. Photograph 4.1
- 11.3 Steps and nosings are eroded and have no handrails. There is however level access into the base of the Market House from the wide pavement to the east.
- 11.4 Guarding of the drops to the west and north does not meet modern Building Regulations standards but has remained unaltered for very many decades.
- 12. External Staircase**
- 12.1 Infill strips to demarcate the edges of treads have been lost or have shrunk away and are no longer of contrasting colour. The adhesive anti-slip panels fixed to treads are damaged and peeling, particularly to the lower flight which is more exposed to the weather. All should be renewed before they create trip hazards.
- 12.2 The staircase appears generally stable and is of relatively recent construction. Timbers have been installed to fill parts of the open risers.
- 12.3 Original iron balustrading is now heavily rusted with detaching paintwork throughout. Overhaul and redecoration is advised. Modern handrails should be overhauled and redecorated at the same time. Preparation and redecorating with smooth oil based paint will make the handrails easier to use.
- 12.4 There is very slight splitting of timber close to the north west corner, where one rusted section of balustrade is set into the timber handrail, though this is of currently low concern.
- 12.5 The gate is splitting slightly where a deadlock has been installed, which just fits within the gatepost. Redecoration of the gate should take place at the same time as redecoration of balustrades.
- 12.6 Chicken mesh at floor level above the quarter landing has broken down and should be renewed. Wood boring beetle attack can be seen in many timber members, structural and otherwise, which is to be expected. Old bolts are rusting and should ideally be redecorated though this is currently of low priority.
- 12.7 The bottom gate is loose on its modern hinges and requires repair.
- 12.8 Access for all was considered in a recent study and wheelchair access being very difficult and costly to achieve. Other improvements such as providing modern handrails to both flights of steps should be considered. This might also help to keep hands away from the spiked railings to the inside of the flight. Photograph 5.6

Report prepared by Julia Lawrence – Deputy Town Clerk

## **CEMETERY WORKS**

### **Purpose of Report**

The purpose of this report is to ask Members to give consideration to the following works to take place at Ledbury Cemetery, New Street, Ledbury. This entails repointing a section of the boundary wall adjoining Oakland Drive (top entrance to Cemetery) and to dig out and construct a footpath around the new storage container.

### **Detailed Information**

#### **1) Repointing Works**

Repointing works were undertaken at the Cemetery several years ago, but works were never completed due to insufficient funds at the time.

The section of wall is that shown below, which runs from the top entrance of the Cemetery to where the skip is located within the fenced enclosure. Some sections of the wall are adequate whereas other sections are showing frost damage which has resulted in stones falling away or existing mortar crumbling away making surrounding stonework loose. The photograph, below right, shows where the actual stone pillar has collapsed. It should be emphasised that repointing will also need to be addressed on the boundary wall between the Cemetery and the football ground at a later time, subject to funding constraints.



Five local contractors were contacted in early February and were requested to provide a quotation to carry out repointing repairs only where it needed repairing or was deemed absolutely necessary, including the collapsed stone pillar, with the intention that any such works would then take place in the new financial year and when the weather had improved.

All five contractors are local to the area, three of whom have previously undertaken works for the Council. A summary of their quotes are as follows:

	Location	
1	Ledbury	£1,580.00 + VAT
2	Ledbury	No response
3	Colwall	£7,500.00 + VAT
4	Ledbury	£9,498.00 + VAT
5	Ledbury	£4,680.00** + VAT

All stonework to be lime mortar pointed, flush jointed and brushed back, including rebuilding stone pillar and for all waste to be taken off site.

The Council's recent infrastructure related projects have been successfully executed by Contractors 3, 4 and 5. Each Contractor delivered specialised services across distinct sites, demonstrating a high degree of technical proficiency and operational reliability. Contractor 1, a local Ledbury company, is new to the Council and have not yet undertaken specific work to date.

#### **Summary of works delivered:**

Contractor 3 – completed restorative stone wall repairs at St Michael and All Angels Church, ensuring the preservation of the site's structural and heritage features.

Contractor 4 – Executed the installation of new oak bollards at the Cemetery, improving grass verge boundaries.

Contractor 5 - Managed the construction of the latest Garden of Remembrance, delivering a high-quality finish in line with the sensitive nature of the project.

All three contractors demonstrated excellent performance across the following key metrics:-

Compliance and Governance: In alignment with Council safety and procurement protocols, all contractors followed due process prior to commencement. This included the timely submission and approval of risk assessments, method statements and an up to date public liability insurance certificate.

Quality of Workmanship: Deliverables were finished to a high standard, meeting all technical specifications and aesthetic requirements.

Contractual Compliance: Works were carried out in strict accordance with the initial project statement and agreed upon methodologies.

Timeline Management: Each project was finished within the predefined timescales, ensuring no disruption to public services.

Operational Efficiency: Notably, no remedial actions or return visits were required. The "right first time" delivery by all parties minimised any administrative oversight and eliminated additional costs associated with snagging.

It is anticipated that the works will take approximately five to six days to complete, working on the basis of two operatives on site.

## 2) **Gravel Footpath in front of new Storage Container**

It is proposed that a gravel footpath be constructed immediately in front of the storage container, with a gravelled entrance to the container and a meter wide strip running immediately in front of the container, and for a meter wide footpath running down to the drive on the left-hand side of the storage container.



The proposed works will include, but are not limited to, the following:

- Setting out the footpath in accordance with the supplied diagram and measurements.
- Excavation to the required formation level.
- Installation of specified edging to define the path.
- Supply and installation of a compacted Type 1 sub-base.
- Installation of a weed-suppressant membrane.
- Laying, levelling and compacting the specified gravel finish.
- Wackerplate to be used on areas of stone without disturbing kerb edging
- Removing all excess soil off site.

Details of the scope of works is provided below.

### **Scope of Works**

The proposed works will include, but not be limited to, the following:

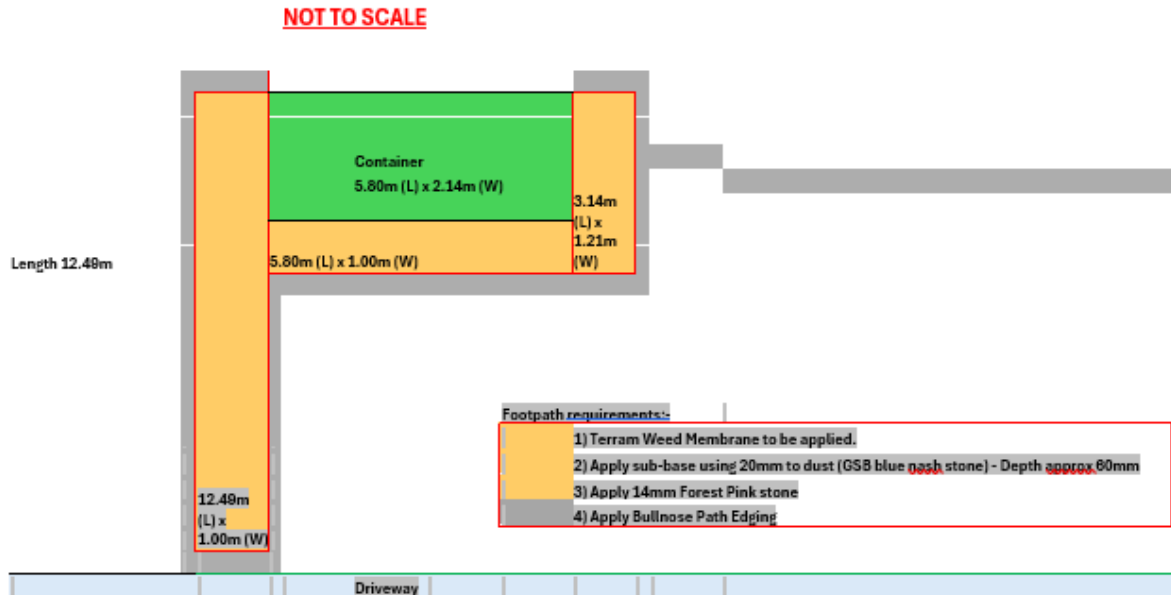
- Setting out the footpath in accordance with the supplied diagram and measurements
- Excavation to the required formation level.
- Installation of specified edging to define the path.
- Supply and installation of a compacted Type 1 sub-base.
- Installation of a weed-suppressant membrane.
- Laying, levelling and compacting the specified gravel finish.
- Formation of the path so that it runs in front of the container and down to the driveway on the left-hand side, ensuring adequate space is retained for future burial plots.

### **Programme, Labour and Plant**

- Estimated duration: Please confirm approximate duration of works, subject to ground conditions and weather.
- Labour: Please confirm how many operatives will be on site.

- Plant and equipment: Please confirm what plant and equipment will be used for the works.

Due to the current weather conditions, we do not anticipate commencing the works until warmer weather conditions prevail and that the preferred delivery window will be from late April to May onwards in the new financial year.



All contractors met with the Deputy Clerk prior to submitting quotations.

In accordance with the scope of works, five local contractors were invited to quote for the work, and this is summarised below.

	Location	
1	Ledbury	£3,775.00 + VAT
2	Ledbury	No response
3	Ledbury	£3,280.00 + VAT
4	Ledbury	£2,750.00 + VAT
5	Ledbury	£4,500.00** + VAT

### Summary of works delivered:

Contractor 1 – As above, is new to the Council and have not yet undertaken specific work to date.

Contractor 3 – Has undertaken general maintenance and upkeep of the Cemetery undertaking mowing and strimming assignments.

Contractor 4 – Constructed and installed the new wooden perimeter fencing around the skip area in the Cemetery.

Contractor 5 – This contractor is in the process of undertaking repairs and remedial works to some of the hanging basket posts in Town.

As detailed above, the main key metrics also apply to this project.

Please also note that Contractors 1, 4 and 5 are the same for both the repointing works and gravel pathway. As such, these contractors were approached to determine whether any cost savings could be offered if they were awarded both contracts.

