



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY  
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6 March 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday 12 March 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 5926)
5. **To approve and sign as a correct record the minutes meetings of Council held on 19 February and 25 February 2026 and an extraordinary meeting of council held on 26 February 2026** (Pages 5928 - 5945)
6. **To receive and note the Action sheet** (Pages 5946 - 5953)
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 receive and note Month 11 financial reports** (To follow)
  - i. Receipts and Payments 1 to 28 February 2026
  - ii. Balance sheet and Trial Balance – Month 11
  - iii. Budget Monitoring Reports 1 April – 28 February 2026
11. **To confirm verification of bank statements and reconciliations for March 2026**
12. **To approve invoices for payment for March 2026 (Interim)** (Pages 5954 - 5956)
13. **Grant Feedback**
  - i. **To receive and note Grant feedback received from Catcher Media "Herefordshire Life Through A Lens website Update 2025"** (Pages 5958 - 5960)

- ii. To receive and note grant feedback from The Scouts  
(Page 5961)
- 14. To approve request from Masefield Matters to release funds for the following activities  
(Pages 5962 - 5963)
  - i. Daffodil Countryside Reminiscence Project

## **GOVERNANCE**

- 15. To receive any updates in respect of Code of Conduct Matters  
(Standing Item)
- 16. To consider reinstatement of Standing Committees (Pages 5964 - 5965)

## **PLANNING, ECONOMY & TOURISM**

- 17. To consider Planning Consultations  
(Pages 5966 - 5968)
- 18. To receive and note update on Planning Decisions  
(Pages 5970 - 5973)
- 19. Licensing applications  
(Pages 5974)
  - i. To consider licensing applications review in respect of Sitara, 19 High Street, Ledbury, HR8 1DS
- 20. To give consideration to a draft Traffic Regulation Order submission in respect of Southend/Mables Furlong parking and road safety request (Councillor Simmons)  
(Pages 5976 - 5982)
- 21. To receive and note the minutes of a Major Planning Applications Working Party held on 25 February 2026 and to consider any recommendations therein  
(Pages 5984 – 5986)
- 22. To give consideration to draft response to the Forest of Dean district Council Local Plan 2025-2045  
(To follow)
- 23. Uk Town of Culture – verbal update from Councillor Kettle

## **ENVIRONMENT & LEISURE**

- 24. To give consideration to increase in Fees and Charges 2026/27  
(Pages 5988 - 5993)
- 25. Defibrillators  
(Pages 5996 - 6000)
- 26. Events Working Party  
(Pages 6002 - 6004)

To receive and note the minutes of a meeting of the Events Working Party held on 18 February 2026 and to give consideration to any recommendations therein

## **GENERAL**

27. **To receive and note Masefield Matters update report**  
**(Pages 6006 - 6016)**
28. **Officer Reports** **(Pages 6018 - 6034)**
- i. Town Clerk
  - ii. Deputy Clerk
  - iii. Community Engagement Officer
29. **Outside Bodies**
- i. To receive and note the minutes of a meeting the Ledbury Carnival Association Committee held on 4 February 2026  
**(Pages 6036 - 6037)**
30. **Date Of Next Meeting**
- To note that the next meeting of Council is scheduled for Thursday, 2 April 2026
31. **Exclusion Of Press & 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
32. **To give consideration to fee proposal for Architect Services**  
**(Pages 6037 - 6051)**
33. **To give consideration to making a claim through the Small Claims Court**  
**(Pages 6053 - 6055)**

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

<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 4</b>
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## **SECTION 149 OF THE EQUALITIES ACT 2010**

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

### **Equality Duty**

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

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

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

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



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF FULL COUNCIL  
HELD ON 19 FEBRUARY 2026**

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

**ALSO PRESENT:** Angela Price – Town Clerk  
Julia Lawrence – Deputy Clerk  
Sophie Rudd – Minute Taker

The meeting was inquorate and therefore could not proceed.

It was agreed with those in attendance that the meeting would be adjourned and reconvened to take place on Wednesday, 25 February 2026 at 7.00 pm in the Council offices.

Signed: .....  
(Chairman)

Date: .....



**LEDBURY TOWN COUNCIL  
MINUTES OF A RECONVENED MEETING OF FULL COUNCIL  
HELD ON 25 FEBRUARY 2026**

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

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
3 members of the public and press

**C1152. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford and Browning.

**C1153. DECLARATIONS OF INTEREST**

Councillors Harvey and Morris declared an interest in agenda item 20 – Invoices for payment for February 2026 due to being Trustees of 'Love Ledbury'.

**C1154. TO NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be noted.**

**C1155. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010**

**RESOLVED:**

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

Members agreed to bring agenda item 16 forward – To endorse the decisions recorded in the minutes since May 2023 of meetings with less than 6 Members present.

**C1156. TO ENDORSE THE DECISIONS RECORDED IN THE MINUTES SINCE MAY 2023 OF MEETINGS WITH LESS THAN 6 MEMBERS PRESENT**

The Clerk confirmed that Councillors Browning, Kettle and Troy have been appointed as co-optees to Ledbury Town Council by Herefordshire Council for 6 months in pursuance of the power conferred upon it by Section 91(1) of the Local Government Act 1972.

It was noted that as a result of the appointment of the three Councillors, they now hold full voting rights at meetings of Ledbury Town Council, thus ensuring quorum to be met by Ledbury Town Council. It was further noted that during that 6-month period Ledbury Town Council could arrange to formerly appoint the three co-optees to the Council.

**RESOLVED:**

- 1. That the information and advice provided within the supplementary report provided by the Clerk be received and noted.**
- 2. That all decisions taken at Full Council since May 2023 be endorsed and therefore ratified.**
- 3. That Standing Order 3(v) be amended to include the following sentence, to avoid any misinterpretation of the legislation in respect of Council meeting quorum:**

**“The quorum for a Council meeting MUST be no less than 6”.**

**C1157. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 29 JANUARY 2026**

**RESOLVED:**

**That the minutes of the meeting of Council held on 29 January 2026 be approved and signed as a correct record.**

**C1158. TO RECEIVE AND NOTE THE ACTION SHEET**

**RESOLVED:**

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

## ITEMS OF BUSINESS NOT CONSIDERED AT THE MEETING OF COUNCIL HELD ON 29 JANUARY 2026

### **C1159. STORAGE CONTAINER & REMOVAL COSTS FOR SURPLUS FURNITURE AND EQUIPMENT**

The Chairman queried why the report made no reference to alternative options for disposing of surplus furniture. Such as selling, rehoming or disposing of items in poor condition if they are not in regular use and are unlikely to be required in the future, particularly if they are to be placed in storage.

Members concurred and requested that this option be investigated further, with a revised report to be presented at a future meeting of Council. It was suggested that the long thin tables could be retained, but that consideration be given to get rid of other items that are either no longer used or in poor condition.

#### **RESOLVED:**

**That a further report be submitted to a future Council meeting providing details of alternative arrangements such as rehoming, selling or disposing of surplus furniture.**

Members agreed to bring agenda item 21 forward – Grant Funding Applications.

### **C1160. GRANT FUNDING APPLICATIONS**

- i. Ledbury Community Day – amount requested £300.00 to support the event – Local Government (Miscellaneous Provisions) Act 1976, power to provide and contribute to a wide range of recreational facilities in or outside the Council's area.

#### **RESOLVED:**

1. **That Ledbury Community Day be awarded a grant in the sum of £300 and this be allocated from within the 2026/27 Unspecified Grants budget line under Local Government (Miscellaneous Provisions) Act 1976, power to provide and contribute to a wide range of recreational facilities in or outside the Council's area.**
2. **That it be recorded that Council gave consideration to the expenditure in respect of this project and agreed that it meets the requirements of the Section 149 of the Equalities Act 2011, in so far as the project provides for individuals who are protected by the Act due to qualifying of protected characteristics.**

- ii. LEAF (Locally Encouraging All to Flourish) – Supporting report and multi-year grant amount requested:

Year 1 - £10,940.00

Year 2 - £10,940.00

Year 3 - £10,940.00

Local Government Act 1972 s 137 – Power to incur expenditure for certain purposes not otherwise authorised.

**RESOLVED:**

1. **That LEAF be awarded a multi-year in the sum of £10,940 for three years and that in Year 1 (2026/27) the £10,000 allocated to LYAS in 2019 be used, with the remaining £940 being included in the 2026/27 budget and allocation be included in the 2027/28 and 2028/29 budget of £10,940 - Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised.**
2. **That it be recorded that Council gave consideration to the expenditure in respect of this project and agreed that it meets the requirements of the Section 149 of the Equalities Act 2011, in so far as the project provides for individuals who are protected by the Act due to qualifying of protected characteristics.**

- iii. Ledbury Poetry House – amount requested £5,000.00 towards new branding, including signage, banners, flags, printed material, set dressing and/or other visible materials that will be used across the town (and beyond) during the 2026 festival – Local Government Act 1972 s. 144 – Power to encourage tourism to the Council's area or contribute to organisations encouraging tourism.

Members indicated that they would welcome the opportunity to view the new Ledbury Poetry branding at the earliest opportunity and advised Amy Howard that this could be considered under a confidential item, if necessary.

Amy Howard informed Members that, once the artwork is available, she will liaise with the Clerk to ensure it's included on an upcoming council agenda as soon as possible.

**RESOLVED:**

1. That Ledbury Poetry be awarded a grant in the sum of £5,000 - Local Government Act 1972 s.144 Power to encourage tourism to the council's area or contribute to organisations encouraging tourism and this expenditure be met from the underspend from budget line 214/4900 in the 2026/27 budget.
2. That Ledbury Poetry provide Members with sight of the branding artwork when available.
3. That it be recorded that Council gave consideration to the expenditure in respect of this project and agreed that it meets the requirements of the Section 149 of the Equalities Act 2011, in so far as the project provides for individuals who are protected by the Act due to qualifying of protected characteristics.

Amy Howard left the meeting at 7:31pm.

Members agreed to move agenda item 29 forward – To consider the draft Project and Event Plan for 2026/27.

**C1161. TO CONSIDER THE DRAFT PROJECT AND EVENT PLAN FOR 2026/2027**

**RESOLVED:**

That members approved the proposed events budget of £13,368 for the 2026/27 financial year to support the delivery of the Council's events programme.

**C1162. TO RECEIVE AND NOTE THE NOTES OF A MEETING TO DISCUSS THE EVENTS WORKING PARTY MEETING HELD ON 13 JANUARY 2026 AND CONSIDER ANY RECOMMENDATIONS THEREIN.**

**RESOLVED:**

1. That the notes of the Events Working Party held on 13 January 2026 be received and noted.
2. That the Council works in partnership with Ledbury Community Day and Sustainable Ledbury to deliver activities that align with and complement Ledbury Community Day programming.
3. That the Council works in partnership with Ledbury Food Group for the delivery of Ledbury Celebration 2026.

4. That the Christmas Light Switch-on Event be held on Sunday, 22 November 2026, to avoid clashes with events in neighbouring towns.
5. That the budget of £5,000 for the delivery of the 2026 Christmas Light Switch-on Event be approved, noting that this budget excludes the hire costs of market stands, which will be considered separately at a future meeting to seek approval from Full Council.
6. That Full Council agrees to the booking of the following entertainment to ensure their availability:
  - i. Hire of a snow machine - £550 + VAT (or possible purchase) – that this be agreed in principle, but that a report be provided to a future meeting detailing the cost to purchase a snow machine and details of how this could be marketed for hire by other groups.
  - ii. Winter walk about Fairy - £470 + VAT
  - iii. Red Earth Arts - £475 + VAT
  - iv. Hire of St. Katherine's Hall - £120 + VAT
7. That the Council supports the principle of getting projects developed via a virtual app, and that more information be provided in respect of the potential budget for such a project at a future meeting.
8. That officers obtain reassurance from the Christmas Lights installers that the lights will be installed sufficiently in advance of 22 November 2026 to allow time to resolve any snagging issues that may arise.

**C1163. TO GIVE CONSIDERATION TO AND APPROVE THE DRAFT ENVIRONMENT & SUSTAINABILITY POLICY**

Members asked that larger documents do not get printed in the agenda pack in order to reduce paper usage, and instead that a link be included in the report.

Members asked for the word 'educate' to be replaced with an alternative such as 'inform' where shown in the draft Environment and Sustainability Policy.

**RESOLVED:**

1. That the draft Environment and Sustainability Policy be approved, subject to the following amendment:

- That the word ‘educate’ be replaced with an alternative word such as ‘inform or encourage’ within the draft policy.
2. That the Environment and Sustainability policy be reviewed every two years, with progress being monitored and reported in line with the policy commitments.
  3. That all existing policies and procedures and day-to-day activities be reviewed to ensure they align with this policy.

**C1164. AUTHORISATION FOR OFFICERS TO COMMISSION ADVICE ON OPTIONS FOR ALTERNATIVE USE OF COUNCIL OFFICES**

**RESOLVED:**

That members instruct officers to commission the advice in respect of possible options for the council offices and that sum of £2,000 be set aside from the 2025/26 “professional fees” budget line for this expenditure.

**C1165. TO RECEIVE CHAIRMAN’S COMMUNICATIONS**

The Chairman thanked Councillor Hughes, Deputy Chairman for attending Ledbury’s Big Breakfast on her behalf.

The Chairman informed Members of the forthcoming visit from representatives of Strömstad, advising that Councillor Hughes will represent the Chairman during the visit.

Councillor Harvey informed members of correspondence received from Colwall Care Home to confirm that the Chairman of Colwall Parish Council will be attending their grand opening event.

**RESOLVED:**

**That the Chairman’s Communications be received and noted.**

**C1166. WARD COUNCILLOR REPORTS**

**RESOLVED:**

**That the Ward Councillor reports were received and noted**

**C1167. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3(f)**

**RESOLVED:**

None received.

**C1168. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9**

**RESOLVED:**

None received.

**C1169. TO RECEIVE ANY UPDATES IN RESPECT OF CODE OF CONDUCT MATTERS**

The Chair provided Members with a verbal update on the Code of Conduct case currently being considered by the Monitoring Officer, confirming that the investigation is expected to be completed by the end of the month and that an update report should be available for the next Council meeting.