The outcomes are as follows:

Contractor 1 – No response was received within the specified timeframe.

Contractor 4 – Confirmed that their pricing remains at capacity, citing increased material costs since the original quotation submission.

Contractor 5\*\* – Confirmed a willingness to offer a discount of £200 per project, should they be awarded both contracts.

It is anticipated that works will take up to five days to complete, with two/three operatives on site each day.

Should Members agree to proceed with these works, then contractors will be advised that if there are any funerals taking place, that works will need to be halted and their vehicles moved from the area for the duration of the funeral.

### **Financial Implications**

Funding for both areas of work will be allocated to the following budget lines:

- i. Perimeter wall repointing works – CC102/NC4223 – Cemetery & Buildings/Perimeter Wall repairs. The £2,000 Budget allocation from 2025/26 has not been spent and therefore will be carried over into 2026/27. There is a budget allocation of £3,000 in 2026/27 which provides a total sum of £5,000. This is sufficient to cover the cost of two of the quotes, however if either of the higher quotes were chosen the additional funds would need to be taken from EMR 335 Amenity & Public Spaces\*
- ii. New pathway – CC102/NC4206 – Cemetery & Buildings/Grounds Maintenance – 2026/27 Budget allocation £3,000 which will cover the cost of one of the quotes received, however if Members were to choose a higher quote the additional funds would have to be taken from EMR 335 Amenity and Public Spaces\*.

\*As of 24 April 2026 EMR 335 Amenity and Public Spaces has a balance of £15,404.05.

### **Recommendation**

**That Members give consideration to the quotations received in respect of the repointing works and new gravel footpath at Ledbury Cemetery and subject to Members approval, Officers be instructed to appoint contractors to undertake the works as follows:**

**1 Repointing Works**

Contractor No. 1 - £1,580.00  
Contractor No. 3 - £7,500.00  
Contractor No. 4 - £9,498.00  
Contractor No. 5 - £4,680.00 \*\*

**2 New Gravel Footpath**

Contractor No. 1 - £3,775.00  
Contractor No. 3 - £3,280.00  
Contractor No. 4 - £2,750.00  
Contractor No. 5 - £4,500.00 \*\*

\*\* £200.00 reduction per project if awarded both projects.

Please note all quotations are exclusive of VAT at 20%.

All costs to be met from cost code 102 Cemetery and Buildings for the 2026/27 financial year, being:

Nominal code 4223 Perimeter repairs - £5,000; and

Nominal code 4206 Grounds maintenance - £2,946 (current balance at 24.04.26).

For funds over and above these amounts, to be sourced from EMR 335 Amenity and Public Spaces, which currently has a balance of £15,404.05 as of 24 April 2026.

## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>7 MAY 2026</b>	<b>AGENDA ITEM: 26</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **UPDATE ON DEFIBRILLATORS**

#### **Purpose of Report**

The purpose of this report is to update Members on the status of new defibrillators in and around the Town.

#### **Detailed Information**

Members will note that a report was presented to Full Council on 12 March 2026 (Minute no. C1218 refers) updating progress on the installation of new defibrillators at both Bridge Street and The Langland. Signage has now been installed at both kiosks, informing the public of the presence and location of the defibrillators.

#### **1. Furlong Court**

At the time of the last report, Members were waiting for the outcome of the vote that was taking place at the Furlongs to gauge whether the local residents of the Furlongs were in favour of having a defibrillator installed on Anchor's site office. The response from Anchor was received on 13 March 2026 and is as follows:

*"Following LTC's proposal to install a defibrillator at Furlong Court, I have consulted with the residents to establish whether there is support for the installation. The outcome of the voting process did not produce a majority in favour.*

*Several residents also proposed an alternative location for consideration: the disused telephone box on Byfield Road\*, approximately a two-minute walk from the scheme. This option would remain within acceptable response time parameters while providing additional benefit to the wider community.*

*I would welcome your thoughts on this suggestion".*

\*The mention of Byfield Road in the above email is an error, the road being referred to is Bramley Close."

Clearly this response was disappointing for some members of the Furlong community. It has been clarified that the phone box referenced is located off Biddulph Way, on Martins Way, opposite the playing fields. This phone box was formally adopted by Ledbury Town Council in May 2020.



At the Full Council meeting on 24 July 2025 (Minute Ref: C904), it was resolved: “*That Ledbury Town Council support the local resident in respect of funding the installation and continued maintenance of an AED defibrillator in the locality of Bramley Close, Ledbury.*” It is therefore proposed that a defibrillator be purchased and installed at the Biddulph Way phone box location, which has already been adopted by the Council, with associated costs funded from EMR 336 – Community Projects, which has a balance of £12,185.35 as of 24 April 2026.

## **2. Bence – Existing Defibrillator**

As recorded in the report submitted to Full Council on 12 March 2026, it was noted that a defibrillator had previously been located on the Bence building but that it had not been in use for approximately seven years. Officers contacted Bence to explore the possibility of purchasing or contributing to a replacement defibrillator. While Bence acknowledged the importance of maintaining community access to this equipment, they have indicated that, due to the current financial climate and budgetary pressures, they are unable to fund or contribute towards a replacement or ongoing costs at this time.

Officers are pursuing alternative options to identify other large businesses in the vicinity who may be willing to sponsor a defibrillator such as Home Bargains & Galebreaker, and will provide Members with further updates in due course.

## **3. Railway Station**

Officers have been in contact with BT Payphones, who confirmed that the decommissioned phone box at Ledbury Train Station is located on land owned by West Midlands Trains (WMT) and has not been adopted by any other party to date. Officers have therefore registered the Council's interest with BT Payphones to adopt the kiosk, subject to formal written permission from WMT.

Under current BT policy, if a kiosk is sited on private land, the landowner may adopt it, or another eligible party may do so if written permission (email accepted) is provided.

Officers have since met with a representative from WMT and are pleased to report that WMT will be purchasing and installing a defibrillator, which will be located on the rear of the old wooden ticket office. WMT will also take full responsibility for the ongoing maintenance of the defibrillator, including replacement pads.

As noted previously, the Council had expressed an interest in the kiosk regardless of WMT providing a defibrillator. The empty kiosk presents a valuable opportunity to be transformed into a small satellite Tourist Information Centre, where leaflets can be made available for passengers arriving at the station.

BT Payphones have also confirmed that, as the kiosk is not listed, they have no objections to the Council repainting it in a different colour.

### **Financial Implications**

Members have previously been advised that there is no allocation in the 2026/27 financial year for the purchase of a new defibrillator. Consequently, the costs associated with the Biddulph Way defibrillator will need to be met from EMR 336 – Community Projects, which currently has a balance of £12,185.35 as of 24 April 2026. Members are reminded that funding for a defibrillator in the locality of Bramley Close, Ledbury, was agreed at Full Council on 24 July 2025 (Minute Ref: C904).

The costs for the defibrillator are as follows:

Cardiac Science G5 Fully Automatic AED	990.00
Defibrillator Cabinet AEDdonate 4000 Locked Cabinet	450.00
Defibrillator Signage for Telephone Box	48.00
Rescue Ready Kit – AED Starter Kit	<u>0.00</u>
	1,488.00
VAT at 20%	<u>297.60</u>
Total	<u><u>1,785.60</u></u>

This defibrillator will be consistent with those already installed at The Langland and Bridge Street, making the ordering of replacement pads and accessories more straightforward. Heating Maintenance Services Ltd has also confirmed that they will install the defibrillator free of charge.

Members should note that, should the Council wish to commission additional defibrillators, funding stream EMR 336 – Community Projects would need to be utilised. Officers will continue to approach larger businesses in the town to encourage them to support the community by purchasing or sponsoring defibrillators, and officers will also investigate any potential grant funding for any future projects.

### **Environmental Considerations**

Defibrillator (AED) installations in and around Ledbury should minimise visual and ecological impact, particularly in conservation areas or near listed buildings, while ensuring safe, year-round access. Outdoor units should be energy-efficient, with heating or lighting carefully managed, and batteries handled responsibly in line with WEEE Regulations (*Waste Electrical and Electronic Equipment*). Durable, low-

maintenance materials should be used, and sites should avoid flood-prone or sensitive habitats to support sustainable long-term operation.

**Recommendation**

**That Members note the previous approval for the purchase of a defibrillator and its installation in the locality of Bramley Close, Ledbury, confirmed on 24 July 2025, which is now proposed to be installed at Biddulph Way, on Martins Way. The costs for this defibrillator amount to £1,488.00 plus VAT and all associated costs are to be met from EMR 336 – Community Projects, which has a balance of £12,185.35 as of 24 April 2026.**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE  
HELD ON 23 APRIL 2026**

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**PRESENT:** Councillors Chowns, Harvey (Chair), Hughes, and Morris

**ALSO PRESENT:**

Angela Price – Town Clerk

**R344. APOLOGIES FOR ABSENCE**

None received.

**R345. DECLARATIONS OF INTEREST**

None received.

**R346. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 2 APRIL 2026, AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

That the minutes of the meeting of the Resources Committee held on 2 April 2026 be approved and signed as a correct record.

**R347. DATE OF NEXT MEETING**

**RESOLVED:**

1. That the meeting scheduled for 7 May 2026 would not take place in order to allow a meeting of Councillors to be scheduled ahead of the Annual Council meeting.
2. That the date of the next meeting of the Resources Committee will be determined at the Annual Council meeting on 14 May 2026.

**R348. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

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

**STAFFING MATTERS****1. Employee Assistance Programme (EAP)**

Members were provided with additional information in respect of the quotes received for provision of an Employee Assistance Programme.

**RECOMMENDATION:**

**That a recommendation be submitted to Full Council that company B be appointed to provide EAP services to Ledbury Town Council at a cost of £1,108 plus VAT per annum for a period of 36 months.**

**2. Staffing Review Update**

Members were requested to give consideration to various matters relating to the Staff Review. The Clerk provided clarification on a number of the points raised within the report and the additional information provided by Hoople.

Members agreed that they require more detail as to how the scoring process has been calculated and it was agreed that in respect of the new role referred to in point one of the recommendations no further discussion be had at this meeting pending further information to be discussed with Hoople, but recognising that the 80/20 ratio is an important in terms of role matching for the consultation process.

The Clerk provided Members with advice received from Hoople stating that as the Clerk's role was part of the staff structure and therefore part of the review process the Clerk should now step back from direct involvement in the decision making and consultation process of the staff review, to help ensure the process remains transparent and fair, whilst also protecting the employee. Hoople advised that they would be happy to support or lead the consultation process on behalf of the Council in an independent capacity, but that it would be beneficial for a member of the Council to be visibly involved, as this would provide reassurance to staff and strengthen overall confidence in the process.

It was suggested that two Members of the Resources take the responsibility for taking the process forward on behalf of the Resources Committee with consistent support from Hoople, noting that there may be times where only one Councillor is available to attend alongside Hoople.

**RESOLVED:**

1. That Councillors Chowns and Harvey lead on the staff review process on behalf of the Resources committee, with support from Hoople as the lead and administrative support from the Clerk.
2. That the Clerk contact Sarah Watkins of Hoople to request a meeting with Councillors Chowns and Harvey as a matter of urgency.
3. That the amendments be made to the job description of the new role referred to in point one and sent to Hoople for a further review.
4. That a decision on whether to accept the evaluation scores in respect of all roles be deferred until Councillors Chowns and Harvey have had the opportunity to discuss this further with Hoople.
5. That the guidance set out in the Green Book be followed in respect of pay protection where this applies.
6. That the Clerk provides a master copy of all the documentation received from Hoople so far to Councillors Chowns and Harvey.
7. To note that should any member of staff request voluntary redundancy the Council would be open to receiving these requests to be considered on a case-by-case basis.
8. That a feedback form be drafted by Hoople to provide a consistent approach to feedback from staff and that this to be provided to Councillors Chowns and Harvey.
9. That point 7 be acknowledged as something that will need to be completed in due course and clarification be sought from Hoople that this would be something the Clerk, as the Head of Paid Services could do in respect of this process.
10. That Hoople be asked to assist with the preparation of the consultation document, to be signed off by Members.
11. That Hoople be asked to draft a template consultation letter to staff.

12. That a meeting be arranged with the Unions to meet with Councillors Chowns and Harvey and Hoople, following confirmation of the timescale for the preparation of the Consultation document.

The meeting ended at 18:42.

Signed ..... Date .....

DRAFT

## LEDBURY TOWN COUNCIL

### MINUTES OF AN EXTRAORDINARY MEETING OF THE MASEFIELD MATTERS PROJECT BOARD HELD ON 21 APRIL 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), Isabel Lewis (IL) (Project Assistant Intern), Andrew Meredith (AM) (Consultation Specialist), Angela Price (AP) (Town Clerk), Janine Rusby (JR) (Consultation Specialist)

#### 63. APOLOGIES FOR ABSENCE

It was noted that TK would be joining the meeting online shortly.

#### 64. A PRESENTATION FROM JANINE RUSBY AND ANDREW MEREDITH ABOUT THE CONSULTATION PROCESS

JR and AM gave a brief presentation overviewing the plans for the memorial agreed to by the NLHF in the original application. They outlined the next steps of the commissioning process and outlined what had occurred in the consultation process.

(TK joined the meeting at 9:44)

NM mentioned that the consultation trips to Monmouth and Cardiff were beneficial and inspiring, it was a shame that only a small number of the core group came. He noted the core group seemed generally constructive and well informed.

JR shared list of the top ten public survey responses and then shared how these were ranked by the core group. She then reiterated the aims of the project and the Lottery guidelines.

#### 65. AN OPPORTUNITY TO ASK QUESTIONS ABOUT THE REPORT

CT asked if the memorials visited in Cardiff and Monmouth had similar budgets to the Masefield memorial. JR and IL replied that some had much larger budgets, but there were a range of budgets represented in the memorials visited.

CM asked if any funds above the match funding had been raised, JP replied that so far no extra had been raised, but match funding had been reached.

EC noted that she and JP would have a subsequent meeting with Hywel Pontin, a member of the core consultation group who had extensive experience with commissioning public art. He would be able to advise on the commissioning process.

## **66. TO REVIEW THE FINAL THREE PROPOSED MEMORIALS PROVIDED BY THE CORE CONSULTATION GROUP**

It was decided that each Board Member would share their thoughts on the form of the memorial in turn.

Christine Tustin:

CT felt that tourism was an important part of the town's economy and would like to highlight Ledbury's alleys within the memorial. She shared an idea for a central creative artwork surrounded by interpretation. She highlighted the importance of including Masefield's words within the memorial. She suggested that the courtyard of the Burgage Hall would be near the centre of town but also encourage visitors to come down Church Lane. Another advantage of this location is that it can be locked at night to reduce the risk of vandalism.

John Holmes:

JH noted that it is important we think about what the community has asked for and what can realistically be achieved within the budget. He suggested that creating something people will meaningfully engage with is important. He raised concerns that a dedicated space may be difficult to maintain. He would prefer a mixture of aspects as suggested by CT that builds in memorials that are already in Ledbury. JR noted that most existing local walks do not feature Masefield.

Amy Howard:

AH highlighted the need for inclusivity and that the memorial is an opportunity to work with a range of local voices. She noted that Queenswood has a trail of boards that have wind-up speakers that read poetry. She suggested that a trail ending with a sculpture or bench would be appropriate. She suggested that Ledbury already had plenty of indoor spaces, but there may be more potential in an outdoor space.

Nick Morris:

NM stressed the need to involve local people, especially young people. He also felt that there was a need to make the memorial engaging.

Caroline Magnus:

CM expressed interest in the idea of a sculpture or dedicated outdoor space (but this must be near the town centre). She agreed with CT's idea of a memorial with a trail leading to it. She suggested that the impact on the local economy and tourism be considered. CM was concerned with durability and sustainability, and that the memorial remains focussed on Masefield. She reiterated that interpretation surrounding the memorial is important.

Tim Keyes:

TK suggested that Masefield led a fascinating life, and this should be celebrated alongside what he wrote. He also stressed the importance of including enough information alongside the memorial to encourage people to find out more. He suggested that a trail could tie different places already related to John Masefield around Ledbury together well but does not think that need necessarily end with a dedicated space or central statue.

Philip Errington:

PE raised concerns about ongoing maintenance. He noted there are already dedicated spaces to Masefield in Ledbury, including the John Masefield Society Archive and their display cabinet. He mentioned the screen in the Master's House that is currently not functioning, noting that this, and other Masefield spaces, could form part of the memorial should it be repaired. PE stressed the need for the memorial to be appropriate to Masefield and raised concerns about properties connected to Masefield being on a trail, as they are still occupied by private individuals. He reiterated the idea of the trail ending in a focal artwork, noting the green space in front of the Master's House may be appropriate. JR noted that the core consultation group supported repairing the digital display

Justine Peberdy:

JP noted that there is a commitment from LTC to maintain the memorial. The choice of materials could impact the longevity of the memorial, and artists will have to address the issue of maintenance and longevity in their plans. She saw the memorial as an opportunity to capitalize and enhance the assets the town already has. She noted the submissions often mention the Box of Delights, and that drawing on this work could boost the appeal of the memorial, as could reference to Masefield's life story. She also noted that any statue must not be representative of John Masefield himself.

PE asked if the National Lottery Heritage Fund categorically would not fund a statue of John Masefield. It was noted that it is not specifically disallowed, but this idea had not been endorsed by the consultation process.

CM asked why a traditional statue had moved from ranked second in the public survey to fifth by the core consultation group. AM and JR explained the overall consultation process and the criteria the ideas were judged against.

In response to discussion of location and maintenance of the memorial, AP noted that LTC owns very little land, with most land in the town owned by Herefordshire Council. She noted that LTC manages St Katherine's Square and currently is responsible for maintaining the Town Trail and has staff to carry out maintenance. She also noted that QR codes are a form of interpretation that are easy to replace if needed.

JR noted that lottery require digital maintenance for five years.

PE suggested that a figurative statue of wolves running be considered as a centrepiece to a trail.

## **67. TO VOTE BY BALLOT ON THE FORM OF THE MEMORIAL**

A ballot was held to vote on the focus of the memorial. 5 voted for a trail, 3 for a non-traditional sculpture, and 0 for a dedicated space.

**RESOLVED:**

**The focus of the memorial will be a trail.**

JP noted that this decision will be passed as a recommendation to Full Council on the 7<sup>th</sup> May. She and EC will draft a brief for artists, which will go back to the board for suggestions.

It was noted that the Communications Subgroup will meet soon. EC noted that any press releases need to be sent to the NLHF a week in advance for approval.

**68. DATE OF NEXT TWO MEETINGS**

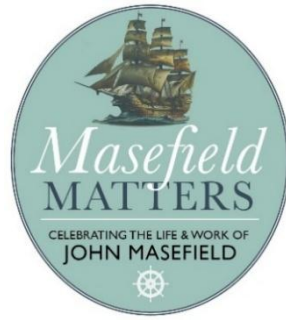
Tuesday 19<sup>th</sup> May at 2pm in the Committee Room.

Thursday 16<sup>th</sup> July at 11am in the Committee Room.

The meeting ended at 11:01

Signed..... Dated.....

DRAFT



# Masefield Matters

## Memorial Consultation Report

### 7 April 2026



Consultation carried out by  
A Meredith Associates and Engaging Heritage



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## Background

Ledbury Town Council (LTC) has received a National Lottery Heritage Fund (the Heritage Fund) grant of £220,000 to fund the project, **‘Masefield Matters, rediscovering the life and work of the writer John Masefield on the 150<sup>th</sup> anniversary of his birth in Ledbury.’**

Thanks to money raised by National Lottery players, the project will explore the legacy of John Masefield through a range of events celebrating his work, his life, and the things that mattered to him, as well as leaving a legacy in some form of ‘memorial’.