**RESOLVED:**

**That the update in respect of Code of Conduct matters be received and noted**

**C1170. TO CONSIDER AND APPROVE BUDGET FOR 2026/27 FINANCIAL YEAR**

**RESOLVED:**

- 1. That members approve the 2026/7 draft budget.**
- 2. That the Town Clerk be authorised to request a precept of £815,859, an annual increase from £198.71 to £213.75 per Band D equivalent property (an annual increase of £15.04 - £1.25 per month).**
- 3. Members confirmed that in setting the 2026/27 budget, the council has had due regard to the Public Sector Equality Duty under Section 149 of the Equality Act 2010, and that they had considered the potential impacts of budget allocations, service changes and grant funding on persons sharing protected characteristics and are satisfied that no unlawful discrimination arises and that equality of opportunity is promoted where reasonably practicable.**

**C1171. TO RECEIVE AND NOTE MONTH 10 FINANCIAL REPORTS**

- i. Receipts and Payments 1 to 31 January 2026
- ii. Balance sheet and Trial Balance – Month 10
- iii. Budget Monitoring Reports 1 April – 31 January 2026

**RESOLVED:**

- 1. That the Receipts and Payments 1 to 31 January 2026 be received and noted.**
- 2. That the Balance sheet and Trial Balance for Month 10 be received and noted.**
- 3. That the Budget Monitoring Reports from 1 April to 31 January 2026 be received and noted.**
- 4. That the Clerk schedule a Budget Monitoring Meeting during March 2026.**

Member of the press left the meeting at 8:32pm.

**C1172. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR OCTOBER – DECEMBER 2025 AND JANUARY 2026.**

**RESOLVED:**

**The Chair of Finance, Policy & General Purposes Committee confirmed that he had verified and signed the bank statements and reconciliations for October to December 2025 and January 2026.**

**C1173. TO APPROVE INVOICES FOR PAYMENT FOR FEBRUARY 2026**

Members were asked to approve two lists of invoices for payments.

Councillors Harvey and Morris had declared an interest in the second list. It was noted that the Council would not be quorate to approve this list in its entirety and that they would not take part in the vote for this list.

It was agreed that the two payments due to be made to Love Ledbury be excluded from the list and that the Chair of the Finance, Policy & General Purposes Committee and the Clerk being given delegated powers to consider these two payments outside of the meeting.

**RESOLVED:**

1. That the invoices for payment in the sum of £9,835.40 plus VAT be approved.
2. That the Accounts Clerk be instructed to undertake actions in relation to points 1 and 2 in the report as follows:
3. That £75.96 be journalled from 202/4155 Housekeeping to 220/4592 PPE/Health & Safety.
4. That a virement of £1,000 from budget 230/401 – Travel/Conference/subscriptions to 230/4001 Agency Cover be approved.
5. That the invoices for payment on the additional report in the sum of £7,716.69 plus VAT be approved, with the exception of the two payments to Love Ledbury, and that delegated powers be given to the Chair of the Finance, Policy & General Purposes Committee in respect of considering and approving these payments outside of the Council meeting.

**C1174. TO GIVE CONSIDERATION TO A REQUEST FOR RELEASE OF FUNDS FROM MASEFIELD MATTERS**

**RESOLVED:**

That the request for the release of £5,290 from the Masefield Matters National Lottery Heritage Funding to enable Midnight Folk activity to take place be approved.

**C1175. TO CONSIDER PLANNING CONSULTATIONS**

1. **Planning Application No. 253537**

Repairs to damaged chimney stack – **25 High Street, Ledbury, Herefordshire, HR8 1DS LISTED BUILDING CONSENT**

**RESOLVED:**

**No objection.**

2. **Planning Application No. 253580**

Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E (c)(ii)) – **4 Progress Close, Ledbury, Herefordshire, HR8 2QZ**

Councillor Harvey queried why this application had been resubmitted, noting that the comments from previous

consideration of this application were already on the Planning Portal. Members did not believe this application was in relation to any previous application received.

Members agreed to raise no objection to this planning application, noting that, given the nature of the business, it is unlikely to cause noise nuisance and, as it will operate by appointment only, it should not create additional traffic on the road.

Councillor Harvey abstained from this vote, advising that she would address this application as a Ward Councillor.

**RESOLVED:**

**No objection.**

**3. Planning Application No. 260302**

Removal of dead laburnum. Removal of all dead and dying conifers & acacia trees behind/beside garages and overhanging neighbouring properties. All brash chipped and removed. All wood to be cut into manageable pieces and stacked – **The Cedars, Horse Lane Orchard, Ledbury, Herefordshire, HR8 1PP**

Councillor Harvey abstained from this vote, advising that she would address this application as a Ward Councillor.

**RESOLVED:**

**No objection.**

**4. Planning Application No. 253088**

Replacement of existing plant with new, removal of existing cold room and alterations to 2 no. openings to the rear, proposed laundrette and parcel lockers to front, and general redecoration to store – **Co-op Supermarket, New Street, Ledbury, Herefordshire, HR8 2EZ.**

Councillor Harvey abstained from this vote, advising that she would address this application as a Ward Councillor.

**RESOLVED:**

**No objection.**

**C1176. TO RECEIVE AND NOTE AN UPDATE ON PLANNING DECISIONS**

**RESOLVED:**

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

**C1177. LICENSING APPLICATIONS**

To provide comments regarding a premises license in respect of Home Bargains, New Mills Industrial Estate, Ledbury, HR8 2SR

**RESOLVED:**

**That the Council submit no comment to the Home Bargains licence application due to there being no grounds upon which to object.**

**C1178. TO RECEIVE AND NOTE INFORMATION REGARDING S106 MONIES RECEIVED FROM 192482 – LAND SOUTH OF LEADON WAY, LEDBURY**

**RESOLVED:**

**That the information regarding S106 monies received from 192482 – Land South of Leadon Way, Ledbury was received and noted.**

**C1179. TO RECEIVE AND NOTE THE REVISED DRAFT LOCAL PLAN 2025-2045 FROM THE FOREST OF DEAN DISTRICT COUNCIL**

The Chairman gave a verbal update to members who were not present at the Major Planning Applications Working Party prior to the Council meeting and urged that Councillors attend the Local Plan Consultation at Redmarley Village Hall on Monday, 2 March 2026.

**RESOLVED:**

**It was noted that this agenda item had been covered in Major Planning Applications Working Party prior to the Council meeting.**

**C1180. TO CONSIDER CORRESPONDENCE RECEIVED FROM GREEN AWAY PLANNING IN RESPECT OF PROPOSED PLANNING APPLICATION REGARDING LEADON HOUSE HOTEL**

**RESOLVED:**

**That the Clerk be instructed to contact the planning officers to enquire as to how this change of use will comply with legislation in respect of HMO's.**

**C1181. SUSPENSION OF STANDING ORDER 3(x)**

**RESOLVED:**

**That Standing Order 3(x) be suspended for a period of 15 minutes to allow the remaining business of the agenda to be complete**

**C1182. TO RECEIVE AND NOTE INFORMATION RECEIVED FROM OUTSIDE BODIES (IF ANY)**

**RESOLVED:**

**None received.**

**C1183. TO RECEIVE AND NOTE THE DRAFT MINUTES OF A MEETING OF THE MASEFIELD MATTERS MEETING HELD ON 27 JANUARY 2026 AND TO CONSIDER ANY RECOMMENDATIONS THEREIN**

**RESOLVED:**

**That the minutes of the Masefield Matters meeting held on 27 January 2026 be received and noted.**

**C1184. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Council is scheduled for Thursday, 12 March 2026.**

**C1185. 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.**

**C1186. TO CONSIDER NOMINATIONS FOR 2025/26 CITIZEN OF THE YEAR**

**RESOLVED:**

- 1. That Nina Sheilds be awarded the Citizen of the Year award 2025/26.**

2. That officers contact the Headteacher at John Masefield High School and other youth group leaders in Ledbury to ask whether they are aware of any youngsters who they feel could be nominated for the Young Citizen of the Year Award.

The meeting ended at 8:59pm.

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

DRAFT

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF AN EXTRAORDINARY MEETING OF COUNCIL  
HELD ON 26 FEBRUARY 2026**

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**PRESENT:** Councillors Browning, Chowns, Harvey (Chairman), Hughes, Kettle, Morris, and Troy

**ALSO PRESENT:** Angela Price – Town Clerk

**C1187. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Eakin and Sinclair.

**C1188. DECLARATIONS OF INTEREST**

None received.

**C1189. TO RECEIVE AND NOTE THE NOLAN PRINCIPLES**

**RESOLVED:**

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

**C1190. TO RECEIVE AND 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.**

**C1191. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Council is scheduled for Thursday, 12 March 2026.**

**C1192. 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.**

C1193. **TO CONSIDER AND RESPOND TO THE RECOMMENDATIONS IN THE OFFER REPORT IN RELATION TO THE PROPOSED STAFF REVIEW**

Members considered the report provided by the Clerk in respect of the proposals to take forward the staffing review 2026.

Following discussion and responses to questions raised by Members it was **RESOLVED:**

1. **That the proposed staffing structure be approved in principle.**
2. **That commencement of required consultation with stakeholders on overall proposals be approved.**
3. **That actions to progress implementation of Phase 1 of the proposals be approved.**
4. **That the governance and reporting arrangements be approved.**

The meeting closed at 18:24

Signed .....

Date .....

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
30-Oct-25					
C1002	That all three committees be reinstated with effect from April 2026 at the latest, subject to detailed plans be presented to council by the March 2026 meeting.	TC and Cllrs	By April 2026	Clerk to arrange initial meeting to discuss committee structure and delegation, staff review and all other related matters to ensure progress on a return to committee meetings in April 2026 - to include quorum of committees	In progress
13-Nov-25					
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.	TC	Dec-25	Clerk has made initial enquiries with Octopus. Despite this information being available on line Octopus advised that they were not aware of any increase in April 2026 - Clerk is continuing to look into this.	In progress
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	DTC	Jan-26		On going
04-Dec-25					
C1075.3	The BID be approached for funding towards the cost of maps and new Perspex fronts of the noticeboards where required.	DTC	Feb-26	The CEO is to meet with Al Braithwaite and Susie McKechnie to discuss next steps - Meeting held on 11.02.2026 - update to be provided to future meeting of EWP	Completed

C1077.1	Officers progress the exhibition space proposal for the Carnival, the Canal Trust and Little Strömstad, subject to a suitable storage solution being identified for items that are currently stored in the Market House.	DTC	Jan-26	Report being presented to Full Council on 29 January 2026 regarding storage and removal costs in order for space to be cleared. Report deferred to meeting on 19.02.2026	Completed
08-Jan-26					
C1094.2	202/4400 should be journalled to 325 in relation to Viking stationary. 115/4650 EMR movement agreed in relation to MAP Group	AC	12.01.2026	Accounts clerk advised journal to be done	Completed
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	On-going
C1097.2	Clarification be sought from LYAS in respect of their future role and whether they are now stepping away from their previous commitment to provide youth facilities in Ledbury.	TC	Jan-26	Confirmation received from LYAS that they no longer require the £10,000 set aside for youth activities.	Completed
C1097.3	LEAF be asked to confirm what their interest and plans are in respect of the provision of youth facilities in Ledbury.	TC	12.01.2026	Grant application and additional information on agenda - 19.02.2026	Completed

C1106.2	Costings to be obtained re quinquennial report and reported back to Full Council	DTC	29.01.2026	DTC to meet with Caroe on 29 January 2026 to discuss initial works required for Market House and Council offices. Contractors have been approached for quotes for the Market House staircase. This will be brought back to the March Full Council meeting for a decision. Caroe have provided her costs to deal with the "high level" repairs to the Council Offices and this will be presented at the March.	on-going
C1108.2	Approach the Forestry Commission in respect of obtaining an updated Dog Hill Wood Management Plan	DTC	Feb-26	DTC has contacted the Forestry Commission. A new management plan needs to be drawn up and the Forestry Commission has suggested that an Agent is appointed to write up the plan for the council. Grant funding is available for this so additional information is being sought.	completed
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
29-Jan-26					
C1126.2	The Clerk provide information on whether members should make provision for any grant awarded to Ledbury Poetry from the underspends in the 2025/26 budget or make allocation from the 2026/2027 budget.	TC	Feb-26	Information included in agenda reports - 19.02.26	Completed
C1126.3	The Clerk to ask Ledbury VIP club to provide a photo of their trip	TC	Feb-26	Confirmation of grant sent and photo requested	Completed

C1127.1/2	The Clerk to confirm which officer will represent LTC in the Town of Culture Application	TC	Feb-26	Sophie Rudd will act as staff representative - reporting back to Clerk	Completed
C1127.3	The clerk to provide the Community Hub with details of individuals who had been in contact in respect of the Town of Culture application.	TC	Feb-26	Information provided	Completed
C1131.4	Journals to rectify the mis postings in the sum of £178	AC	Feb-26		Completed
C1133.2	Officers undertake preparatory work to include drafting policies and reviewing technical requirements in respect of hybrid meetings	TC	Mar-26	Report to be provided to meeting of Council in March 2026	In progress
C1133.3	A further report on live streaming and hybrid meetings be provided when legislation is published.	TC	Mar-26	Report to be provided to meeting of Council in March 2026	In progress
C1133.4	Officers to draft a report on how LTC can progress starting to live stream meetings	TC	Mar-26	Report to be provided to meeting of Council in March 2026	In progress
C1134.3	The clerk to email a list of hyperlinked minutes to councillors	TC	Feb-26	Link sent to all cllrs	Completed
C1141.2	The Clerk contact Herefords Council officers to ask whether it would be possible to allocate £9,850.00 from the £200k market town investment fund in support of SID's at Wellington Heath	TC	Feb-26	Request sent and response received agreed in principle subject to confirming proposed locations waiting for information from Wellington Heath	Completed
C1147	Inform the post holder of the decision reached	TC	Feb-26	Post Holder informed	Completed
25-Feb-26					

C1156.3	That Standing Order 3(v) be amended to include the following sentence, to avoid any misinterpretation of the legislation in respect of Council meeting quorum: "The quorum for a Council meeting MUST be no less than 6".	TC	03.03.2026	Standing Order 3(v) amended	Completed
C1159	That a further report be submitted to a future Council meeting providing details of alternative arrangements such as rehoming, selling or disposing of surplus furniture currently stored in the Market House	DTC	27.02.2026	Photographs of furniture sent to auctioneers to establish whether any of the furniture would be suitable for auction - response awaited. DTC to provide further report when further information is received	In progress
C1160.i.1	That Ledbury Community Day be awarded a grant in the sum of £300 and this be allocated from within the 2026/27 Unspecified Grants budget line under Local Government (Miscellaneous Provisions) Act 1976, power to provide and contribute to a wide range of recreational facilities in or outside the Council's area.	TC	26.02.2026	TC informed grant recipient - AC to make payment after 01.04.2026	Completed
C1160.ii.1	That LEAF be awarded a multi-year in the sum of £10,940 for three years and that in Year 1 (2026/27) the £10,000 allocated to LYAS in 2019 be used, with the remaining £940 being included in the 2026/27 budget and allocation be included in the 2027/28 and 2028/29 budget of £10,940 - Local Government Act 1972 s.137 – Power to incur expenditure for certain purposes not otherwise authorised.	TC	26.02.2026	TC informed grant recipient - AC to make year one payment after 01.04.2026	Completed