The overall **Project Vision** sets the context for the Community Memorial Consultation exercise that this document reports on:

*“Everyone read John Masefield in the 1920s, he was a best-seller. His inspirational life and work have now faded from view. The 150th anniversary of his birth in Ledbury in 2028 is an opportunity to rectify this. Through a programme of activity exploring the things that mattered to him - people and place, the countryside and the sea, seafaring life - the community will become reconnected with the Ledbury Poet and their newly gained insight will be harnessed in the co-development of a memorial to him. **What form the memorial will take** – a trail featuring his words, a sculpture of running wolves, a digital rendition of the poem Everlasting Mercy – **will be decided by the community.**”*

With the full Masefield Matters project lasting for three and a half years, from January 2025 until completion in August 2028, there has been a great deal of community engagement by the volunteers, Project Board, paid project staff and partners.

The project will culminate with a public memorial celebrating John Masefield's 150th anniversary in 2028, as well as a celebratory community event. The form this memorial takes will be chosen by the community through a series of consultation workshops, surveys and explanation of the range of memorials, sculptures and public artworks elsewhere to inspire the potential that may be created by and for Ledbury.

Two of the Heritage Fund's Approved Purposes overlap and incorporate the actions to:

- Generate two to three memorial recommendations ensuring the environmental impact is minimal, includes future maintenance plans and benefits the local community and economy.
- Facilitate workshops to explore what form a “memorial” to Masefield should take and be located, including physical and online options.

## Working party and decision making

LTC have appointed external consultants to lead the initial consultation phase, working closely with the project staff, and with the community about what form the memorial might take. The consultants have shared ideas and listened to the community for around six months. They have taken insights from a working party to synthesise the broad range of community suggestions down to three types of memorial suggestions. These types of end-products are being presented to the Project Board steering group and Ledbury Town Council to be the final decision makers.

These ideas will be filtered into three strongest ideas to take forward to the Board meeting on week commencing 27<sup>th</sup> April 2026. The consultation phase consultants will provide an overview of the options including issues to be considered around future maintenance plans, and benefits to the local community and economy. Recommendations will also consider National Lottery Heritage Fund Investment Principles, part of their criteria for funding schemes. This report will help the Board decide which idea to put forward to Ledbury Town Council at their committee meeting on Thursday 7<sup>th</sup> May 2026.

## The consultants

### Who are we?

Andrew Meredith from A Meredith Associates and Janine Rusby of Engaging Heritage, experienced heritage and tourism specialists, are working with the project team to engage with members of the public on options for the Masefield Memorial.

Appointed in summer 2025 the consultants worked throughout the project's initial Masefield Matters Familiarisation Phase, and the second Consultation Phase. They have attended events such as Heritage Open Days, U3A Masefield Archive group and been running community engagement events. This has enabled the consultants to support the project staff in the wider community engagement activities and lead to informed conversations about the potential Masefield memorial in the wider community.

The initial client project plan allowed for a short 6–8-week window, but it is hoped that by undertaking this longer period of consultation and deeper engagement, it has led to a greater breadth and more informed depth of input from the community.

## Methodology Overview

1. Forming a working party to help direct consultation
2. Provide background research and inspiration on memorials to be shared at public events and on the project website. (see [www.ledburytowncouncil.gov.uk/en-gb/masefield-matters-consultation](http://www.ledburytowncouncil.gov.uk/en-gb/masefield-matters-consultation) )

3. Providing resource support, surveys and limited attendance at events from late summer 2025 to spring 2026
4. Running specific activities where members of the public can attend and share their views (6<sup>th</sup> February 2026, U3A Masefield Archive research group at Ledbury Library and open event 5-7pm at Ledbury Community Hub)
5. Running an online survey for those unable to attend in person events – which enables not only local people, but those members of the John Masefield Society and others across the country to have a valid input
6. Facilitating three guided Field Study Visits to other destinations to see a diversity of memorials / public art/ commemorative media/ interpretation in order to help inform and inspire
  - Visit to Monmouth 27<sup>th</sup> February 2026
  - Visit to Cardiff Bay 27<sup>th</sup> February 2026
  - Visit to Malvern Route to the Hills 3<sup>rd</sup> March 2026
7. Supporting the Masefield Matters project team on their wider consultation activities and awareness raising.

### Working party

A consultation panel was formed to support the consultation process and broaden ownership of the issues and opportunities. Representatives were sought from a wide range of groups and organisations within the Ledbury/ Herefordshire area. Contacts were led through the Project Manager and Town Council connections. Whilst many organisations were initially highlighted, the level of willingness to be involved was a little disappointingly low. This may reflect the limited awareness around John Masefield and how bodies felt it was/ was not relevant to them to be more closely involved.

Participants actively engaged in the meetings and helped to shape the next steps. The early meetings explored how public opinion could be used to shape the process; what was meant by a ‘memorial’ and the indicative range of examples; and how the subsequent Field Study Visits could be used to support the decision-making process. Only one person attended all the planning meetings and visits.

Date	Meeting	Present	Number
7/11/2025	<p>Consultation Steering group Meeting 1</p> <p>Looking at how the group would function and potential additional members</p>	<p>Arthur Green (local business owner)</p> <p>Nic Sims (Project Lead, Ledbury Community Hub)</p> <p>Emalee Beddoes (Herefordshire Museums)</p> <p>Project manager Emma Clowsley</p> <p>Consultation Consultants (Andrew Meredith &amp; Janine Rusby)</p>	6

23/1/2026	<p>Consultation Steering group Meeting 2</p> <p>Planning visit</p>	<p>Stephanie Harrison (Herefordshire Council)  Stephen Chappell (poet)  Sonia Bowen (Ledbury Carnival Association)  Penny Wolfson (U3A)  Jackie Tweedale (John Masefield Society)  Nic Sims &amp; (Project Lead, Ledbury Community Hub)  Bethan Martin (Oatleys Meadow Project Lead)  Nia Grinnall (Market Lodge Nursing Home)  Ali Braithwaite (Ledbury Places trustee)  Sara-Jane Arbury (Red Earth Arts CIC)  Project Manager Emma Clowsley  Consultation Consultants (Andrew Meredith &amp; Janine Rusby)</p>	13
6/2/2026	<p>Attended in person consultation discussions in Ledbury</p>	<p>Penny Wolfson (U3A)  Jackie Tweedale (John Masefield Society)  Nic Sims &amp; (Ledbury Community Hub) Bethan (Oatleys Meadow Project)  Project Manager Emma Clowsley  Isabel Lewis, Project Assistant  Consultation Consultants (Andrew Meredith &amp; Janine Rusby)</p>	10
27/2/2026	<p>Visit morning Monmouth  Visit afternoon Cardiff Bay</p>	<p>Isabel Lewis  Janine Rusby  Andrew Meredith  Liv Trueman, LTC  Community Engagement Officer  Catrin Meredith (resident, no relation to Andrew)  Nick Morris (Cllr &amp; board member)  Joyce Mason (resident)  Hywel Pontin (resident)  Penny Wolfson (U3A &amp; resident)</p>	10

		Fliss O'Neill (resident and arts activity deliverer)	
3/3/2026	Visit to Malvern – Routes to the Hills	Andrew Meredith Isabel Lewis Penny Wolfson (U3A & resident) Bob Wolfson (resident) Catrin Meredith (resident) Hywel Pontin (resident)	6
20/3/2026	Consultation Steering Group meeting 4  Reviewing the consultation responses against the NLHF guidelines	Project Manager Emma Clowsley Isabel Lewis, Project Assistant Penny Wolfson (U3A) Jackie Tweedale (John Masefield Society) Hywel Pontin (resident) Arthur Green (local business owner) Griff Holliday (Ledbury Food Group & resident) Leslie Ingram (Stanza Poets & resident) Stephen Chappell (poet) Consultation Consultants (Andrew Meredith & Janie Rusby)	11

At the January meeting the group indicated that they felt this was an effective approach to coming towards a consensus around the type of memorial to be focused on. The group liked this project approach - *“People of the community all put the idea into a pot of ideas.”* Then the community decides.

## Consultation

### In person events

There were two in person consultation events on 6<sup>th</sup> February 2026

1. U3A History group including representatives from the John Masefield Society (5 people)

This regular group meets monthly to actively explore the archive of John Masefield. The participants took part in informal discussions with the consultation consultants. They had realistic expectations based on the budget constraints with the idea's trails, event to the annual poetry festival and improved interpretation explaining about John Masefield.



Members of Ledbury U3A History group support the research of the John Masefield Archive, situation in Ledbury Library.

Some observations from this group, pertinent to how the memorial concept might be developed include:

The research being carried out has started to change attitudes, with one member admitting to *“not really being interested in poetry”* at first but was drawn into Masefield’s story around the World War I elements of his writing. This began to reveal that, *“the man behind the poetry was much more interesting, His influences are a really interesting spin off.”*

From looking into Masefield’s works, letters, correspondence and sharing of his published books, it was clear *“he was a benefactor, he sponsored so many things.”*

*“It would be good to have an outdoor interpretation board to tell his story in public”*

Regular attendee of the John Masefield Archival group

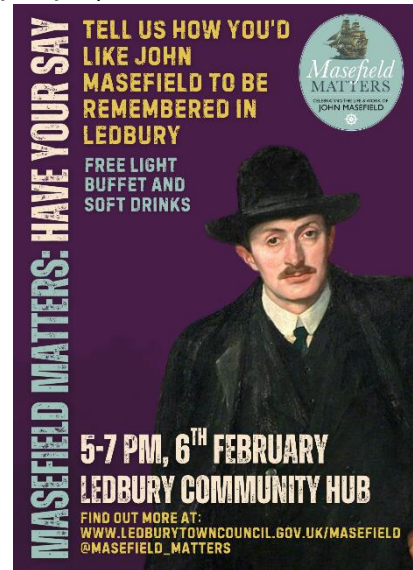
## 2. Open event 7-9pm Ledbury Community Hub (31 people)

This open event was well attended by the local community. It was advertised extensively on social media for the month before (Instagram reel views 1,039), on the project website and notice boards across Ledbury.

A range of enlarged photographs of types of memorials and media were displayed, along with a rolling PowerPoint presentation to give the community a flavour of what might be achievable.

People who came to the event stayed for a long time discussing their ideas for the memorial and showing a clear passion for John Masefield's link to the town and Ledbury itself.

They completed paper and online survey forms, left post-it note comments and engaged in discussions with members of the project team. The formal surveys were added directly into the database of the online survey.



Some insights were offered that have been drawn into the approach.

In terms of getting closer to the final 'competition' shortlist for commissioning, something to consider may be, *"Do you want an Artist involved who is 'famous', but the artwork looks the same as in other places? Or is it something that is more locally distinctive"* irrespective of the stature of the artist-maker?

*"A trail is such a cool idea"* linking up existing elements already celebrating Masefield around the town and adding to it.

A couple of consultees during the evening, including one Project Board member complimented the approach taken to the public consultation around creating an appropriate memorial, and the achievements of the broader project. *"I think that what you're doing with this project is so great. It's got multi win-win-win. People are excited."*

*"It's really good that you're involving all demographics."*

*"Well done, that we have someone important in the town and we are sharing him."*

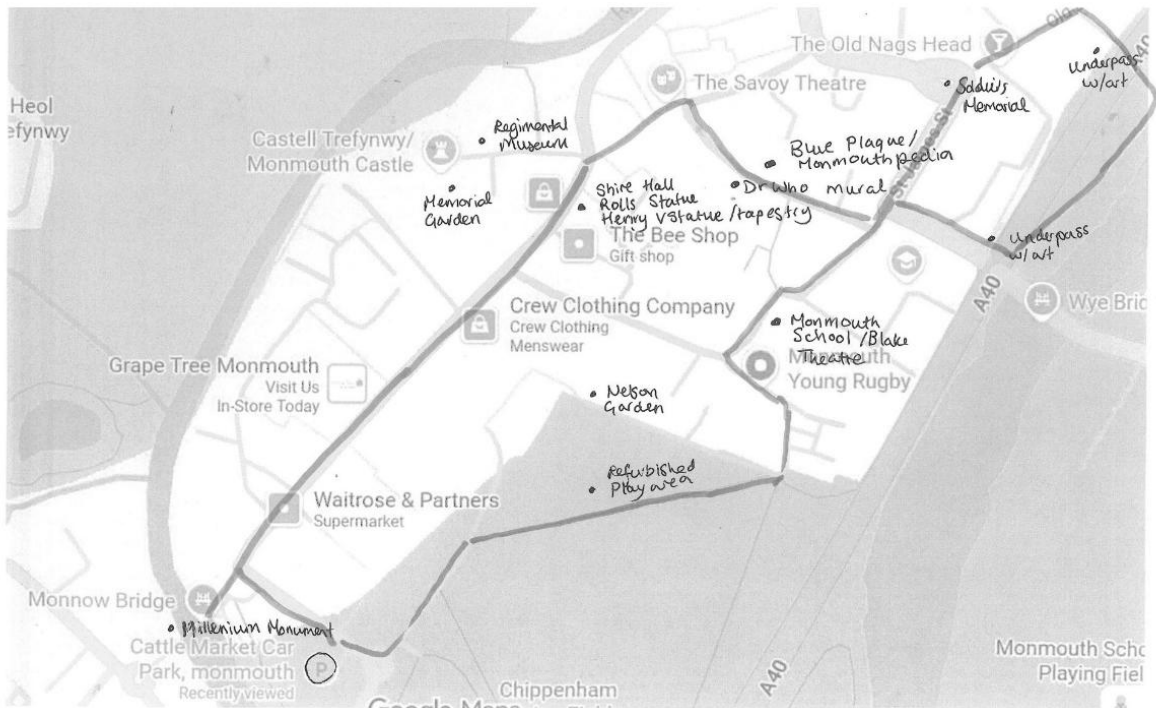
One positive outcome from the event was that it generated one additional community resident with a background from previously managing an arts centre and commissioning of artworks to then join the subsequent Field Study Visits and consultations.

## Consultation Field Study Visits

### 1. Visit to Monmouth 27<sup>th</sup> February 2026

10 people attended a field study visit to explore the monuments, memorials and public artworks available in Monmouth. Project Assistant Isabel Lewis, toured participants around an exciting range of public art and memorials including:

- Mosaics
- Underpass murals
- Traditional bronze statues
- Steel cut outs of figures
- 3D Ceramic tiles providing history of the town
- Blue plaques and smaller commemorative plaques
- Memorial gardens and parks
- Memorial buildings (library and school)
- Interpretation panels and signage
- QR codes
- The route used was as follows:



The group were amazed to find so many different examples of memorials in such a small space. They were particularly taken with a trail made from ceramic poppies no larger than 10 centimetres in size, that were dotted at various locations. They commented that *“once you got your eye in you could spot them everywhere”*. One trail used QR codes linked to Wikipedia, which they had come across before.

Images of the group exploring public art and memorials in Monmouth





### Key Learning Points of the Field Study Visit

A **key learning point** from the group, including a resident and one who had visited 'hundreds' of times before, was that there were numerous features seen by them for the first time ever.

*"Seeing things new that I have never seen before, even though I have been here countless times before."*

*"The value of going around with acquaintances. Each person is looking and pointing at different aspects" of the features on the tour.*

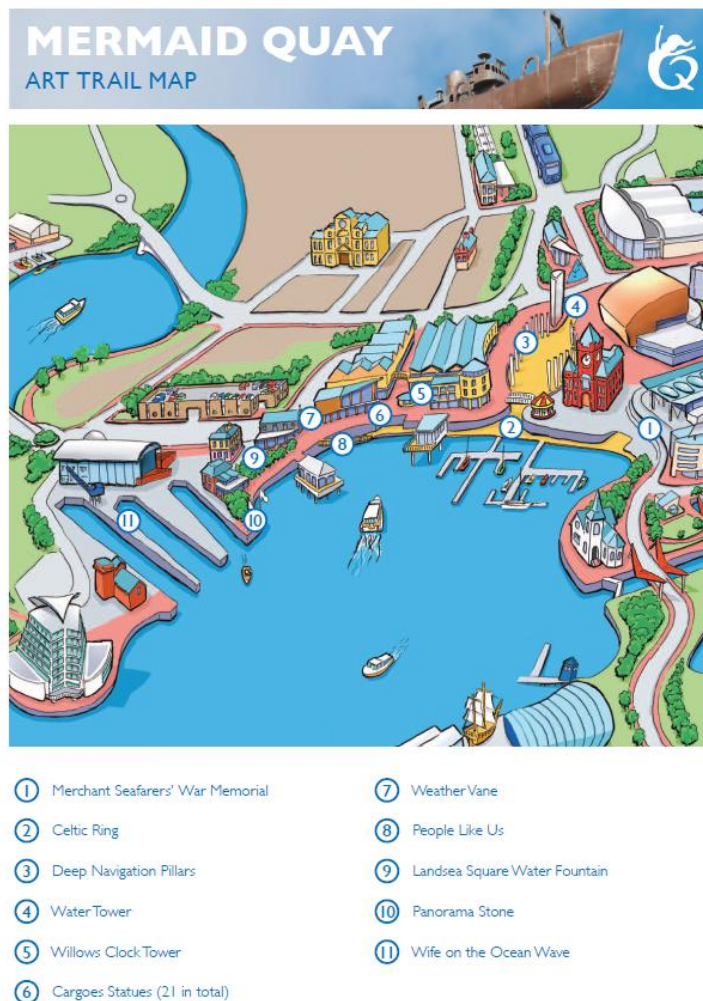
Simply crossing over the medieval bridge to the other side of the less visited town – where tourists were less likely to visit and to an area more known / passed by

residents resulted in seeing a previously unknown set of heritage/ memorial features, that likely many visitors would not see.

*“The visits were incredibly valuable. They encouraged me to think more deeply about how future developments might fit within Ledbury and how we can create something that genuinely belongs to the community.”* Cardiff & Monmouth visit participant

## 2. Visit to Cardiff Bay 27<sup>th</sup> February 2026

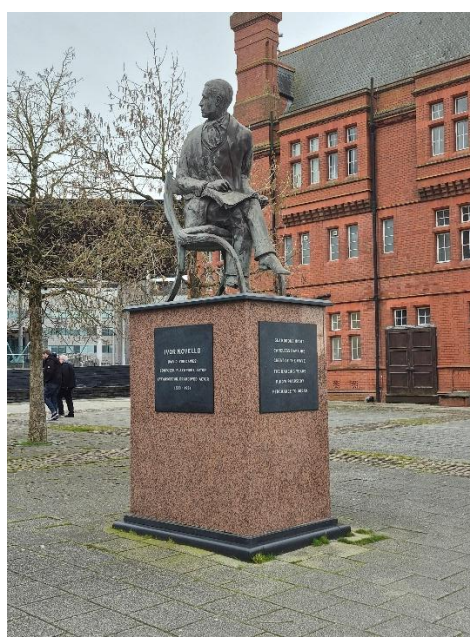
10 people attended a field study visit to explore the highly varied range of media used for traditional and artistic monuments and public artworks available in Cardiff Bay, including the trail based on John Masefield’s poem ‘Cargoes’. In advance, two separate public art/sculpture trail leaflets were shared with the group, and printouts used on the day.



Whilst the group found the Masefield inspired artwork fascinating, they were struck by how little interpretation was in place to help visitors identify the artwork (20+ metal sculptures positioned high up above shop fronts) and learn more about Masefield and his literary achievements.

One of the key discussion points on this part of the visit was how there was a substantial amount of exciting public art but very few items appeared to be linked or very clearly signified. There were some notable exceptions where QR codes were used next to memorials to invite the visitor to scan them to learn more. During the visit the project team utilised these opportunities.