C1160.iii.1	That Ledbury Poetry be awarded a grant in the sum of £5,000 - Local Government Act 1972 s.144 Power to encourage tourism to the council's area or contribute to organisations encouraging tourism and this expenditure be met from the underspend from budget line 214/4900 in the 2026/27 budget.	TC	26.02.2026	TC contacted grant recipient for bank details - payment to be made in March 2026 - included in list of payments on March agenda	Completed
C1160.iii.2	That Ledbury Poetry provide Members with sight of the branding artwork when available.	Led Poetry	Mar-26		In progress
C1162.6	That Full Council agrees to the booking of the following entertainment to ensure their availability: a. Hire of a snow machine - £550 + VAT (or possible purchase) – that this be agreed in principle, but that a report be provided to a future meeting detailing the cost to purchase a snow machine and details of how this could be marketed for hire by other groups. b. Winter walk about Fairy - £470 + VAT c. Red Earth Arts - £475 + VAT d. Hire of St. Katherine's Hall - £120 + VAT	CEO	Mar-26	CEO advised - further report to be available at future meeting of Council re snow machine	In progress
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.	TC	Mar-26		In progress
C1163	That the draft Environment and Sustainability Policy be approved, subject to the following amendment: • That the word 'educate' be replaced with an alternative word such as 'inform or encourage' within the draft policy.	TC	27.02.2026	Amendments made - policy provided to all staff with a request for them to consider what the council can do to support the policy	Completed

C1164	That members instruct officers to commission the advice in respect of possible options for the council offices and that sum of £2,000 be set aside from the 2025/26 “professional fees” budget line for this expenditure.	TC	27.02.2026	Meeting arranged with Fisher German	Completed
C1170.2	That the Town Clerk be authorised to request a precept of £815,859, an annual increase from £198.71 to £213.75 per Band D equivalent property (an annual increase of £15.04 - £1.25 per month).	TC	27.02.2026	Precept request sent to HC	Completed
C1171.4	<b>That the Clerk schedule a Budget Monitoring Meeting during March 2026.</b>	TC	Mar-26	To be arranged	In progress
C1173.2	That the Accounts Clerk be instructed to undertake actions in relation to points 1 and 2 in the report as follows: I. That £75.96 be journaled from 202/4155 Housekeeping to 220/4592 PPE/Health & Safety. II. That a virement of £1,000 from budget 230/401 – Travel/Conference/subscriptions to 230/4001 Agency Cover be approved.	AC	Mar-26	AC advised of amendments	Completed
C1174	That the request for the release of £5,290 from the Masfield Matters National Lottery Heritage Funding to enable Midnight Folk activity to take place be approved.	TC	27.02.2026	MM staff advised accordingly	Completed
C1177	That the Council submit no comment to the Home Bargains licence application due to there being no grounds to object to.	TC	27.02.2026	Response sent	Completed

C1180	That the Clerk be instructed to contact the planning officers re proposed planning application regarding Leaddon House Hotel to enquire as to how this change of use will comply with legislation in respect of HMO's.	TC	27.02.2026	Email sent to KG - response included on March 2026 agenda	Completed
C1186.1	That Nina Shields be awarded the Citizen of the Year award 2025/26.	TC	27.02.2026	NS and proposer both advised of outcome and invited to attend Annual Parish Meeting. DTC asked to arrange purchase of award	Completed
C1186.2	That officers contact the Headteacher at John Maselfield High School and other youth group leaders in Ledbury to ask whether they are aware of any youngsters who they feel could be nominated for the Young Citizen of the Year Award.	TC/CEO	27.02.2026	CEO asked to contact various youth groups and JM HS	Completed

<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 12</b>
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Report prepared by Angela Price – Town Clerk

**INVOICES AGREED TO BE PAID – MARCH 2026 (Interim)**

**Purpose of Report**

The purpose of this report is to provide Members with information to support the invoices for payment for March 2026 (interim)

**Detailed Information**

Attached is a list of payments that are due for payment in March 2026 (Interim) in the sum of £17,5362.51 plus VAT.

The table below provides explanations in respect of overspends and other queries relevant to those payments.

	<b>Code</b>	<b>Company</b>	<b>Description</b>	<b>Comments</b>
1	220/4130	Worknest	Legal Expenses insurance	Budget line overspend due to increase in annual insurance higher than anticipated – Officer recommendation to move £1,264 from budget line 220/4580 (Audit external) to this budget line
2	118/4285	AEDdonate	Defibrillators x 2/cabinets x 2	£750.00 to be taken from budget line remaining costs £2,130 to be taken from EMR 336 – Community projects
3	202/4150	Executive Cleaning	Cleaning of Chairs in Jacobean room	Budget line overspend due to carpet cleaning and increase in charges for office cleaning – officer recommendation to vire £500 from budget line 201/4170 (Market House Maintenance) to this budget line
4	220/4590	Worknest	Health & Safety support year 2	Budget overspend from Professional Services due to Occ Health referrals and staff review costs – Officer recommendation move £2,000 from budget line 220/4579 (Audit Internal) to this budget line

5	214/4890	Ledbury Poetry	Grant	Move £5,000 from budget line 214/4900 as agreed at FC 25.02.2026 (minute no.C1160(iii)(1) refers)
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### **Recommendation**

1. That Members approve the invoices for payment in the sum of £17,5362.51 plus VAT.
2. That the Accounts Clerk be instructed to undertake actions in relation to points 1 to 5 above as follows
  - i. That £1,264 be moved from budget line 220/4580 (Audit external) to budget line 220/4130 (Insurance).
  - ii. That £2,130 to be taken from EMR 336 – Community projects in respect of the cost of the defibrillators.
  - iii. That members approve a virement of £500 from budget line 201/4170 (Market House Maintenance) to budget line 202/4150 (Cleaning).
  - iv. That £2,000 be moved from budget line 220/4579 (Audit Internal) to this budget line 220/4590 (Audit Internal).
  - v. That £5,000 be moved from budget line 214/4900 (Buses 4 Us) to budget line 214/4890 as agreed at FC 25.02.2026 (minute no.C1160(iii)(1) refers)
3. That the Chairman, the Chair of Finance, Policy & General Purposes Committee and Clerk be given delegated powers to approve any further invoices for payment for March 2026 to ensure that as many invoices are paid before the last day of the financial year (31 March 2026).

**Creditors for Month No 12**

**Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			
								A/C	Centre	Amount	Analysis Description
24/02/2026	GB6000150C8FLI 490		AMAZON	AMA001	8.32	1.66	9.98	4400	235	8.32	Book Marks WBD
24/02/2026	GB6000618PW0FI 491		AMAZON	AMA001	14.98	3.00	17.98	4400	235	14.98	Black Table Cloth
24/02/2026	GB60005X2VEWPI 492		AMAZON	AMA001	3.33	0.66	3.99	4400	235	3.33	Toothpicks
24/02/2026	SI-4509 493		2FACED	2FAC	1,720.00	0.00	1,720.00	4906	109	1,720.00	John Maselfield
24/02/2026	GB61LREMDAEUI 494		AMAZON	AMA001	33.08	0.00	33.08	4400	235	33.08	Book for WBD
02/03/2026	260005 495		LEAF	001LEAF	167.50	0.00	167.50	4607	127	20.00	Hall Hire
								4607	127	147.50	Hall Hire
01/03/2026	098195 496		WORKNEST	WORK001	121.42	13.00	134.42	4130	220	112.02	Insurance
24/02/2026	GB600QAR2HWHI 497		AMAZON	AMA001	23.32	4.67	27.99	4592	102	23.32	GB600QAR2HWHI/PO0074/Recall Of
12/02/2026	EXP0011 498		EMMA	EMM001	58.64	0.00	58.64	4051	109	58.64	MM Expenses
01/03/2026	MEM257743-1 499		SLCC	SLC001	379.00	0.00	379.00	4460	220	316.00	Membership for JL
22/01/2026	6727-1 500		AED DONATE	AED001	2,880.00	576.00	3,456.00	4285	118	2,880.00	Defibrillator and Cabinet
27/02/2026	000311 - 1 501		G P	GP001	11.20	0.00	11.20	4460	220	11.20	Ledbury Reporter
27/02/2026	95 - 1 502		EXECUTIVE	EXE001	70.00	0.00	70.00	4150	202	70.00	Clean 30 chairs
01/03/2026	098010 - 1 503		WORKNEST	WORK001	2,039.40	407.88	2,447.28	4590	220	2,447.28	Health & Safety Yr 2
28/02/2026	EH2521 1 505		ENGAGE	ENG001	3,877.75	0.00	3,877.75	4903	109	3,840.00	MM Project consultation
								4051	109	37.75	MM Project consultation
04/03/2026	H1930.I/26024 506		CAROE	CAR001	860.00	172.00	1,032.00	4170	202	860.00	Improvement to Church St door
04/03/2026	GB600642CR1TPI 507		AMAZON	AMA001	24.57	4.91	29.48	4703	107	24.57	Collection Buckets
11/02/2026	54144 508		QUICK	QS	240.00	48.00	288.00	4225	102	240.00	Cemetery skip
03/03/2026	GR001 509		LEDBURY P	LED007	5,000.00	0.00	5,000.00	4890	214	5,000.00	LTC Grant

**TOTAL INVOICES** 17,867.99 833.30 18,701.29

VAT ANALYSIS CODE E @ 0.00% 13,701.45 0.00 13,701.45

VAT ANALYSIS CODE S @ 20.00% 4,166.54 833.30 4,999.84

**TOTALS** 17,867.99 833.30 18,701.29





To: Angela Price PSLCC, MICCM, MIWFM  
CiLCA (England & Wales)  
Town Clerk  
Ledbury Town Council  
Tel: 01531 632306  
Mobile: 07734966926  
Date: 21 Jan 2026

Dear Angie

## **Report: Herefordshire Life Through A Lens website UPDATE 2025**

### **Aims of Project**

Catcher Media asked Ledbury Town Council to support a unique Herefordshire heritage and community resource, 'The Herefordshire Life Through a Lens (HLTAL)' website, which was in desperate need of a technical update. The funding helped Catcher pay web developers to migrate the site to a more stable WordPress platform, with all of the necessary re-design and de-bugging that the move entailed. The action Catcher was able to take ensures the new website is: (1) cheaper to maintain, (2) less buggy, (3) more stable in the long-term, (4) still free for public access, and (5) far cheaper than commissioning a new website.

Although to a casual observer the migrated website doesn't look much different, new features include: (1) quicker web page-loading, (2) town-specific tags (including Ledbury) and (3) a more coherent design with images, text, layout, logos and fonts thoroughly aligned throughout the entire site.

### **Community Benefits**

This complex website was created in 2017 and holds an archive of 130+ video interviews, 4 feature-length films, school and dementia resources, podcasts, interactive heritage map and

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Catcher Media is the trading name of Catcher  
Media Social CIC  
A Community Interest Company No: 8343486

360° virtual gallery. It has been continually updated since its inception and *all* of the assets have a direct relationship to Herefordshire.

Many of these assets have a direct relationship to Herefordshire and Ledbury residents. Included in the re-design are newly added ‘Ledbury’ tags that highlight media related to the Ledbury area within specific web-pages and on the interactive heritage map. The site is a positive cultural and heritage asset for the county and it is free to access, good for tourism, popular with the public (with 6.1K active users in 2025) and shines a positive light on the living traditions of the county e.g. hop-pickers and hop-growers, breweries, cider and perry-making, the May Fair, Hereford FC, photographer Derek Evans, Hereford College of Arts (HCA), Canary Girls, Childhood, Hereford FC, Waterworks Museum and much more. The site features engaging interviews from Ledbury residents such as Mike Johns and Bob Halford, many local farmers, such as the Andrews family, and those who came to Ledbury in the war like Mavis Doughty.

The videos, photos and educational assets on the website will now be available to school-children (including lesson plans), local people, students, people with dementia, older people in care homes (in partnership with Hereford Lions Club), tourists, those who have migrated abroad (we get a sizeable correspondence from this group) and others.

### How many people from Ledbury directly benefited from the grant?

With 6.1K active HLTAL website users in 2025; 6,7K views (from 2.3K followers) accessing the HLTAL FaceBook page and HLTAL YouTube with 6,912 views (watching 509 hours of media). It is hard to pinpoint how many Ledbury residents have directly benefitted but with a majority of the site given over to Herefordshire-based subject matter it would be a fair estimate to say that 50-100 people per year using the HLTAL website are from the area.

### Project Expenditure

ITEM	AMOUNT
VoodooChilli: Development - 35 hours @ £80/hour	£2,800.00
VoodooChilli: Content Migration – 10 hours @ £80/hour	£800.00
VoodooChilli: Project Management – 5 hours @ £80/hour	£400.00
VoodooChilli: VAT	£800.00
Contribution to Catcher Media project management costs	£400.00
<b>TOTAL</b>	<b>£5,200.00</b>

## Project Income

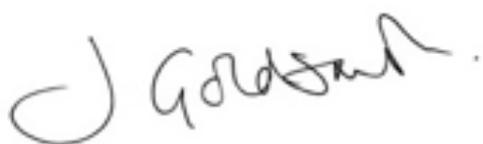
Source:	AMOUNT
Hereford City Council grant	£2,800.00
Bromyard and Winslow Town Council grant	£600.00
Ledbury Town Council grant	£500.00
Leominster Town Council grant	£500.00
Ross-on-Wye Town Council	£500.00
Lions Club	£200.00
Individual donation	£100.00
<b>TOTAL</b>	<b>£5,200.00</b>

## Expectations For the Future

The recent support from Ledbury Town Council ensures an updated and stable platform for the site, and enables continued free public access to its assets. The migration to WordPress addresses numerous technical issues and means it will be usable for the next 5-7 years. WordPress are renowned for ensuring maximum compatibility with the range of internet browsers (e.g. Chrome) and devices (iPads, smartphones) without ongoing maintenance costs. This allows Catcher Media to more effectively and confidently update the content of the website to adapt to user requirements e.g. school or new page. And to do it more cheaply. Future heritage bids will include a cost allocation to contribute to the ongoing hosting and maintenance costs so there will be a continuing platform for Catcher's own Herefordshire's heritage-related work. Other heritage projects or commissions which do not have a cost-free platform can use the HLTAL website as a showcase. NB: Without HLTAL much of the content would be lost from public view.

NB: The funded work was completed by Oct 2025, as promised. The change-over to WordPress has recently allowed Catcher to choose new the web hosts of the website, Zen.co.uk, whose services were far cheaper than our current hosts. This was all part of a longer-term strategy to reduce costs and prolong the life of the HLTAL website. However, there were many more technical issues that needed to be resolved in this change-over, which meant the site was offline for short periods, and led to delays in submitting this report.

Yours sincerely,



Julia Goldsmith, Co-Director, Catcher Media



**Warren Oak Scout Campsite  
Hollow Lane  
Staplow, Nr. Ledbury HR8 1NQ**

**To:** The Clerk  
Ledbury Town Council  
Ledbury Town Council Offices  
Church Lane  
Ledbury, Herefordshire  
HR8 1DH

**Subject: Grant Application for Energy Efficiency Upgrade – LED Lighting and PIR Sensors**

Dear Clerk and Members of Ledbury Town Council,

I am writing to express our sincere gratitude for the funding support provided towards the energy efficiency upgrade at our premises in Staplow, Ledbury. The project involved replacing outdated lighting with LED fixtures and installing Passive Infrared (PIR) motion sensors to reduce unnecessary energy consumption.

These improvements have resulted in lower electricity usage, a reduced carbon footprint, and have contributed to the wider sustainability goals of the Ledbury area. Additionally, the upgrades have enhanced the comfort and safety of our facilities for all users.

For your consideration, I have attached a short article which you may wish to include in one of your newsletters.

Thank you once again for your generous support.

Yours sincerely,

Sue Page  
For Warren Oak Scout Campsite

<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 14(i)</b>
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Report prepared by Emma Clowsley – Masefield Matters Project Co-ordinator

## **MASEFIELD MATTERS – REQUEST TO RELEASE FUNDS FOR THE DAFFODILS ACTIVITIES**

### **Purpose of Report**

The purpose of this report is to provide a breakdown of costs for the Daffodil countryside reminiscence workshops with senior citizens as part of the Masefield Matters project, and the reasoning for requesting the amount of £3,330 to be released from the allocated NLHF budget.

### **Background**

These activities form part of one of the proposed 6 big “projects’ within the overall project, submitted to the NLHF. These activities are aimed at senior citizens living in care homes across Ledbury and includes those living with Dementia.

There will also be an intergenerational session with JMHS students in a care home setting where they can share their experiences and memories of schooling and of the countryside.

The 6 big projects aim to engage 295 people in total, with an overall reach of approx. 2000 for all activities through the course of the familiarisation phase including events like Community Day where attendance figures are estimates. The Daffodils project aims to engage 36 people (not including any activity support staff)

### **Detailed Information**

Original activity details (as detailed in the NLHF Approved Purposes Document):

Amount allocated to this project is £3,330

Activity description: 'The Daffodil Fields, visits to see the wild daffodils and reminiscence project, 12 sessions of activity inspired by memories of the countryside.

Participants: 12 people per session. Targeting older people including members of the Evergreen Club, also residents of a local care home and members of the Visually Impaired Support Group, supported by Community Action Ledbury who provide transport.

### **Objectives of activity:**

To engage with art and word sessions as a way of learning about John Masefield

An opportunity to explore John Masefield’s work through art and words.

An opportunity to reminisce about experiences in the countryside, triggering 'hidden memories' in a safe environment

To be inspired by the poem The Daffodil Fields and fresh daffodils on the tables.

**Outline of agreed activity**

- Specialist creative practitioner Gemma Moore will be running personalised art and word activities inspired by John Masefield's The Daffodil Fields poem and using the countryside as a theme for reminiscence workshops
- We will be running sessions at The Evergreen Club, Birchams Grange and Deer Park. Sessions will last between 45 minutes and 1 and a half hours dependent on needs.

**Allocated amounts in NLHF approved purposes document**

Professional Fees	£2,250
Materials	£400
Venue hire	£230
Hospitality	£350
Travel	£100

**Total = £3,330**

**Recommendation**

That Members approve the release of allocated funds to the sum of £3,330 to allow these activities to take place.

<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 16</b>
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Report prepared by Angela Price – Town Clerk

## **REINSTATEMENT OF STANDING COMMITTEES**

### **Purpose of Report**

The purpose of this report is to ask Members to review the suspension of standing committees with a view to reinstating them with effect from 6 April 2026.

### **Detailed Information**

At a meeting of Council held on 30 October 2026 Members resolved the following:

- “1. All three Standing Committees, namely Environment & Leisure, Finance, Policy & General Purposes and Planning, Economy & Tourism be reinstated with effect from April 2026, at the latest, subject to detailed plans including updated terms of reference being approved by Council at or before the March 2026 Council meeting.***
- 2. That the quorum of the committees be reviewed ahead of returning to the committee structure of the Council.”***

Members are requested to review whether the Council is now in a position to reinstate standing committees taking on board the following:

1. There has been no increase in Members to the Council since October 2026.
2. A number of Councillor meetings and Working Parties have been held on Thursday evenings to help gauge whether Councillors are willing to attend additional evening meetings. These have generally had no more than 3 or 4 Members in attendance and therefore there are concerns that if the Standing Committees are reinstated, and their quorum increased from 3 to 6 based on the attendance at recent non-Council meetings it is likely that these meetings will not be quorate.
3. Due to work pressures, it has not been possible for a meeting to be scheduled to review the terms of reference for Standing Committees. However, should Council wish to proceed with reinstating the Standing Committees a meeting could be scheduled for this purpose in March 2026 and further consideration be given to the reinstatement of the committees at the Council meeting on 2 April.

## **Recommendation**

1. That Members consider whether they wish to progress the reinstatement of Standing Committees, noting the points above,
2. That if Members agree to progress the reinstatement of Standing Committees the Clerk arrange a meeting of Councillors to review the Terms of Reference for the three Standing Committees namely, Environment & Leisure, Finance, Policy & General Purposes and Planning, Economy & Tourism.

<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 17</b>
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Report prepared by Sophie Rudd – Administrative Assistant to the Town Clerk

## **PLANNING CONSULTATIONS**

### **Purpose of Report**

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

### **Detailed Information**

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

		<b>Deadline for comments/ determination</b>	<b>Application details</b>
1.	<a href="#"><b>253506</b></a>	Deadline date for comments <b>17/03/2026</b> Target determination date <b>17/04/2026</b>	Side and rear extensions together with attic conversion. - <b>3 Beggars Ash Cottages Beggars Ash Wellington Heath Ledbury Herefordshire HR8 1LN</b>
2.	<a href="#"><b>253580</b></a>	Deadline date for comments <b>05/02/2026</b> Target determination date <b>27/02/2026</b>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(iii)) - <b>4 Progress Close Ledbury Herefordshire HR8 2QZ</b>

Application no. 253580 has been included on this agenda following further information that has been provided in respect of this application.

Members will recall that at the meeting held on 25 February, Councillor Harvey queried why this was on the agenda as it had previously been considered and that this Council's comments were on the planning portal from the first application.

Following the meeting the Clerk investigated this and found that this application had been sent from planning officers on two separate occasions. Subsequently, the Clerk contacted planning officers seeking clarification, the following response was received:

*“LTC was reconsulted on this application as the red line was amended to include the area proposed for car parking, otherwise all aspects remain the same. That said, since that time the agent has submitted some further information relating to the proposed salon working arrangements.”*

The information relating to the salon working arrangements can be found at the following link: <https://myaccount.herefordshire.gov.uk/documents?id=d7760ead-f6b3-11f0-9097-005056ab11cd>

Therefore, in the light of the information that the application was a resubmission and new additional information having been provided Members are asked to review this application.

### **Environmental Implications**

When considering these applications Members may wish to consider the following:

**i. Application 253506 – Side and rear extensions with attic conversion, 3 Beggars Ash Cottages**

This proposal relates to extensions and an attic conversion to an existing residential property. From an environmental perspective, the main considerations relate to the potential increase in built footprint and associated reduction in permeable garden space, which could have minor implications for surface water drainage. Any increase in roof area or hardstanding should ensure that adequate drainage arrangements are in place so as not to increase runoff or place additional pressure on local drainage systems.

Construction activities may result in temporary impacts such as noise, dust and vehicle movements; however, these are typical of domestic building works and are expected to be short term. Subject to appropriate drainage provision and compliance with relevant building regulations, the environmental impacts of this proposal are likely to be limited.

**ii. Application 253580 – Part change of use and conversion of detached garage to commercial use (Use Class E)**

This proposed change of use from residential garage to commercial premises (under Use Class E) introduces a level of commercial activity into what is currently a residential setting. Environmental considerations primarily relate to the potential increase in vehicle movements associated with staff and client visits, as well as the provision of additional parking within the amended red line boundary. The creation of parking areas should ensure appropriate surface materials and drainage arrangements to minimise surface water runoff.

In addition, the proposed salon use may generate small amounts of commercial waste and involve the use of hair treatment products. Appropriate waste management and disposal arrangements should therefore be in place. The Council may wish to suggest that any commercial activity remains of a scale appropriate to the residential context and that impacts on neighbouring amenity, traffic and the local environment are kept to a minimum.

### **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 11 SEPTEMBER 2025</b>				
<a href="#"><u>250622</u></a>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – <b>Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB</b>	<b>AM</b>	That Ledbury Town Council echo the comments and concerns of Wellington Heath Parish Council with regards to layout, pedestrian safety, and the delivery of an offroad footpath, noting that it is a fast road with a blind bend.	<b>Refused</b>
<b>LTC MEETING 30 OCTOBER 2025</b>				
<a href="#"><u>252920</u></a>	Application to remove a S106 planning obligation at Flights Orchard tying all land owned by the applicant to the dwelling - <b>Flights Orchard, Flights Farm Ledbury Herefordshire HR8 2JN</b>	<b>YC</b>	No Objection	<b>Approved</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/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor,	<b>CS</b>	Lengthy Response Prepared	<b>No decision</b>

	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>LTC MEETING 4 DECEMBER 2025</b>				
<a href="#"><u>250622</u></a>	Proposed erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works – <b>Land at Ledbury Road, Wellington Heath, Ledbury, Herefordshire, HR8 1NB</b>	<b>AM</b>	Objection - in support of the grounds for objection provided by Wellington Heath Parish Council.	<b>Refused</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="#"><u>253088</u></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>
<a href="#"><u>253480</u></a>	Refurbishment of existing building – <b>233 The Homend, Ledbury, Herefordshire, HR2 1BS – LISTED BUILDING CONSENT</b>	<b>KR</b>	No objection	<b>No decision</b>
<b>29 FEBRUARY 2026</b>				
<a href="#"><u>251528</u></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="#"><u>253580</u></a>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) - 4 <b>Progress Close Ledbury Herefordshire HR8 2QZ</b>	<b>AM</b>		Objection on the grounds of noise nuisance, parking and traffic management issues related to a commercial premises being located in a residential area and noting plans to change the layout of this road in the future, which is likely to contribute to the traffic management issues.	<b>No decision</b>
<a href="#"><u>253554</u></a>	Erection of single storey extension to existing utility room. - <b>Badgers Holt, Upperfields, Ledbury, Herefordshire, HR8 1LE</b>	<b>KR</b>		No objection	<b>No decision</b>
<a href="#"><u>250939</u></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="#"><u>253537</u></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="#"><u>253580</u></a>	Part change of use and conversion of detached double garage from residential (Use Class C3) to commercial (Use Class E(c)(ii)) <b>- 4 Progress Close Ledbury Herefordshire HR8 2QZ</b>	<b>AM</b>		No objection – Councillor Harvey to address in ward Councillor Role	<b>No decision</b>
<a href="#"><u>260302</u></a>	Removal of dead laburnum. Removal of all dead and dying conifers & acacia trees behind/beside garages and overhanging neighbouring properties. All brash chipped and removed. All wood to be cut into manageable pieces and stacked. - <b>The Cedars Horse Lane Orchard Ledbury Herefordshire HR8 1PP</b>	<b>NMG</b>		No objection	<b>No decision</b>

<a href="#"><u>253088</u></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>



Directorate/Division: Economy and Environment  
Team: Environmental Health & Trading Standards  
Please ask for: Licensing  
Direct line: 01432 261761  
Email: [licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)  
Date: 03/03/2026

TalkCommunityEnquiries  
Cllr Liz Harvey  
Via Email

Dear Sir/Madam

An application has been received on 26/02/2026 for a **Grant** of a premises licence at:

**Sitara, 19 High Street, Ledbury, Herefordshire, HR8 1DS**

Licensable Activities and Timings:

**Sale/Supply of Alcohol (consumption on the premises)**  
**Monday – Sunday**  
**17:30 – 22:30**

Consultation dates are as follows: Begins **27/02/2026** and ends **26/03/2026**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A summary of the application can be found at the website below within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business/current-premises-licence-applications/>

Details on how to make a representation can be found at the website address below.

<https://www.herefordshire.gov.uk/business/current-premises-licence-applications/making-objections-or-representations/>

Any representations need to have name/address and contact details and should be submitted online [https://my.herefordshire.gov.uk/service/licensing\\_comment\\_on\\_a\\_licence\\_application](https://my.herefordshire.gov.uk/service/licensing_comment_on_a_licence_application) no later than **26/03/2026**

Yours faithfully

**The Licensing Team**  
**Environmental Health & Trading Standards**



<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 20</b>
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**Report prepared by Angela Price – Town Clerk**

**SOUTHEND/MABLES FURLONG PARKING AND ROAD SAFETY REQUEST  
(COUNCILLOR SIMMONS)**

**Purpose of Report**

The purpose of this report is to ask Members to support a draft Traffic Regulation Order (TRO) submission requested by residents and headteacher for action on safety and parking in proximity to John Masefield High School including the Southend and Mables Furlong.

**Detailed Information**

The attached draft TRO submission has been received from Councillor Simmons, Ledbury South Ward Councillor.

Councillor Simmons is seeking support from the Town Council in respect of the attached TRO submission and has provided a copy of a petition which has been signed by 31 local residents supporting the approach proposed by Councillor Simmons.

**Environmental Implications**

The proposed Traffic Regulation Order is not expected to have significant environmental impacts. Improved parking management and traffic control in the vicinity of John Masefield High School may contribute to reduced congestion and vehicle idling, which could have a minor positive effect on local air quality and noise levels. The measures may also support safer conditions for pedestrians and cyclists, potentially encouraging walking or cycling to school. Any environmental effects are therefore anticipated to be limited and largely positive, although some displacement of parking to nearby streets could occur.

**Recommendation**

That Members consider the attached draft TRO submission from Councillor Simmons and confirm whether Ledbury Town Council would support this approach.





The Ward Councillor and City/Town/Parish Council representative should visit the location to discuss the issue with the local community and Locality Steward who will advise if there is an alternative non-TRO solution.

Once all the issues have been highlighted and discussed, this "Assessment Request Form" should be completed and sent to the Traffic Management Team.

An initial assessment is applicable for new TRO requests to ensure that the request is suitable and/or considered beneficial to improve the Highway Network for its users. Applicants will be advised after this request is received by the Traffic Management Team.