Images of the group exploring memorials and public art in Cardiff





The 'Beastie Benches', a series of nine carved brick benches inspired by the mythical creatures brought to life in 'The Ballad of the Long-Legged Bait', one of the most well-known of Dylan Thomas's poems.



### Key Learning Points of the Field Study Visit

A **key learning point** from the group was that despite being provided with two trail leaflets locating features, on the ground, there were more memorials and public artworks, not on either trail – making a ‘mish-mash’ with very poor information available to a casual visitor. Issue around *“trails that don’t join up”*

Having interpretive material, panels, etc. in proximity to the feature was seen as beneficial, especially when the feature is more heritage message based than artwork led, *“to explain, as people do not necessarily see the purpose”* of the feature, *“or it is not able to speak for itself.”*

*“Once you get your eye in, you keep seeing more.”*

*“I don’t think the Cargoes from the ship were placed well”* high up above shop fronts in the street and the cargo ship on the roof with no interpretation to indicate it was a trail or what why it had been placed there.

### 3. Visit to Route to the Hills Trail, Malvern 3<sup>rd</sup> March

Andrew Meredith led people around the Route to the Hills tour in Great Malvern. Andrew was involved in developing the proposals and submitting the application, acquiring the grant from the National Lottery Heritage Fund for the trail, over a decade ago. Whilst not involved in the production of the resources or delivery of activities, he then undertook the evaluation of the project towards its completion. He was able to talk with knowledge about the development of the heritage interpretation telling the town’s stories and key historic personalities, blended with public art and tourism aspects of the project. Thus, it was a slightly different, heritage interpretation led set of structural features – as well as other existing monuments/ artworks in the town.

## Images of the group exploring public art and memorials in Malvern



### Key Learning Points of the Field Study Visit

A **key learning point** from Malvern's experience is that even with high end products installed, there were several examples of BB gun/air rifle pellet shots at interpretive panels, and many units were quite dirty from ground soil splashes or tree/flowering buds debris onto the panels. Indicating, none of the urban bodies had awareness, inclination or budgets to clean them. Ownership of the final memorial is key.

At the end of this visit one participant commented

*“These two days have been really good at considering the issues around memorials – cleaning, maintenance, care, settings, installation into the ground.”*

Malvern field study visit attendee

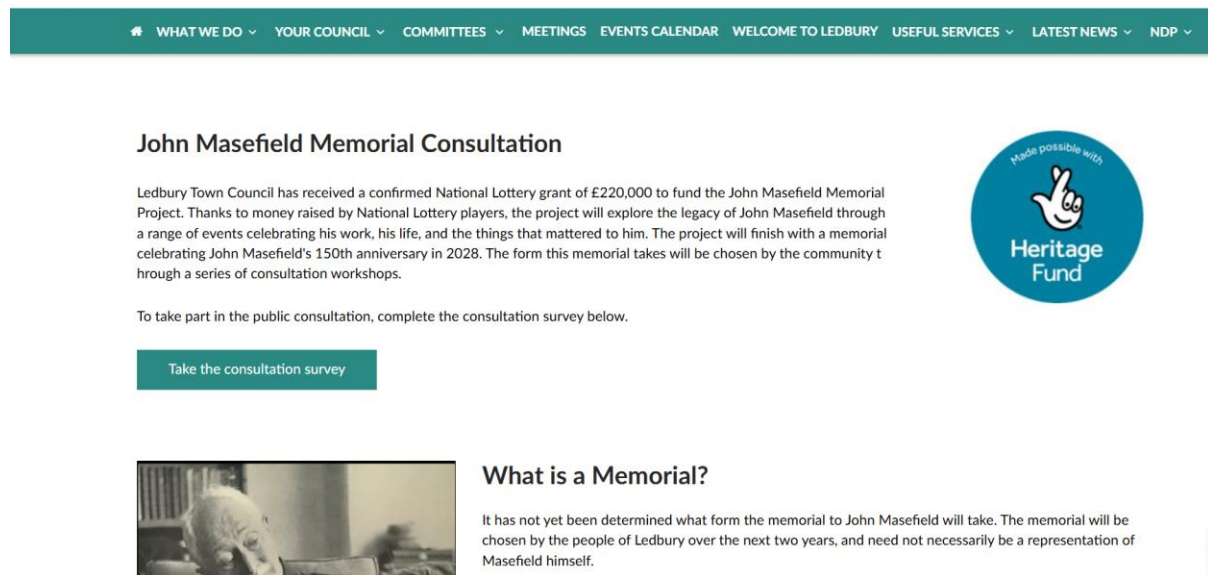
There was a demonstrated value of some features such as ornate bespoke designed fencing and benches having in-built interpretation which explained the town’s stories/ people associated with the memorial feature.

### Informal conversations

The project team has run numerous events within the town to raise awareness of John Masefield’s connection with the Ledbury and engage the public in the project. During these awareness raising opportunities, the team recorded informal memorial ideas shared by members of the public and these have fed into consultation ideas.

### Digital (online) survey

A digital (online) survey was created for those who were unable to attend an in-person consultation event, but who also want to feed in their views. The survey sat on a dedicated subpage in the Masefield Matters section of the Ledbury Town Council Website.



Screenshot of the consultation page <https://www.ledburytowncouncil.gov.uk/en-gb/masefield-matters-consultation>

The page also contains examples of different types of memorials from around the world to inspire respondents and encourage creative thinking.

### Bristol

Bristol is a city with plenty of history, as shown by its abundance of monuments and memorials. There are plenty of bronze statues in the city centre, but there are also buildings named for important individuals and events. One example is Cabot Tower, built on the 400th anniversary of John Cabot setting sail from Bristol. Bristol is also home to Queen Square, an open space surrounded by listed buildings named for Queen Anne.

(Clockwise from top left: Cabot Tower, bronze statue, Queen Square)



The online survey was launched at Heritage Open day 13<sup>th</sup> September 2025. The QR code was displayed at events and visitors were encouraged to share their thoughts. Paper copies of the survey while also made available at a variety of consultation events that took place during the consultation period. Members of groups such as the John Masefield Society and across the U3A were encouraged to share the link and to get more people involved in providing feedback on their views.

Advertorials/articles were also placed in various local publications over the months, raising awareness of the project and inviting people to share their views.



Down the Line magazine Winter 25/26 All About, West of the Hills Feb/March 2026

The online survey was available between 13<sup>th</sup> September 2025 and 7 March 2026. During the period 156 people completed the survey, with paper-based entries being typed by the project officers into the online format.

Appendix 2 presents the survey questions. Appendix 3 sets out the topline results to most of the quantitative, numerical questions. Appendix 4 is a separate document with the full listing of all 156 individual responses with personal details redacted.

It is important, for context, to understand *who* responded to the surveys, and the *nature* of these respondents as this is the audience by which the project has sought to identify the public's desire for a Masefield memorial. These respondent characteristics have driven the content for the medium-listing then short-listing of most frequently cited forms of memorials,

Overall, responses came mainly from older, people more familiar with Masefield, who were interested/ engaged enough to wish to take part in the survey. This is notwithstanding the abundant work over the past year that has engaged with many varied younger and less connected general public audiences. Thus, the results cannot be expressed as fully representative of the *entire* local or national population at large, but they are of those interested enough to share opinions.

- 75% were very or somewhat familiar with John Masefield and his work
- 65% were aged 55 and over, with 10% aged under 25
- The majority of responses came from Herefordshire and Worcestershire

It must be made clear that within the 156 responses, there were many suggestions with just one or two commentators sharing individual ideas, which were not easily grouped into the main thematic blocks.

The 10 most popular suggestions of the type of memorial from the consultation, responding to pre-set options, as well as open ended space for other comments, were:

	Memorial Idea / Theme	Number of votes
1	Dedicated space (garden, reading room, writing space)	34
2	Sculpture/ Statue traditional	32
3	Trail (literary or walking)	28
4	Mural	17
5	Sculpture/ Statue playful/creative	16
6	Bursary	9
7	Bench	9
8	Artwork (not statue)	9

9	Exhibition of John Masefield's life	9
10	Plaque	7

What is clear from the responses is that there is a definitive magnitude of a top 5 types of memorials; only a small handful of types really have gained public traction and support. The two formats of sculpture/ statue – traditional or playful/creative – have a synergy and represent a leading response.

### Working party conclusions:

The process of wider community consultation, followed by meetings of the Core Consultation Group has always sought to involve the community in the shortlisting towards a decision about the memorial to Masefield. The funding application to The National Lottery Heritage Fund incorporated this democratic approach, rather than the Project Board deciding as a small number body ‘imposing from above’ on what to pursue.

It has been an approach of heading towards recommendations for the Project Board and Ledbury Town Council, informed and guided by the community, both local and as John Masefield Society enthusiasts, rather than setting out a decision.

On 20<sup>th</sup> March members of the consultation group working party met at Ledbury Town Council, to discover the most made suggestions gathered from the in-person consultation and online survey. They were presented with the above list of the top ten most frequently identified suggestions, grouped by theme from the large-scale public consultation.

This generated a mix of responses, from being along the lines of what they had expected, to some surprise.

During the meeting the suggestions were graded against a matrix of criteria including contributing positively towards the National Lottery Heritage Fund Investment Principles, the potential location, benefit to the town and residents, level of planning permission requirement, whether they could be achieved within the c.£60,000 budget and issues of ongoing maintenance.

Scores were allocated from 3 to 0, with 3 being supported well, 1 being very low/poor and 0 being not at all.

- A couple of the criteria were ‘reverse scored’, whereby a higher score, 3, was given for having less need of Maintenance cleaning, replacement, etc. and 1 for needing a lot more care (i.e. a negative impact.) With issues around Planning, a binary score of 1 was assigned to being likely to have virtually no planning issues or 0 for involving various forms of planning, consents, etc.

The consultants answered questions and explained The Heritage Fund's Investment Principles and Outcomes approach. There was plenty of discussion from those present who ensure they interpreted things in the same way to reach a collective decision.