**Location: The Southend (and Mables Furlong/Bray Avenue/Warren Drive), Ledbury**

**Between Junction of Biddulph Way and A449 (The Southend) (W3W trickster.impaled.teacher) and cross-roads at the High Street/The Southend/A438/B2416 (W3W directive.messaging.pancakes)**

**Mables Furlong, Bray Avenue and Warren Drive off The Southend at John Masefield School entrance.**

**Nature of traffic / parking issue:** Speeding vehicles, traffic mounting/blocking the pavement due to unrestricted parking creating hazard for pedestrians, traffic movement delays at Top Cross lights

**The issue in this location is three-fold:**

- 1. Speeding vehicles (85<sup>th</sup>% 37mph) along The Southend past entrance to John Masefield High School (approx. 900 pupils) travelling north from the A417.**
- 2. Increased unrestricted all-day parking, and school collection parking by parents, creating difficulty for residents being able to access/park/unload in proximity to homes on The Southend, Mables Furlong and nearby roads.**
- 3. Unrestricted parking along large length of The Southend southbound carriageway is preventing passing of large vehicles (e.g. school buses). This is leading to vehicles mounting narrow pavements on The Southend, and build up of traffic across/at the Top Cross traffic lights (increasingly busy junction).**

<p><b>Are you in contact with any concerned local residents who support this request?</b></p>	<p>Yes/No          Yes, supported by residents of The Southend and Mables Furlong etc with signed petition with signatures.          Also supported by Head Teacher and staff at JMHS.</p>
<p><b>Are you aware of any local residents who do not support this request?</b></p>	<p>Yes/No           No</p>
<p><b>Please provide any additional comments / documents in support of the request.</b>          (May be used in the decision report submitted to Herefordshire Council).</p>	<p>Additional Comments:          Attached; Police speed data, ATC data from HC,</p>
<p><b>Has this matter been discussed at a City/Town/Parish Council meeting?</b>          And, if so, what were the recommendations?</p>	<p>Yes/No          TBC</p>

<b>Requester's contact details</b>			
<b>Parish Council's representative Local Member</b>		<b>Local Member</b>	
Name:		Name:	<b>Cllr Stef Simmons</b>
Telephone Number:		Telephone Number:	07792881706
Mobile Number:		Mobile Number:	07792881706
Email Address:		Email Address:	Stef.simmons@herefordshire.gov.uk
Postal Address:		Postal Address:	C/O Plough Lane HR4 OLE
<b>TRAFFIC / PARKING ISSUE:</b>			
<p>Parking on both The Southend and Mables Furlong/Bray Avenue/Warren Drive is currently unrestricted (save for some short sections of double yellow lines). Anecdotally this is leading to all day parking by employees of businesses, shoppers and visitors to town and short-term parking by parents collecting school pupils or attending evening events. This is creating difficulties for residents and leading to traffic mounting pavements to navigate parked cars leading to conflict with pedestrians (especially school children), cyclists and buses. The issue has been exacerbated by recent installation of residents parking on nearby New Street and elsewhere in the town, and increase in parking charges in town centre car parks. In addition recent development on the outskirts of town could be contributing to amount of traffic now driving into town and looking for free temporary parking. Parking has also occurred on unrestricted blind summit/bend of The Southend south of the school entrance requiring police intervention. Several residents of The Southend and Mables Furlong have mobility issues and unable to park in proximity to their homes.</p>			
<b>SPEEDING ISSUE:</b>			
<p>Speeding vehicles along The Southend past entrance to John Masefield High School (approx. 900 pupils) travelling north from the A417. Both HC TM and Police data show 85<sup>th</sup> percentile speeds at this location (Feb and September 2025) as 37mph in 30mph zone. Police enforcement and deployment of SIDS not showing any speed reduction between the two dates speeds measured.</p>			
<b>TRAFFIC MOVEMENT ISSUE:</b>			
<p>Parking on The Southend is now so sustained throughout period 8am-6pm there are no 'gaps' to enable larger vehicles travelling in opposite directions to pass safely. Particularly at school drop off and pick up times buses/vans/SUVs are unable to travel southbound whilst traffic queuing northbound at light-controlled cross-roads. This is resulting in large tailbacks onto the Highstreet or Worcester Rd particularly.</p>			
<b>OTHER:</b>			
<p>Traffic queuing on the Southend in proximity to the footpath/mounting the pavement is creating an unpleasant environment for walking or cycling and driver conflict/stress and is contrary to both the LTP and LCWWIP aims. This also negatively impacts on air quality in the immediate area, and detracts from the conservation area and setting of the listed buildings along the Southend. Damage is being done to the pavement from vehicles mounting the kerbs.</p>			

Poor signage for HGV weight limit is leading to HGV use of The Southend creating additional conflicts. Aecom review of weights limits and signs recommendations should be considered in any TRO recommendations at this location.

ANTICIPATED IMPACT (assumed this means of intervention as opposed to current impact of issue)

Environment	Community	Business	Council
Positive impacts upon <ul style="list-style-type: none"> <li>• Air Quality</li> <li>• Heritage Setting</li> <li>• Noise</li> </ul>	<ul style="list-style-type: none"> <li>• Improvements to pedestrian and cycling safety</li> <li>• Improved parking for residents</li> <li>• Reduced delays at cross roads</li> <li>• Reduced all day free parking availability for employees</li> </ul>	<ul style="list-style-type: none"> <li>• Residents parking with 1 hour time limit for non residents may provide additional opportunities for visitor parking for 'pop and shop'</li> <li>• Employees of businesses may suffer from reduction in free all day parking</li> </ul>	<ul style="list-style-type: none"> <li>• Improved revenue stream from town centre car parks</li> <li>• Reduced complaints from residents re road safety</li> <li>• Concurrent with council plans such as LTP, LCWIP and County Plan</li> </ul>

PETITION

Is this request supported by a petition? <i>If yes, please attach.</i>	Yes <input checked="" type="radio"/>	No <input type="radio"/>
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I, the undersigned, hereby declare that I understand that an assessment is no guarantee that a newly requested TRO is either appropriate or necessary and may be recommended to be declined.

Confirmation of support for an assessment to be conducted from <b>Ward Councillor</b>	Name: Signature: Date:
Confirmation of support for an assessment to be conducted from: <b>City / Town / Parish Council</b>	Name: Signature: Date:
Confirmation of support for an assessment to be conducted from: <b>Locality Steward</b>	Name: Signature:

	Date:
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**LEDBURY TOWN COUNCIL  
MINUTES OF A MAJOR PLANNING APPLICATIONS WORKING PARTY  
HELD ON 25 FEBRUARY 2026**

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

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

**1. APOLOGIES FOR ABSENCE**

No apologies were received.

**2. TO PREPARE DRAFT RESPONSE FOR SUBMISSION TO A MEETING OF COUNCIL ON 12 MARCH 2026 FOR FINAL APPROVAL IN RESPECT OF THE FOREST OF DEAN DISTRICT COUNCIL LOCAL PLAN 2025-45 – REGULATION 18 CONSULTATION**

Councillor Harvey, as Ward Councillor, updated members on her work at County level in relation to the planning application. She advised that Ward Councillors are in discussions with the Strategic Planning Team and had raised concerns regarding the likely impact that the proposed Glynchbrook development would have on Ledbury. Councillor Harvey further highlighted that, based on census statistics for Bromyard's two wards, the Glynchbrook site would still comprise approximately 200 more dwellings than those two wards combined.

Members discussed the initial concerns which were:

- Glynchbrook may take many years before it is capable of operating as a standalone site. Meaning that it could add to existing pressures on Ledbury's facilities such as schools and doctor surgery's which have not yet seen the investment necessary to account for the town's own recent growth.
- Concerns over potential flooding problems.
- Impact on the landscape – adjacent nature of the site to the Malvern Hills National Landscape.
- Additional traffic and use of the highways, car parking and the main local train station being Ledbury which already has limited car parking.
- There are no clear indication of how this will affect the public transport routes or on how sustainable transport links for this site are being planned more generally.
- Impact on community infrastructure in Herefordshire.

With these being the first initial concerns, members agreed that a further consideration in respect of a response to the consultation would

be beneficial to examine the potential impacts on Ledbury in greater depth, making full use of the Neighbourhood Development Plan and the Ledbury Local Plan.

Ann Lumb highlighted her main concerns regarding the proposed Glynchbrook site as follows:

- i. Ledbury is the nearest, easily accessible town and its infrastructure will be significantly impacted, especially highways to and from the town, the A417 and M50 motorway junction; and car parking within the town.
- ii. John Masefield High School is likely to be the secondary school of choice. (There are good primary schools nearer by at Redmarley and Bromsberrow).
- iii. It's the cumulative impact of existing Ledbury developments and the Glynchbrook plan which is the main concern for both infrastructure and the landscape bordering the Malvern Hills AONB.
- iv. The combination of the Vistry proposal (600 houses adjacent to the Gloucester Road) and the Glynchbrook development is horrific, in my view, for the impact this will have on Ledbury's infrastructure and the surrounding landscape.

**RESOLVED:**

**Members agreed that the following steps should be actioned, emphasising the importance of the Council's role in ensuring that residents are kept informed of all information made available about the proposed Glynchbrook site.**

- 1. That the Clerk email the planning department at the Forest of Dean District Council to ask for a copy of the infrastructure delivery plan.**
- 2. That the Council publish details about the Redmarley public exhibitions on both the website and Facebook page to ensure residents are aware of the events and have the opportunity to attend.**
- 3. That the Town Clerk produces a press release to also promote the Redmarley public exhibition to Ledbury residents.**
- 4. That a member of the working party & the Town Clerk attend the exhibition on Monday, 2 March at Redmarley Village Hall.**
- 5. That Councillor Morris put himself forward to be the primary coordinator for this application.**

6. That Members convene following the Redmarly public exhibition to further consider and explore the potential impacts on Ledbury in greater detail, prior to drafting comments for Council to consider at its 12 March meeting.

The meeting ended at 6:46pm.

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

DRAFT



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 24</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **FEES AND CHARGES 2026/27**

#### **Purpose of Report**

The purpose of this report is to ask Members to consider an increase in fees and charges for the Cemetery, Charter Market, Market House, St Katherines Square and the Jacobean Room for both wedding ceremonies and meetings for the 2026/27 financial year.

#### **Detailed Information**

The attached schedules (Appendices A and B) set out the current 2025/26 fees and charges for the Cemetery, Charter Market and Jacobean Room.

Members are requested to consider whether the information provided in the attached schedules which show a 3% or 5% to the existing fees and charges.

Members will note that the Exclusive Right of Burial fee includes a contribution of £45 towards the Cemetery Improvement Fund. This amount has remained unchanged for several years and Members are asked to review this contribution and consider whether this should be increased in line with all other charges.

#### **Environmental Implications**

The proposed changes relate solely to adjustments in fees and charges and therefore have no direct environmental implications. However, income generated, particularly through the Cemetery Improvement Fund, may contribute to environmental enhancements such as landscaping, biodiversity improvements and sustainable management of council-owned spaces.

#### **Recommendations**

1. Members are requested to agree an increase in the fees and charges and to determine whether this should be set at 3% or 5% for the 2026/27 financial year, or an alternative rate.
2. That Members give consideration to the fee in respect of the Cemetery Improvement Fund and determine whether this should also be increased by 3% or 5%, or by an alternative amount, for the new financial year.



**LEDBURY TOWN COUNCIL – CEMETERY FEES AND CHARGES**

	2025/26 – Current Rate	Uplift by 3%	Uplift by 5%
<b>EXCLUSIVE RIGHT OF BURIAL (To include fee of £45 for cemetery improvement fund)</b>			
<b>Residents of Ledbury</b>			
Exclusive Right of Burial exceeding 18-years	£525.00	£540.75	£551.25
Exclusive Right of Burial of a child not exceeding 18-years	£0.00	£0.00	£0.00
Exclusive Right of Burial in Garden of Remembrance	£210.00	£216.30	£220.50
<b>Non-Residents</b>			
Exclusive Right of Burial exceeding 18-years	£919.00	£946.57	£964.95
Exclusive Right of Burial of a child not exceeding 18-years	£0.00	£0.00	£0.00
Exclusive Right of Burial in Garden of Remembrance	£323.50	£333.20	£339.67
<b>Transfer of Exclusive Right of Burial</b>	£34.00	£35.02	£35.70

**Appendix A**

<b>INTERMENT FEES – RESIDENTS IN LEDBURY</b>						
	<b>2025/26 Current Rate</b>		<b>Uplift by 3%</b>		<b>Uplift by 5%</b>	
	<b>1 Depth</b>	<b>2 Depth</b>	<b>1 Depth</b>	<b>2 Depth</b>	<b>1 Depth</b>	<b>2 Depth</b>
For interment in an earthen grave						
18 years and over	£198.50	£225.00	£204.45	£231.75	£208.42	£236.25
Not exceeding 18 years	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
For interment in the Garden of Remembrance						
	£109.50		£112.78		£114.97	
For interment of ashes in grave space						
	£109.50		£112.78		£114.97	
For interment of ashes where no Funeral Director is instructed						
	£178.50		£183.85		£187.42	
For interment of ashes not exceeding 18 years						
	No Charge		No Charge		No Charge	
<b>INTERMENT FEES – NON-RESIDENTS</b>						
	<b>2025/26 Current Rate</b>		<b>Uplift by 3%</b>		<b>Uplift by 5%</b>	
	<b>1 Depth</b>	<b>2 Depth</b>	<b>1 Depth</b>	<b>2 Depth</b>	<b>1 Depth</b>	<b>2 Depth</b>
For interment in an earthen grave						
18 years and over	£405.00	£449.50	£417.15	£462.98	£425.25	£471.97
Not exceeding 18 years	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
For interment in the Garden of Remembrance						
	£217.50		£224.02		£228.37	
For interment of ashes in grave space						
	£217.50		£224.02		£228.37	
For interment of ashes where no Funeral Director is instructed						
	£358.00		£368.74		£375.90	
For interment of ashes not exceeding 18 years						
	No Charge		No Charge		No Charge	

## Appendix A

	2025/26 – Current Rate	Uplift by 3%	Uplift by 5%
<b>MEMORIAL FEES</b>			
Flat stone (Garden of Remembrance) Permit (1ft x 1ft)	£72.50	£74.67	£76.12
Additional Inscription (permission required)	£49.50	£50.98	£51.97
Head of Foot Stones (2'6" x 2'6" wide x 12" thick)	£172.50	£177.67	£181.12
Additional Inscription (permission required)	£49.50	£50.98	£51.97
Headstone for Childs Grave not exceeding 18 years	No Charge	No Charge	No Charge
<b>OTHER CHARGES</b>			
Use of Chapel for Funeral Service	£86.00	£88.58	£90.30
Search for an entry of burial in register books	£19.00	£19.57	£19.95
Certified copy of an entry of burial in the register books	£19.00	£19.57	£19.95
To provide duplicate burial deed	£19.00	£19.57	£19.95
For the Exhumation from an earthen grave	£296.00	£304.88	£310.80
For the Exhumation of cremated remains (container only)	£183.00	£188.49	£192.15

**LEDBURY TOWN COUNCIL – WEDDINGS AND CHARTER MARKET**

	2025/26 – Current Rate	Uplift by 3%	Uplift by 5%
<b>WEDDINGS</b>			
Room Hire for the Jacobean Room A deposit is required to secure the booking	£252.00 £52.50	£259.56 £54.07	£264.60 £55.12
<b>CHARTER MARKET</b>			
Under the Market House	£23.50	£24.20	£24.67
Upper Floor (New with effect from mid March 2026)	£20.00	£20.60	£21.00
Outside (High Street)	£18.50	£18.87	£19.42
Electricity – Per pitch, per day	£3.00	£3.09	£3.15
Table Hire – Per table, per day	£5.00	£5.15	£5.25
<b>JACOBEBAN ROOM - MEETINGS</b>			
Hourly Rate	£12.50	£12.87	£13.12
Day hire – Between 9.00am and 5.00pm	£77.50	£79.82	£81.37
<b>ST KATHERINES SQUARE</b>			
	No Charge	?	?