### Criteria matrix applied to each of the top 10 forms of memorial

NLHF Investment Principles	Other considerations
Saves Heritage	Requires planning permission or consents
Protects the environment	Ongoing maintenance costs
Promotes access, inclusion & diversity	Achievable in £60K budget
Aids organisational resilience	Where it could be located
	Supports Ledbury

When totalled up the top 10 memorial ideas received the following score from the working party (arranged by ranking).

	Memorial	Total	Ranking
1	Dedicated space (garden, reading rm, writing space)	135	1
2	Sculpture/ Statue playful/creative	124	2
3	Trail (literary or walking)	122	3
4	Exhibition of John Masefield's life	117	4
5	Bursary	101	5
6	Mural	99	6
7	Artwork (not statue)	99	6
8	Sculpture/ Statue traditional	88	7
9	Bench	88	7
10	Plaque	84	8

## The top three

It was agreed that the top three ideas therefore to present to the Project Board are:

1. Dedicated space (garden, reading room, writing space etc. – which could be an internal or an external space – open to the public)
2. Sculpture or statue with a playful and/ or creative feel (that could potentially have some synergy with (1) above)
3. Trail (literary, walking etc. – that could/ should connect with existing trails and Masefield features/ connections already present in Ledbury)

These top three scored types of memorials do still broadly reflect the magnitude of the original top desired media from the 156 comments.

The separation of statue/sculpture into the ‘traditional’ and ‘playful/creative’ sub-categories still illustrates the overall high support for a statue/sculpture in some format that would evolve through the competitive arts commissioning.

The following table, overleaf, sets out issues explored against these leading three formats.

**Comparison the 3 options against the National Lottery Heritage Fund Investment Principles and other key criteria.**

Investment Principles	Option 1 Dedicated space	Option 2 Sculpture/statue with a playful and or creative feel	Option 3 Trail
Saving Heritage (NLHF)	Will require interpretation to explain link to John Masefield	Will require interpretation to explain link to John Masefield	John Masefield trail would have a clear link and good easily incorporate his work, facts, key locations
Protects the environment (NLHF)	Re-purpose an existing space would be sustainable and cheapest option. An outside space such as a garden, could have environmental sustainability at the very heart of it.	Could be made from sustainable material, sourced locally and low maintenance. For example, water fountain that recycles water	Low impact walking or cycling trail could promote wellbeing and activity. Digital trail would minimise paper use. Ensure signage is made from sustainable materials
Promotes access, inclusion & diversity (NLHF)	Physical accessibility needs to be considered. Could be very inclusive such as a sensory garden, performance space etc. Depends on location	Playful and creative could engage new audiences, where a traditional statue may not.	Could engage visitors, families, young people. Physical accessibility needs to be considered, along with adaptations for sight loss, different languages speakers etc
Aids organisational resilience (NLHF)	Maintains the legacy of John Masefield in a high profile way and embeds it in Ledbury.	Less directly impacting on the sustainability of local organisations.	Less directly impacting on the sustainability of local organisations.
Requires planning permission or consents	Possible – depends on current usage	Yes planning permission, installation works	Will require consent to attach signage to buildings, put up way markers, etc.
Ongoing maintenance costs	Depends on space used. If already a town space, such as	Town council need to consider ongoing maintenance. Can cost	Town council need to consider ongoing

	<p>the Masefield Archive room this may not be any additional cost of maintenance. But new space will require ongoing maintenance. This may be external grounds mowing/cleaning, etc.</p>	<p>against similar public art already in Ledbury.</p>	<p>maintenance. Can cost against similar public art already in Ledbury. If digital version created, ongoing digital costs and commitment to it staying online for 5 years would be required.</p>
<p>Achievable in £60k budget</p>	<p>Dependant on the decision made and spaces available. Most achievable option would be to repurpose an existing space or expand an existing space such as the John Masefield archive and access in Library. Additional money should be considered to cover interpretation to link back to John Masefield.</p>	<p>We should be realistic about the budget and potentially the size of artwork that can be produced within the budget. Pre-design, installation and other costs lie in the project budget outside of the £60k. But a creative use of local craftspeople and an open mindedness to the material means this should be achievable. Additional money should be considered to cover interpretation to link back to John Masefield.</p>	<p>Easily achievable in budget and would potentially leave money to support a second activity such as refreshing the John Masefield exhibition that is currently on display in Ledbury library (the 4<sup>th</sup> option on the ranked suggestion from the consultation)</p>
<p>Where it could be located</p>	<p>A space in Oatley Meadows is available linked to other environmental community activities connected to Masefield. The consultation group queried whether this would get high enough footfall to be a good location for a memorial- and it is community</p>	<p>The consensus was but this should be located within the town centre in a high footfall location. Another location would be to place it in Oatley's Meadow or the garden near the church.</p>	<p>There was an appetite for linking together existing Masefield objects that are already located within the town and enhancing these with additional parts of a trail. By the nature of the trail this wouldn't be located in one place but</p>

Supports Ledbury	centred, not in a location with realistic visitor footfall. Other ideas included a room in the library or local museum.	A dedicated space would benefit the residents of Ledbury, more than external visitors as they potentially wouldn't know of its existence.	would be focused around Ledbury town centre.
	A tangible statue/sculpture would benefit both residents and visitors and place setting. A creative and playful addition may even draw visitors to the town.		A trail would benefit both residents and visitors. It could draw people in and encourage visitors to explore new parts of the town and encourage them to dwell longer. This could potentially mean they then purchase food and drink in the town boosting the economy.

**Considerations:**

From their work on the project over the past 6 months the working part were keen that the Project Board should take the following additional points into account when making their decision.

<b>Dedicated Space</b>	<b>Statue/Sculpture</b>	<b>Trail</b>
What happens within it?	Could be interactive	Augment to include existing trails in the town (current Town trails don't mention Masefield)
Long term maintenance	Location? Central to promote tourism	Link together existing JM references and places
Who can access it and how?	Something that ages well	Available on paper and digitally (QR code?)
Will require interpretation to explain it's links to Masefield	Inclusive	Location

	Will require interpretation to explain it's links to Masefield	Will require interpretation to explain it's links to Masefield
Licence required to use Masefield's work	Licence required to use Masefield's work	Licence required to use Masefield's work
		Will require someone to do background research for content

With the shortlisted priority types of memorials, a number of issues were raised for further consideration:

*“Where would it be located?”*

*“What would happen within a space?”* if an indoor or outdoor ‘space’ connected to Masefield was created/ designated in an existing public building or open air park.

*“What's its longevity? Is it something that will burn brightly and be transient – or will it carry on with a long legacy?”*

Any form of ‘exhibition’ *“needs budget big enough to start with, and for maintenance.”*

Whichever format, who will it be for, who can access it, residents and visitors, *“inclusive or exclusive? In a fairly accessible, central location.”*

How do you make sure that it remains linked to the broader Masefield Matters outputs and people understand that there is more in the town, a need for any interpretation and information?

Must consider any *“costs of getting licences, copyrights”* for use of his words.

In whatever format flows from this shortlisting, there was some support to *“make use of The Box of Delights”* as an accessible work and potential for a variety of creative interpretations.

## Other observations of the working party about the process

As a group approach to considering the range of criteria for shortlisting the suggested types of memorials, a range of observations and questions were made during the session that reflect on the how the project, and in particular the consultation process was outline in the initial NLHF application.

*“I think it’s been really interesting doing this.”*

*“I would have liked to have said ‘it depends’ on many factors.”*

*“Maybe we need some more flesh on the bones with this, more concrete proposals.”*

*“As a decision making exercise, you may bring some subjectivity into it.”*

*“This process is a bit ‘chicken and egg.’”*

A couple of comments reflected on the fact that this session did not have, and from the client-consultation consultants’ perspective, was not going to be bringing to the table, nearly firmed up details of memorials/ monuments; *“We have spent much of the meeting giving a score to a woolly concept.”* *“Filling out this form, I wonder how worthwhile it is?”* as an exercise in shortlisting. *“When we are scoring, I find it really difficult”* to be sure how the scoring is being given.

Questions were asked about if there would be a second stage process once artist-designer-makers would be pitching their ideas *“for a more tangible product – and we can score them?”* This in essence is part of the next stage of the process, led by the Project Manager and the budgets to engage artist commissioning of ideas and early stage ‘competition’ and some funded indicative models/ maquettes.

*“I’ve found it very interesting to be involved in most of the stages of the process”* so far.

*“It’s been successful as we’ve been debating and considering issues.”*

It is clear that this group still has a valid role to play, and engagement that has built up which would be a shame to lose, in providing insight/ oversight at the commissioning shortlist of potential physical solutions. It would offset some frustrations that they have not been empowered to directly make a decision at this stage.