**Appendix B**



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 25</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **DEFIBRILLATORS - UPDATE**

#### **Purpose of Report**

The purpose of this report is to update Members on the installation of new defibrillators at Bridge Street and The Langland; progress regarding the proposed installation at Furlong Court; and the condition of the existing defibrillator located outside the Bence building and to seek Members' consideration regarding its replacement.

#### **Detailed Information**

##### **Bridge Street and The Langland**

Members will be pleased to note that two new defibrillators were installed at Bridge Street and The Langland earlier in February. Signage for the two telephone kiosks has been ordered and will be applied once received.

Two bleed kits have recently been donated by The Inner Wheel Club of Malvern (*founded in 1949 and is part of the World's largest women's service organisation to promote friendship, personal service and international understanding*) and these were installed in the two kiosks on 24 February 2026.

These installations further strengthen the Council's commitment to improving community access to life-saving equipment.

A press release has been issued in respect of these two defibrillators.

##### **Furlong Court**

Members will recall that prior to Christmas the Deputy Clerk informed Members that she had met with a representative of Furlong Court to identify a suitable location for a defibrillator. The proposal is that the unit would be installed and maintained by Ledbury Town Council, with all ongoing costs met by the Council.

The site managing agents, Anchor, initially expressed concerns regarding the potential costs associated with installation. A summary of running costs was subsequently provided to Anchor and shared with Members in January 2026 (*Full Council, 8 January 2026, Agenda Item No. 25, Appendix A refers*).

Anchor has now circulated information to all residents of Furlong Court, with residents invited to vote on whether they support the installation. The deadline for

responses is Friday, 13 March 2026. A copy of the circular is attached at Appendix A.

A further update will be brought to Members once the outcome of the residents' vote is known.

### Bence – Existing Defibrillator

During the recent installations at Bridge Street and The Langland, it came to light that the existing defibrillator located externally at Bence (formerly Travis Perkins), Lower Road Trading Estate, is now out of warranty.

Both pads and battery are approximately seven years out of date. In addition, consumables for the existing Physio Control Plus defibrillator are becoming obsolete, making continued maintenance increasingly impractical.

Advice has been sought from AED Donate, who have confirmed that the external cabinet appears to be in working order. However, an electrician would need to confirm that power continues to run safely to the cabinet.

The cost of a replacement defibrillator, such as the ones recently installed, a Cardiac Science Powerheart G5 Fully Automatic AED is £990.00 plus VAT.

Members are asked to consider whether the Council wishes to purchase a replacement unit outright or, alternatively, to enter into discussions with Bence to explore a potential contribution towards the purchase cost and/or ongoing expenses, including minimal electricity usage and the provision of consumables.

### Financial Implications

Members are advised that, whilst provision has been made within the approved budget for routine defibrillator maintenance, including replacement pads, no allocation has been included in the 2026/27 financial year for the purchase of a new defibrillator.

Should Members wish to support the replacement of a defibrillator outside Bence, the associated expenditure would need to be met from Ear Marked Reserves (EMR 336 – Community Projects). The available balance on this reserve is currently £14,715.35 as at 5 March 2026.

### Environmental Considerations

The environmental impact of installing or replacing public access defibrillators is considered low. The primary consideration is the responsible disposal of the existing unit at Bence, which must comply with WEEE regulations, particularly in relation to electrical components and lithium batteries. A modern replacement unit is likely to offer improved energy efficiency, longer service intervals and more readily recyclable consumables. Electricity usage for external cabinets is minimal and typically thermostatically controlled. Overall, with appropriate disposal and sustainable procurement practices, environmental impact is limited.

## **Recommendations**

- 1. That Members receive and note the contents of the report.**
- 2 That Members approve the purchase of a replacement defibrillator for installation outside Bence, Lower Road Trading Estate, which would include the cost of an Electrician to test the power supply and all ongoing consumables/power supply. The costs to be met from EMR 336 – Community Projects;**

**or, alternatively**

- 3 That Members agree in principle to the purchase of a defibrillator, subject to officers engaging with Bence regarding a potential contribution towards the purchase and/or ongoing maintenance costs prior to procurement. Costs to be met from EMR 336 – Community Projects.**

Copy of letter to Furlong Court residents requested. Friday 2/3/26 95

Ledbury Town Council has provided the following information in support of installing a defibrillator at Furlong Court.

*There are more than 30,000 out-of-hospital cardiac arrests in the UK each year. Currently less than 1 in 10 survive. Every minute without Cardiopulmonary Resuscitation (CPR) and AED reduces survival chances by 10%. Currently the nearest AED, that is available 24 hours a day, 7 days a week, is about 5 minutes' drive away. The maximum recommended time is 2 minutes.*

*Cardiac arrest is treated by the Ambulance Service as a Category 1 emergency. The target for the average response time is 7 minutes, with 9 out of 10 calls attended within 15 minutes.*

*No training is required. As soon as the defibrillator is turned on it will give clear step-by-step audible and, in some cases, visual instructions.*

*UK law protects good-faith rescuers. Patients with a DNR (do not resuscitate) in place would accept their wishes were unknown.*

*I can confirm that Ledbury Town Council will cover the electricity supply to run the defibrillator. The Council just needs your approval to allow our electrician access to your site office to determine the most effective way to connect power to the external cabinet. The Council will cover all installation costs, so there will be no expense to Anchor or your residents.*

*As previously noted, locating the defibrillator on the side of your site office appears to be the most suitable central location, subject to Anchor's approval. This location would be clearly visible to your residents and easily accessible to the wider community.*

*Once installed, the Council will liaise with the Ambulance Service to register the defibrillator, making it available for use by your residents and anyone in need. The Council will also take responsibility for its ongoing maintenance, including renewing pads and replenishing equipment if the defibrillator is used.*

*In short, once installed, Anchor does not need to take any further action. For context, electricity costs are minimal. For illustration, I have attached a schedule provided by AED Donate, who recently supplied two other defibrillators for us. The Council is happy for you to invoice us directly, whether quarterly or annually, in accordance with the attached costings, but generally the cost to run a defibrillator is anything between £12 and £20 per annum.*

### **DEFIBRILLATOR COSTS**

*Cost of Electricity for Heater in Defibrillator Cabinet*

*Thermostat is set to 5 degrees*

*Assuming temperature doesn't drop below 5 degrees for 8 months of the year*

*4 months 120 days x 24 hours = 2880 hrs of use*

Heater size = 50W

Therefore, use for 4 months is 144,000 W / 144 KW

Using electricity at 27p per KW, cost would  $144 \times 27p = \text{£}38.88$

But assuming that the heater is on for half of that KW used would be 72 KW

Using electricity at 27p per KW, cost would  $72 \times 27p = \text{£}19.44$

Worst case scenario temperature is below 5 degrees 12 months of the year

12 months 365 days x 24 hours = 8760 hrs of use

Heater size = 50W

Therefore, use for 12 months is 438,000 W / 438 KW

Using electricity at 27p per KW, cost would  $438 \times 27p = \text{£}118.26$

**This £1181.26 is 365 days a year 24 hours a day below 5 degrees so unlikely to ever be that high** Obviously, it depends on your tariff per KW and the weather, most sites use £12 to £20 per year.

**Every resident at Furlong Court has a voice on this matter and I will only proceed with the installation if there is a majority vote. Please therefore, reply below.**

THIS RESPONSE CAN BE PROVIDED ANNONYMOUSLY

DO / DO NOT want LTC to fit a defibrillator at Furlong Court

Please return to the office (flat 6) by Friday 13<sup>th</sup> March.



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE EVENTS WORKING PARTY MEETING  
HELD ON WEDNESDAY, 18 FEBRUARY 2026**

---

**PRESENT:** Councillors Hughes and Morris  
Non-Councillors: Al Braithwaite (Chair) Griff Holliday, Sue Hughes, Diane Mansell, Nina Shields and Lynette Loader.

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

**54. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Chowns, Harvey, Lizzie Gissane and Sonia Bowen.

**55. TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE  
EVENTS WORKING PARTY HELD ON 13 JANUARY 2026**

It was noted that apologies had been received from Councillor Harvey for this meeting. However, they were not recorded in the minutes and they have been amended accordingly.

**RESOLVED:**

That the minutes of the events working party held on 13 January 2026 be approved subject to the above mentioned amendment.

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

Members were provided with an up-to-date action sheet for the Events Working Party. The Chairman and the CEO updated Members accordingly and advised that a number of the recommendations were awaiting the outcome of the Full Council meeting to be held on Thursday, 19 February 2026.

**RESOLVED:**

That the Action Sheet be received and noted.

**57. TO CONSIDER THE DRAFT EVENTS STRATEGY AND BUDGET  
2026/2027**

The CEO provided Members of the Working Party with a draft Events Strategy and Budget for 2026/27. It was noted that the document would support the development of an Action Plan, enabling the Council to establish clear

objectives and to deliver high-quality events that align with the needs of the community.

Members were asked to review the document carefully and submit any amendments or suggested changes directly to the CEO by no later than Wednesday, 25 February 2026. This would allow the proposed amendments to be presented to the next Events Working Party meeting, with a recommendation to be made to the Full Council meeting on Thursday, 2 April 2026, with a view to both the budget and strategy being formally adopted.

Griff Holliday proposed that on page 355, under “Headline Events” that any events outside of Ledbury (e.g. Big Apple) should be classified under an alternative heading. It was also proposed that on page 358, under “Events Assessment Criteria” that it be made clearer that not all events are expected to make the criteria listed.

During the discussion, Members agreed that it would be beneficial to build relationships with other event providers and local organisations, such as Lakefest and Hellens Manor. It was agreed that invitations should be extended to representatives of these organisations to attend future working party meetings, where appropriate, particularly where agenda items may be of mutual benefit.

**RESOLVED:**

- 1. That the Draft Events Strategy be received and noted, and that any amendments or suggestions be submitted to the CEO by Wednesday, 25 February 2026.**
- 2. That the Town Council formally invite other event providers and local organisations, such as representatives from Lakefest and Hellens Manor to future working party meetings.**

**58. TO RECEIVE AND NOTE THE VIRTUAL APP UPDATE**

The Community Engagement Officer updated members on her recent meeting with Ross on Wye Tourism Association and Town Council in regards to the ‘Museum without Walls App’, which if used in Ledbury would provide a pull factor to attract more footfall within the Town. This would be achieved in small stages and will be going to the next Full Council Meeting on Thursday, 19 February 2026 for approval.

It was also proposed by Herefordshire Bid that Ledbury may want to take use of their new ‘Visit Herefordshire App’ which has the ability to add Town Trails and various points of interest, which the Town Council could use as a backup in the event that funding for this App is not approved. It was also proposed that many of the Town map/walk leaflets could be converted onto the App.

**RESOLVED:**

**That the update on the Virtual Tour be received and noted, and that consideration be given to utilising other applications, such as the Visit Herefordshire Walking App.**

**59. CALENDAR OF EVENTS**

Discussions took place regarding the Events Calendar and how the Council might better promote its online calendar. It was acknowledged that the calendar can sometimes be difficult to navigate and that there have been issues when uploading events. Officers confirmed they would review these concerns. In the meantime, community groups were invited to send posters or event details directly to Officers, who would be happy to upload the information on their behalf.

**RESOLVED:**

**That the events calendar be received and noted and that Officers would be pleased to upload any event information, as requested.**

**60. DATE OF NEXT MEETING**

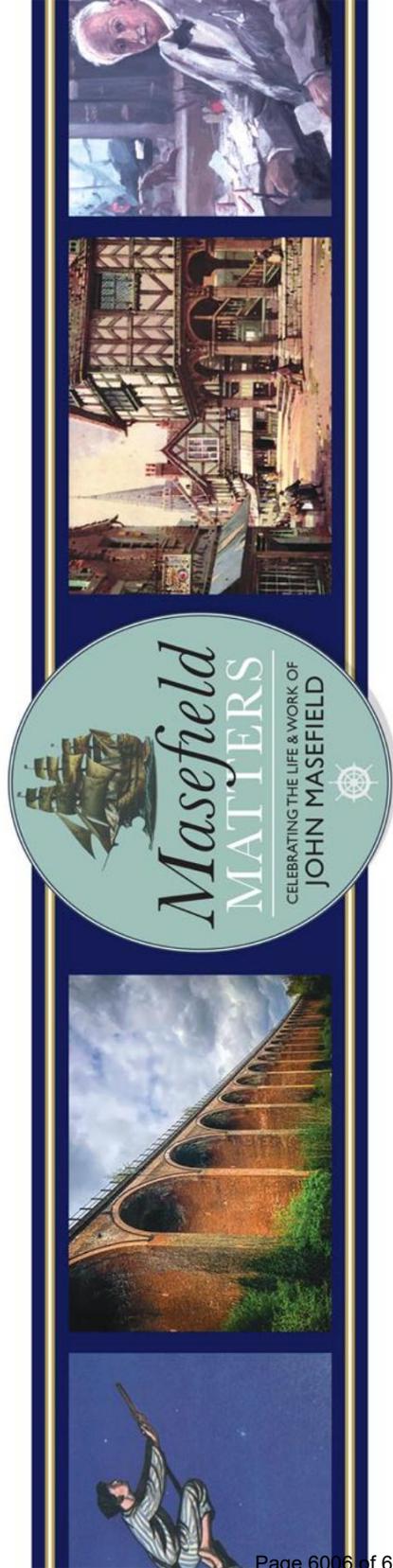
**RESOLVED:**

**The next meeting of the Events Working Party is to be discussed and planned around future Full Council Meetings. An email will be sent to members accordingly.**

The meeting ended at 10:48am

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





Masefield Matters Interim Board Report

February 2026



HEREFORDSHIRE

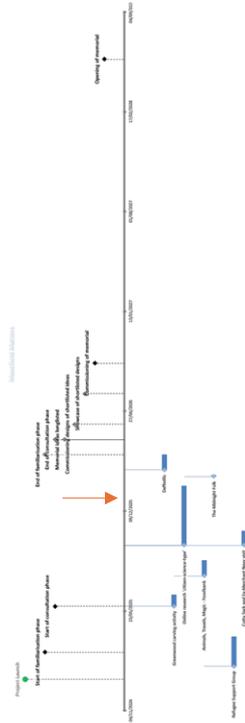
brought to you by  
 Herefordshire  
 County BID

**Contents:**

1. Project Timeline and Fundraising
2. Financial
3. Promotion and Marketing
4. Consultation
5. Important dates for the Board
6. Past Events
7. Upcoming Events

## 1. Project timeline and statistics

### Timeline



### Engagement

Number of people to be engaged: approx. 2500 (including community events)

Number of people engaged so far: approx. 1,130

### Consultation

110 people have given feedback

### Progress and staffing

We are just over 30% of the way into this project, with the end date being 2028. Isabel's contract has been extended until 31 May, and Emma is in post until 6<sup>th</sup> January 2026.

### Milestones

The key activities for the project are the launch, the 6 big projects, and the Citizen Science Project.

- Familiarisation activities finish 29<sup>th</sup> March and will be marked with a celebration open to the general public. Some activities with engagement elements will continue over the next few months and tie in with consultation.
- Woodland Activity: activities complete (12-14 year olds)
- Foodbank Creative Sessions: final activity session is 29<sup>th</sup> March.
- The USA activities wrap up 23<sup>rd</sup> March.
- Refugee Support Group Activity: activities planned 8<sup>th</sup> March 2026, Woodland activity with families from Ukraine. Textiles workshop for women from Afghanistan – date TBC
- JMHS activities: Shakespeare Birthplace Trust trip – 1<sup>st</sup> June
- Midnight Folk 2Faced Dance activity: activities planned for 6-10<sup>th</sup> April.
- Daffodil Fields: reminiscing activities planned for March 2026 facilitated by creative specialist Gemma Moore. 2 Care homes, and 1 activity club for people living with Dementia, have booked sessions.
- Consultation phase – consultation activities are underway

Deleted: 1<sup>st</sup> June 2026

## 2. Financials

Total project cost: £247,220

Total spent so far: £100,478.14 (inc Jan salaries)

Total awarded from NLHF: £222,220

Match funding requirement: £25,000

Total received (or promised) in matched funding: £19,441.71

(this does not include income from the Bosbury House event as ticket sales are still open – currently on

Amount remaining: £5,558.29

## 3. Fundraising activities

We recently received news of a successful application to Herefordshire BID for £7,000. This has given us a huge push towards our goal. With thanks to Justine for this one. Their logo and mention of the sponsorship must appear on all future communications.

### **Bosbury House**

To date, we have sold 29 of the 40 available tickets.

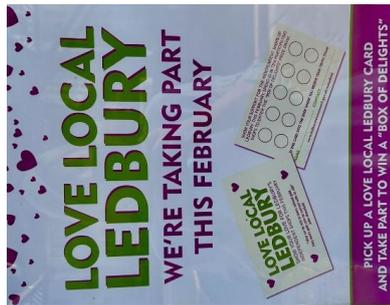
## 3. Promotion/Marketing

### **Social Media**

Local traders read lines from 'A Wanderer's Song' and the reel clocked up more than 5,000 views over Facebook and Instagram.

The **Ledbury Trader's Association** are running a promotion throughout February where participants will receive a card that will be stamped by each participating independent shop they visit. When they have a completed card, they will be entered into a prize draw for a 'Box of Delights' donated by the traders.

The Traders will also be running an event where copies of the Box of Delights will be hidden in their shops for people to find. The traders will promote this on social media alongside Wild About Ledbury and Masefield Matters. The cards include a line from John Masefield's *The Word*, "*May we be rich in love's refined gold, May love's gold coin be current with us still*" and a link to the project website. The reach of these cards is in the thousands.



## LOVE LOCAL LEDBURY - SHOP LOCAL CAMPAIGN



Throughout February, over 30 of Ledbury's independent retailers are joining forces to encourage residents and visitors to shop locally, discover hidden gems, and celebrate the businesses that give the town its unique character.

Throughout February, Ledbury's independent retailers will be participating in the 'Box of Delights' campaign. Simply collect stamps in different shops to complete your 'Love Local card' to enter a prize draw to win a Ledbury 'Box of Delights'. Stamps are awarded when you spend a minimum of £5 with a participating shop.

Look out for posters in participating shop windows. The 'Box of Delights' prize is currently displayed in the window of Handley Organics.

Support Ledbury | Shop Local | Celebrate Independent Retailer Month



### Ledbury Carnival

We intend to have a half page advert for the Masefield Matters Project in the Ledbury Carnival Programme. This was free of charge. The theme this year is local heroes, and we hope to have John Masefield at the forefront

## CHAIRMAN'S SPOTLIGHT MARCH - WILD FLOWERS AROUND US

March is a month of wild flowers and spring renewal, and we'll be celebrating the beautiful blooms that appear across the landscape at this time of year. From carpets of snowdrops emerging in woodlands, to swathes of wild daffodils, and then bluebells as spring advances, there are gorgeous displays close to Ledbury waiting to be enjoyed.

Just beyond town, places like Dymock Woods and the Daffodil Way around Dymock and Kemley are famed for their spring wildflowers, especially wild daffodils and early bluebells winding through ancient woodland paths and meadow edges. The area is part of the classic Golden Triangle of wild daffodil country, with well-waymarked routes and views across orchards and fields that burst into colour in late winter and early spring.

Nearby Kerford Banks (Dymock) also offers splendid wild daffodil displays from March through to May, together with views over the River Leddon and traditional grassland flowers.

Back in Ledbury, Dog Hill Wood, owned and maintained by the Town Council, is a wonderful local green space where primroses, wood anemones and bluebells begin to brighten the woodland floor as spring arrives, a perfect place for a short walk and to reconnect with seasonal beauty right on our doorstep.

We'll share tips for where to enjoy them responsibly, and invite people to get out and explore these stunning natural displays, from scenic strolls nearby to day-out walks a little further afield.

Follow the QR code below to view the Mayor's Page and find out more on the Chairman's monthly spotlight.

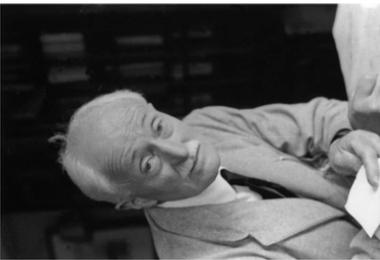


John Masefield was born in Ledbury in 1878, publishing his first poetry in 1902. By 1930 he had been appointed Poet Laureate, a position he held for 37 years.

Everyone read John Masefield in the 1920s. Through books such as *The Box of Delights* and poems like *'Sea Fever'*, his writing inspired people from all ages and backgrounds.

People were also inspired by his life. He overcame adversity to achieve his dream of becoming a writer despite being orphaned, sent off to naval school aged 13, jumping ship and spending time as a vagrant. He was an early supporter of suffrage for women and raised funds for homeless charities. He supported the rights of authors and actively helped emerging talent. When John Masefield died in 1967, Queen Elizabeth II said that his name will be honoured and remembered wherever the English language is spoken.

Masefield Matters is a project designed to inspire people to read his books and poems. 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.



The project will finish in 2028 with the creation of a memorial celebrating the 150<sup>th</sup> anniversary of the poet's birth. The form this memorial takes will be chosen by the community through a series of consultation workshops and surveys.

You can have your say and complete the consultation by scanning the QR code. Find out more by visiting the Town Council's website or on social media.

Facebook: [MasefieldMatters](#)  
Instagram: [@Masefield\\_Matters](#)  
Website: [ledburycouncil.gov.uk/masefield](http://ledburycouncil.gov.uk/masefield)



#### **4. Consultation**



The consultation phase activities are underway and will wrap up with the closure of the survey on 8<sup>th</sup> March, to allow time for the Core Consultation group to review and consider all suggestions.

The public consultation session was held at Ledbury Community Hub on Friday 6<sup>th</sup> February with Janine (Engaging Heritage) and Andrew (A Meredith Associates).

We engaged 20 people at the session and recorded their ideas in the existing survey. Many of these people were highly engaged and were keen to learn more about the project and discuss ideas with each other. We were also able to engage approximately 10 members of the book club using the space after the event. Between these two groups there were a wide range of ages and backgrounds. There have now been 81 responses to the survey, as well as 30 memorial ideas shared at events, for a total engagement of around 150.

Janine and Andrew also spoke with several participants of the John Masefield Society Archive research groups, who discussed their thoughts on the memorial and the reasons they became involved in the project.

Members of the Core Consultation Group will be visiting Monmouth and Cardiff to explore some memorials and have

discussions around the forms memorials can take with Janine and Andrew. This will take place on **Friday 27<sup>th</sup> February** .

Advertising for potential makers (if relevant) will begin in early June.

**September 2026** (dates TBC)

There will be an exhibition / event to share ideas and designs of 3 shortlisted makers plus presentations to stakeholders.

Special viewing for lottery players (prior to presentation to stakeholders to encourage attendance).

**We will discuss the September dates at the Board meeting in March.**

**5. Important dates for the Board**

Angie and Emma will meet with our new NLHF Investment Manager Kirpa-Joyt Balgard on **16<sup>th</sup> March**.

**16<sup>th</sup> March** There will be an extraordinary Board meeting on **21<sup>st</sup> April** at 9:30am. The Board will receive three options for the memorial, put forward by the Core Consultation group. This will be the only opportunity to make this decision before it is passed to the subsequent Full Council.

The Board will also receive a list of all options reviewed and the reasoning for their rejection for reference only.

The Chair and Project Co-ordinator will present the option chosen by the Board at the subsequent Full Council meeting on **May 7<sup>th</sup>** with a recommendation for approval.

The National Lottery Heritage Fund will also need to approve the chosen memorial option.

## **6. Completed Familiarisation activities**

### **Ledbury Light Switch on**

Stand-up poet and theatre maker Jonny Fluffypunk read from The Box of Delights, and read a few his favourite John Masefield's poems. **"I remember Box of Delights on the telly as a kid- well, teenager- with just that right level of folk-horror weirdness to it."**

**There was an art session for children to make their own 'Box of Delights'**



## **7. Upcoming events/events being explored**

### **The Daffodil Fields**

3 care homes/clubs for people living with Dementia Specialist creative practitioner Gemma Moore will be working with residents to explore the poem 'The Daffodil Fields' and reminisce about their experiences in the countryside

### **The Midnight Folk dance workshops**

Dance workshops with 2Faced Dance and Herefordshire Wildlife Trust, inspired by the animals in The Midnight Folk. Half term activity - 6<sup>th</sup> – 10<sup>th</sup> April. Activities aimed at young people who are part of the HAF programme.

### **Ledbury's World Bookfest**

Saturday 7<sup>th</sup> March 10-4

We have organised events for children aged 5+. We will have a presence there to talk to parents/carers about the project and encourage them to complete the survey.

**Red Earth Arts**  **10:00am - 13:00pm**

Come and get creative with art, poetry and storytelling as you decorate cardboard birds using colourful collage materials and exciting words inspired by John Masefield's poem *The West Winds*.

**The Burgage Hall**  
Church Lane  
HR8 1DW

funded by the Masefield Matters Project

Create your own beautiful, "Wordy Bird" to hang up and display, and use it as inspiration for imagination and storytelling.

You'll also decorate your own mini storybook by illustrating a wondrous, colourful paper, filling it with fun story ideas such as characters, places, objects and surprises. Pick the ideas at random to invent your own stories – a playful, creative game in a box that brings art and storytelling together.

**Storytelling with Imaginelle**  **13:30pm-15:30pm**

Masefield Matters presents...

Join our magical storyteller Imaginelle, to learn about a Leebury boy's adventures at sea and how he became the first British seafarer to be knighted. The story you've made at the Wordy Birds workshop.

**The Burgage Hall**  
Church Lane  
HR8 1DW

*Ages 5+ and must be accompanied by an adult.*

Enjoy free tea, coffee and biscuits while you're here!

following in the wake of previous trainees such as John Masefield.

### Memorial art workshops at primary schools

Artist Fliss O'Neill will be running hands-on activities with primary school children, to explore the concept of memorials using different art materials including clay. These will take place in May, and so far Bosbury school is signed up, and we awaiting responses from other schools across Leebury

**Shakespeare's Birthplace Trust visit for JMHS students** (an educational day curated in conjunction with SBT (to include exploring John Masefield items in the archive).

### Sea-Fever talk with the Marchant Navy Association at JMHS.

After Easter, date TBC. There will be a Presentation on the Modern Merchant Navy and a 1.5 minute video on Careers at Sea.

This will be followed by a Q&A session - with members of MNA and a young officer or cadet who can relate their experience directly to pupils.

We are hoping this will be a young person sponsored by The Conway Merchant Navy Trust – founded after the demise of HMS Conway to continue supporting future generations of seafarers



### **Word and Art workshops (final activity sessions)**

Final sessions were held at Mews Bouche, a more central venue following feedback from the creative practitioners. These sessions were fully booked and involved an element of learning about the project and John Masefield's life at sea, and his love of exploring.

### **Refugee Support Group activities**

Textiles workshop will be run at Red Earth Arts CIC. This activity is for Afghan families living in or around Ledbury with the theme of travel, exploration and what Ledbury means to them.

Woodland activities will be run by Gudrun and Ruth at Clissett Wood, and will involve activities for the young children led by forest education trainer, Ruth. There will be thumb stick carving and willow weaving for the older children and mothers.

This activity is for Ukrainian families living in or around Ledbury, working with Caroline from RSG to organise.

### **Ledbury Poetry Festival**

Programmed event:

Dr Philip Errington and Sara-Jane Arbury (date TBC)  
John Masefield themed lecture with poems.

Theme: John Masefield's Great War based around the 'Collected Works - John Masefield's Great War' edited by Philip W

### **Errington.**

Masefield Marathon (Sat 4<sup>th</sup> July) – this is a fundraising event involving 7 hours (10.00 to 17.00) of reading of the works of John Masefield.

**Celebration Day reader** – Cheltenham Poetry Festival director, Zoe Brooks is writing a folklore tale based on John Masefield and sharing through storytelling and poetry.  
Masefield Moments will return for Celebration Day.

### **Ledbury Carnival**

If budget allows, we aim to have an engagement activity for older children, a Zine making workshop with young local artist and poet Freddie Barker. Last year's plant pot inspired by The Midnight Folk animals was well attended.

### **UK Town of Culture 2028**

Our Project Co-ordinator has signed up to be part of the Working Group, and has spoken to Nic Sims about Masefield Matters' possible involvement in the bid.



<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 28(i)</b>
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Report prepared by Angela Price – Town Clerk

## **OFFICER REPORTS - TOWN CLERK'S REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Town Clerk since 6 November 2025.

### **Detailed Information**

Below is a list of meetings/tasks that the Clerk has attended/undertaken since the 6 November 2025.