## Appendix 1- List all activities consultation activities have supported

Date	Activity	Those present	Number Engaged
7 June 2025	Inception meeting with LTC & project team	Consultation Consultants (2) Project Team (2) Ledbury Town Council	
11 July 2025	Evaluation framework development meeting	Consultation Consultants (2) Project Team (2) Ledbury Town Council Project trustees (2) Head of John Masefield High School	8
29 August 2025	Meeting with Project Team	Consultation Consultant & Emma Clowsley	
13/9/2025	Heritage Open Day online survey	Project manager Project intern	10
16/9/2025	Heritage Open Day online survey	Project manager Project intern	3
18/9/2025	Heritage Open Day online survey	Project manager Project intern	
20/9/2025	Heritage Open Day online survey	Project manager Project intern	
	Project team trip to Ross on Wye to look at other memorials	Project manager Project intern	
27/10/2025	Meeting with Project Team	Consultation Consultant & Emma Clowsley	2
7/11/2025	Consultation Steering group Meeting 1	Arthur Green (local business owner) Nic Sims (Ledbury Community Hub) Emalee Beddoes (Herefordshire Museums) Project manager Emma Clowsley Consultation Consultants (Andrew Meredith & Janine Rusby)	6
9/12/2025	Attend Steering group meeting	Consultation Consultants (AM) Project board Project manager Project intern	4

9/1/2026	Meeting with Project Team	Consultation Consultants, Emma Clowsley & Isabel Lewis	4
23/1/2026	Consultation Steering group Meeting 2	Stephanie Harrison (Herefordshire Council) Stephen Chappell (poet) Sonia Bowen (Ledbury Carnival Association) Penny Wolfson (U3A) Jackie Tweedale (John Masefield Society) Nic Sims & (Project Lead, Ledbury Community Hub) Bethan Martin (Oatleys Meadow Project Lead) Nia Grinnall (Market Lodge Nursing Home) Ali Braithwaite (Ledbury Places trustee) Sara-Jane Arbury (Red Earth Arts CIC) Project Manager Emma Clowsley Consultation Consultants (Andrew Meredith & Janine Rusby)	13
6/2/2026 10.30-12pm	U3A History and Family History Group.  John Masefield Research session held monthly	5 members + Isabel Lewis	5
6/2/202 5pm-7pm	Ledbury Community centre open consultation meeting	Members of the public Andrew Meredith Janine Rusby Consultation Consultants, Emma Clowsley & Isabel Lewis from the project team	31
20/2/2026	Consultation visits planning meeting	Janine Rusby Consultation Consultant, Emma Clowsley & Isabel Lewis from the project team	3
27/2/2026	Visit morning Monmouth Visit afternoon Cardiff Bay	Isabel Lewis Janine Rusby Andrew Meredith Liv Trueman Catrin Meredith (resident) Nick Morris (Cllr & board member) Joyce Mason (resident)	10

		Hywel Pontin (resident) Penny Wolfson (U3A &resident) Fliss O'Neill	
3/3/2026	Visit to Malvern – Routes to the Hills	Andrew Meredith Penny Wolfson (U3A) Bob Woolfson Catrin Meredith (resident) Hywel Pontin (resident) Isabel Lewis	6
20/3/2026	Consultation Steering Group meeting 4  Reviewing the consultation responses against the NLHF guidelines	Project manager Emma Clowsley Isabel Lewis Penny Wolfson (U3A) Jackie Tweedale (John Masefield Society) Hywel Pontin (resident) Arthur Green (local business owner) Griff Holliday (Ledbury Food Group) Leslie Ingram (Stanza Poets) Stephen Chappell (poet) Consultation Consultants (Andrew Meredith & Janie Rusby)	11

## Appendix 2. Digital Survey Questions



### Masefield Matters Memorial Survey

As part of the National Lottery Heritage Funded project 'Masefield Matters' we are exploring ideas for a memorial to celebrate the life and legacy of the poet and writer John Masefield, who was born in Ledbury nearly 150 years ago.

Your input will help identify the type of memorial and material shortlisted. It will ensure the memorial reflects the values and spirit of our community and also provides a lasting legacy for John Masefield and his importance to Ledbury.

*1. How familiar or aware are you with John Masefield and his work? Single choice.*

Very familiar

Somewhat familiar

Vaguely aware

Not familiar

No idea/ not heard of John Masefield

2. *What aspects of John Masefield's legacy do you think should be highlighted?* Select all that apply: Multiple choice.

Literary Achievements

Local impact and community ties

Personal story and life journey

3. *What type of memorial do you think would best honour John Masefield? (e.g. Mural, literary tour, dedicated space, statue etc. Be as creative as you like, give details of what it might look like and be made of.* Required to answer. Single choice.

4. *Where should the memorial be located?* Single choice.

Town centre/on a key street

Near the author's former home

Local library or cultural venue

Park or public garden

5. *What tone should the memorial convey?* Single choice.

Inspirational and uplifting

Reflective and contemplative

Educational and informative

Playful and imaginative

6. *Any additional thoughts or suggestions?* Optional open comment box

Enter your answer:

7. *Please state your postcode. This is used to help us analyse the feedback from local residents and visitors*

Enter your answer

8. Please tell us what age group you are in

Under 18

18–24

25–34

35–44

45–54

55–64

65 and over

Prefer not to say

9. If you would like to receive email updates about the project please leave your email address.

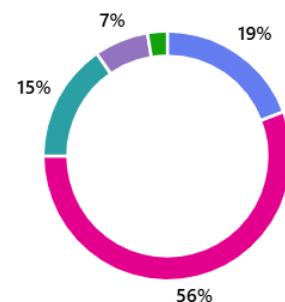
Enter your answer

### Appendix 3: Collated survey results

#### Masefield Matters Consultation Survey Results

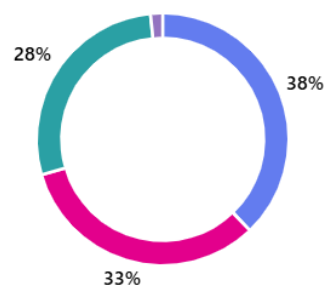
1. How familiar or aware are you with John Masefield and his work?

● Very familiar	30
● Somewhat familiar	87
● Vaguely aware	24
● Not familiar	11
● No idea/ not heard of John Masefield	4



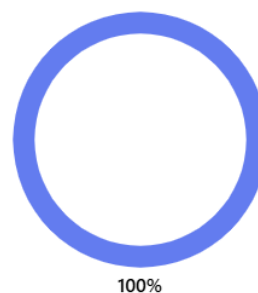
2. What aspects of John Masefield's legacy do you think should be highlighted? Select all that apply:

● Literary Achievements	123
● Local impact and community ties	106
● Personal story and life journey	91
● Other	5



3. What type of memorial do you think would best honour John Masefield? (e.g. Mural, literary tour, dedicated space, statue etc Be as creative as you like, give details of what it might look like and be made of)

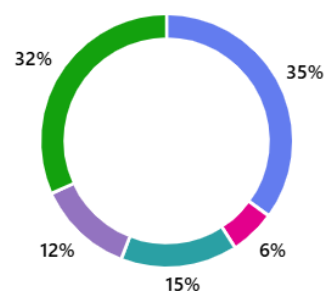
● Other	156
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3- see detailed sheet for more information

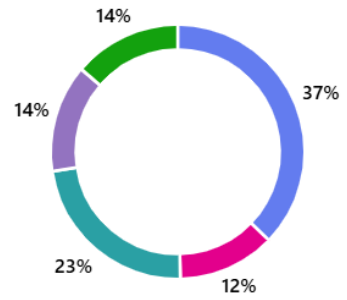
4. Where should the memorial be located?

● Town centre/on a key street	54
● Near the author's former home	9
● Local library or cultural venue	23
● Park or public garden	19
● Other	49



5. What tone should the memorial convey?

● Inspirational and uplifting	57
● Reflective and contemplative	19
● Educational and informative	35
● Playful and imaginative	21
● Other	21



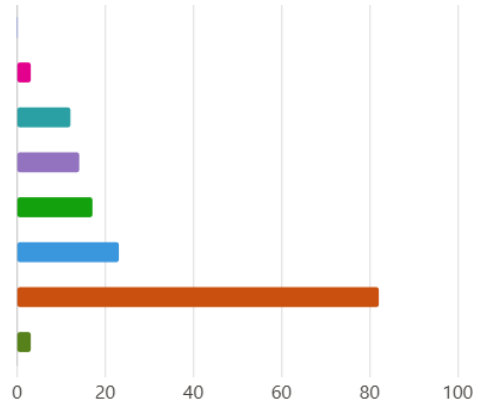
6. Any additional thoughts or suggestions? Optional open comment box (see detailed sheet)

7. Respondents by home postcode



8. Please tell us what age group you are in

● Under 18	0
● 18-24	3
● 25-34	12
● 35-44	14
● 45-54	17
● 55-64	23
● 65 and over	82
● Prefer not to say	3



<b>FULL COUNCIL</b>	<b>7 MAY 2026</b>	<b>AGENDA ITEM: XX</b>
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Report prepared by Emma Clowsley

**MASEFIELD MATTERS – REQUEST FOR APPROVAL OF BOARD DECISION AND RELEASE OF FUNDS FOR SHORTLISTED MAKERS**

**Purpose of Report**

The purpose of this report is to request the approval Council of the recommended memorial option and to approve the release of funds to pay the three shortlisted makers to produce designs and drawings.

**Background**

Following consultations with the public, the Core Consultation group reviewed and shortlisted the memorial ideas down to the final 3 with the support of the consultation consultants. The Board then discussed these options, and the majority vote was for a trail (literary or walking). This will build upon existing trails within Ledbury.

**Detailed Information**

Two of the Heritage Fund’s Approved Purposes overlap and incorporate the actions to:

- Generate two to three memorial recommendations ensuring the environmental impact is minimal, includes future maintenance plans and benefits the local community and economy.
- Facilitate workshops to explore what form a “memorial” to Masefield should take and be located, including physical and online options.

The Extraordinary Board meeting, held on 21 April 2026, provided the Board with an opportunity to ask questions about the Memorial Consultation report produced by the consultants, to discuss the three proposed memorials provided by the Core Consultation group, and vote.

A ballot was held on the focus of the memorial, the outcome of which was 5 voted for a trail, 3 voted for a non-traditional sculpture, and 0 voted for a dedicated space. It was resolved that the focus of the memorial would be a trail (literary or walking).

The next steps will be to produce the commissioning brief, advertise for makers, longlist and then shortlist to 3, where the Board will decide upon the chosen maker/designs for the trail.

Please refer to the Board minutes and attached Memorial Consultation report for further information.

The NLHF Grant application designates £3,000 for 'Fees for shortlisted makers to work up designs' and £2,000 for the advertising of roles (none of which has been spent yet so this should be used to gain the widest audience possible).

**Costs: £3,000 for 3 shortlisted makers**

**£2,000 for advertising of roles**

**Total = £5,000**

### **Recommendation**

That members agree with decision made by Masefield Matters Board as to the form the memorial will take and approve the release of funds to the amount of £5,000.