- 06.11.2025 – Markets meeting
- 10.11.2025 – Meeting with Hoople, Chair and Deputy Chair re staff review
- 11.11.2025 – Meeting with Accounts Clerk to review budget line
- 11.11.2025 – Training providing to Masefield Matters Board in respect of Council policies and procedures
- 12.11.2025 – Carnival AGM
- 13.11.2025 – Resources and Full Council meetings
- 17.11.2025 – Meeting at cemetery with local resident to discuss bench
- 17.11.2025 – Personnel Meeting
- 19.11.2025 – Xmas Lights Event meeting with staff
- 19.11.2025 - Meeting with Clear Councils to review council insurance needs ahead of renewal quotes being provided for final year of contract
- 20.11.2025 – Markets meeting
- 23.11.2025 – Christmas Lights Switch on event
- 24.11.2025 – Closed briefing with Vistry
- 25.11.2025 – Meeting with Chair and Nic Sims (Community Hub) re youth worker proposals
- 28.11.2025 – Meeting with Chair – JMHS to discuss future of Ledbury's Got Talent
- 01.12.2025 – Catch up meeting with Chair
- 04.12.2025 – Resources and Full Council meetings
- 07.12.2025 – Christmas service at St Michael & All Angels
- 09.12.2025 – Masefield Matters meeting
- 10.12.2025 – Meeting with Cllr Lott – Wellington Heath – re road safety issues
- 11.12.2025 – Meeting to discuss future of groundwork contract
- 16.12.2025 – Meeting with Chair of Finance to discuss budget and other related matters
- 16.12.2025 – Meeting with Masefield Matters Project Assistant to confirm contract extension
- 06.01.2026 – Meeting with Nic Sims to discuss youth worker grant and DHHW
- 07.01.2026 – Meeting with Adam Goodwin to discuss options for council offices

- 19.01.2026 – Debrief meeting with Church representatives and DL's to consider how events can be improved
- 20.01.2026 -Mayors Meeting – Plough Lane Hereford
- 21.01.2026 – Meeting with Helen l'Anson re possible monthly antiques market
- 22.01.2026 – Meeting with Al Braithwaite to discuss next steps re TEMAP – with a view to reinstating regular meetings
- 23.01.2026 – Meeting with Sheds Together re working together
- 27.01.2026 – Masefield Matters Board meeting
- 28/29.01.2026 – Practitioners conference – report to be provided on items presented to a future meeting of council
- 29.01.2026 – Full Council meeting
- 04.02.2026 – Telephone call with OMS re cyber security
- 05.02.2026 – Budget meeting to review draft 26/27 budget
- 06.02.2026 – Attended Big Breakfast
- 09.02.2026 – Met with Julie Watson – new Ledbury Safer Neighbourhood officer
- 12.02.2026 – Attended public realm annual plan meeting – Thorn Depot
- 12.02.2026 – Councillor briefing – staff review
- 19.02.2026 – Full Council – meeting postponed due to being inquorate
- 23.02.2026 – Attended ACAS training on Parental and Paternity Leave re changes coming into place in April 2026
- 24.02.2026 – Meeting with Al Braithwaite -TEMAP
- 25.02.2026 – Major Planning Working Party meeting
- 25.02.2026 – Reconvened Full Council meeting
- 26.02.2026 – Attended first meeting of UK Town of Culture
- 26.02.2026 – EO Council meeting – Staff Review
- 02.03.2026 – Attended Forest of Dean Local Plan Consultation
- 03.03.2026 – Meeting with DTC and CEO to discuss how budgets and resources requirements for events could be better presented – new way of working agreed – CEO to present more detailed budgets to next meeting of Events WP
- 04.03.2026 – Attended Youth Development Forum at Plough Lane – this is in response to the National Youth Strategy as a first step to creating a youth strategy for Herefordshire.  
<https://www.gov.uk/government/publications/youth-matters-your-national-youth-strategy/youth-matters-your-national-youth-strategy>  
(Ledbury and Leominster were recognised as having good youth development in their towns)
- 04.03.2026 – Met with Fisher German to discuss options for council offices if council were to move out – report to be shared with council on receipt
- 04.03.2026 - UK Town of Culture meeting – SR will be attending these meetings with Cllr Kettle going forward
- 04.03.2026 – Met with two volunteer Flood Wardens to discuss their role and how that fits in with LTC
- 07.03.2026 – Ledbury Bookfest

In addition to the meetings listed above, the Clerk has regular weekly meetings with the Deputy Clerk a Monday morning, weekly Team meetings, and regular update meetings with the Masefield Matters Project Coordinator.

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

1. Annual Budget setting (2026/27) – this has now been approved by Council and precept request sent to Herefordshire Council and acknowledged.
2. Staff Review – This has been a big piece of work which is outside of the normal work of the council. It required a response to a statement of requirement provided by the Resources Committee and presentation to councillors prior to being approved for progression by Council.

The next stage of this is to review all job descriptions in conjunction with Hoople and then meet with each staff member to discuss their future role within the new proposed structure and then a meeting with all staff together.

It is hoped that the meeting with individual members of staff will take start during March 2026.

3. Quorum – following the discovery of the misinterpretation of the quorum at Council meetings inquorate meetings were reviewed and advice sought from various organisations. This culminated in Herefordshire Council appointing the three co-opted Councillors to ensure the Council could continue to function, and ratify all decisions taken at council meetings since May 2023.

The next step will be for Ledbury Town Council to formally co-opt Councillors Kettle, Browning, and Troy within six months.

4. A Subject Access Request (SAR) was received from a member of the public in relation to correspondence relating to a specific issue dating back to 2022. This information has been provided; however, they have advised that they believe there is one email missing. I have undertaken searches in my emails and those of former Councillors who were in the role of Mayor over the period in question and have been unable to locate this email. However, the resident has been advised that all reasonable steps have been taken to locate the email but to no avail. It is possible that this email had previously been deleted, but I would reassure Members that no emails relating to this issue have been deleted following receipt of the SAR.
5. As always there have been staffing issues to deal with during this period.

In addition to the above the lease line has now been completed and this has clearly made a difference to the internet provision in the offices.

Good progress is being made by the Town of Culture Working Party in respect of the EOI. It is anticipated that the first draft will be available for members of the working party to review in the week commencing 9 March.

Herefordshire Council have asked Parish and Town Councils to see if they can identify volunteer Flood Wardens. We put out a request for anyone who might be interested in this role, and we have fortunate in two individuals coming forward. A Flood Plan Handbook has been drafted, and they are currently reviewing this following having received training and will meet with me at a later date to review any suggestions in relation to amendments/additions to the plan. Their background is in forestry and climate/environment, which means we have two excellent Flood Wardens in place.

As part of the programme HC have provided LTC with a good supply of Aquasacs similar to those in the following link, as an alternative to the traditional sand bags and access to these will be provided to the flood wardens for emergency and as a preventative measure in areas where they consider would benefit from these.

As part of their role, they will walk local areas and identify potential flood risks, such as ditches and gulleys. They will then report these to the office whereby we will contact the Lengthsman and make him aware of areas that need attention, which is part of their role.

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

**Year end and Audit** – The year end closedown is booked for the end of April with Rialtas support, and the Internal Auditor is booked for early May. I have a meeting planned with the accounts clerk in March to review the financial reports in order to identify any possible changes to the budget to be highlighted in a budget meeting on 19 March 2026 and ahead of the closedown.

**Personnel Matters** – As always there have been a number of personnel matters to deal with over past months, which can take up a lot of officer time, which in turn means there is less time to undertake other tasks. All staffing issues are reported via the Resources Committee where appropriate, and the Chairman is kept informed of all issues regularly.

**Committee Structure and return to committees by April 2026** – This has not progressed as well as hoped and this is on the agenda for further consideration by members.

**Co-option and planning for 2027 Elections** – Promotion of co-option and consider how to address councillor vacancies for the 2027 elections.

A co-option application has been received; a meeting will need to be arranged to consider this and revisit the appointment of the three councillors as per the above. A further application is anticipated; however, this candidate will not become eligible until August 2026 due only having returned to Ledbury last August.

**Future cemetery provision report** – this has been delayed due to workload and staff sickness. This now needs to be prioritised

**Review Risk Register, Asset Register** and various other governance documents and policies. Meetings will be scheduled with the Chair of Finance, Policy & General Purposes to review these documents.

**S106 Opportunities** – Following a tender process a designer has been appointed in respect of this project, and I was involved in reviewing the tenders alongside Herefordshire Council Officers. Once the design stage has been completed and a design agreed the next step will be to obtain tenders for the construction of the track. An expression of interest has been submitted in respect of Ledbury Town Council taking ownership of the pump track upon completion.

**Possible Asset Transfer of Play Areas in Ledbury** - Discussions with HC officers around play parks in Ledbury to be arranged once they have prepared further information for town councils. LTC have submitted an EOI and are currently waiting for further information on how this will be progressed via HC.

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

**Future of council offices** – On receipt of a report from Fisher German I will bring this to council for consideration along with details of the proposal from HC in respect of a possible alternative location for the council offices.

### **Recommendation**

That Members receive and note the above information.



<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 28(ii)</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

## **OFFICER REPORTS – DEPUTY TOWN CLERK’S REPORT**

### **Purpose of Report**

The purpose of this report is to provide Members with information on meetings and work streams that have been undertaken by the Deputy Town Clerk since 1 January 2026 until 7 March 2026.

### **Detailed Information**

Below is a list of meetings that the Deputy Clerk has attended since 1 January 2026.

- 01.01.2026 – Annual Leave
- 05.01.2026 – Meeting with the Clerk
- 06.01.2026 – Meeting with Nic Sims re Dog Hill Woods
- 08.01.2026 – Team Meeting
- 12.01.2026 – Meeting with Clerk
- 12.01.2026 – Meeting with Spencer Grogan
- 13.01.2026 – Events Working Party
- 15.01.2026 – Team Meeting
- 15.01.2026 – Charter Market Development meeting with team
- 19.01.2026 – Meeting with the Clerk
- 19.01.2026 – Civic protocol meeting
- 19.01.2026 – Attend funeral at Cemetery (check paperwork)
- 19.01.2026 – Meeting removal company for quote re Market House
- 20.01.2026 – Meeting with team member regarding training
- 21.01.2026 – Meeting with removal company for quote re Market House
- 22.01.2026 – Charter Market Development meeting with team
- 26.01.2026 – Annual Leave
- 27.01.2026 – Meeting with contractor at Upperfields
- 27.01.2026 – Team meeting regarding World Bookfest
- 28.01.2026 – Take delivery of storage container at Cemetery
- 28.01.2026 – Meeting with contractor at Upperfields
- 29.01.2026 – Meeting with Jane, Caroe re quinquennial surveys
- 29.01.2026 – Meeting with contractor at Upperfields
- 29.01.2026 – Full Council
- 02.02.2026 – Meeting with Clerk
- 03.02.2026 – Fire Warden Training
- 04.02.2026 – Meeting with Fire Brigade re familiarisation plan
- 04.02.2026 – Meeting with team member
- 06.02.2026 – Meeting with Henry Snell, Herefordshire Council re Upperfields
- 09.02.2026 – Meeting with Clerk

- 09.02.2026 – Meeting with Sovereign re play equipment at Recreation Ground
- 10.02.2026 – Charter Market Development meeting
- 11.02.2026 – Zoom call with OMS
- 17.02.2026 – Meeting with contractor re repointing at Cemetery
- 17.02.2026 – Dentist (afternoon)
- 18.02.2026 – Events Working Party
- 19.02.2026 – Colin Palmer meeting to select Christmas tree for Market House
- 19.02.2026 – Meeting with team re Ledbury BookFest
- 19.02.2026 – Meeting with Octaga re audit review
- 19.02.2026 – Meeting with contractor re repointing works at Cemetery
- 19.02.2026 – Ledbury Places Briefing
- 19.02.2026 – Full Council
- 23.02.2026 – TOIL/Annual Leave
- 24.02.2026 – Meeting with members of The Inner Wheel Club of Malvern at Bridge Street phone box re donation of blood kit
- 26.02.2026 – Meeting with contractor re play equipment at Recreation Ground
- 27.02.2026 – Dealing with Contractors re cleaning chairs in Jacobean Room
- 04.03.2026 – TOIL/Annual Leave
- 05.03.2026 – Team Meeting
- 06.03.2026 – Meeting with contractor at Cemetery re fire extinguishers
- 06.03.2026 – Meeting with contractor re play equipment at Recreation Ground
- 07.03.2026 – Ledbury Bookfest event

### **Ongoing projects**

Personnel Matters – Meetings with staff take up a considerable amount of my time on a daily basis and whilst some meetings are noted above, this does not cover the day to day adhoc interruptions.

### **Painted Room Entrance Door**

The appointed contractor has recently returned the entrance door to the Painted Room now that the door has been fully repaired and painted. The door frame repairs are yet to be done, along with installing two new handrails. This will be completed within the next month.

### **Recreation Ground**

Several meetings have taken place with contractors to provide quotations for a new multi play piece of equipment, which will be positioned in the central area of the play area, in place of the three-seater springer and the space which originally had the seesaw (removed approximately two years ago for safety reasons). It is my intention



to bring quotations to a Full Council meeting in April for consideration.

I am also seeking quotations to replace the wetpore for one of the childrens' play equipment, shown here, as it has several layers of wetpore which appear to have been added over the years on top



of existing Wickstead rubber tiles. It is also cracking on one side as shown in the photos. I will be bringing quotations to a Full Council meeting in April.

### **Cemetery**

Repointing Works - Quotations were originally received from two contractors at the end of last summer but one contractor then withdrew. The Deputy Clerk has since been in contact with several contractors and has met with some of the contractors this year to discuss the works at the Cemetery. It is proposed to bring quotations to a Full Council meeting in April.

Quotations have also been sought from contractors to install a footpath outside the newly installed storage container and these too will be presented at a Full Council meeting in April.

The Deputy Clerk recently met with Councillor Chowns at the Cemetery, where it was suggested that a turning area should be considered at the far end of the new section.

This proposal has also been supported by local Funeral Directors, who have raised concerns about vehicles accessing the new area. When a hearse is followed by family members in their cars, manoeuvring space is limited and vehicles may need to reverse. This increases the risk that headstones could accidentally be struck during turning or reversing.

In addition, as shown in the photograph, the space surrounding the two benches that



face each other requires clearer definition. The slate covering is beginning to reveal the membrane underneath and, due to the absence of kerbing, some of the slate stones are spreading into the grassed areas. This may create difficulties when grass cutting operations commence.

It is therefore proposed that quotations are obtained for these improvement works, including the provision of a suitable turning area and the installation of kerbing around the bench area, for consideration by Members in due course.

### **St Michael and All Angels Church**

The Deputy Clerk recently met with a local resident whose property is located within the confines of the church grounds. The resident had raised concerns that one of the lights was not working. This matter was promptly addressed by Balfour Beatty, who confirmed that the MCD inside the church had tripped. The system was reset and the light is now functioning correctly.

The resident also raised concerns regarding three trees within the churchyard: a large yew tree and two adjacent young oak trees which have been planted very close together. Officers will seek advice from a qualified tree surgeon to determine what appropriate measures may be required in terms of future maintenance and management of these trees.

### **Market House – Staircase repairs**

Contractors were invited to submit quotations for the repair and repainting of the staircase at the Market House, including the walls and ceiling on the upper section of the staircase, so that quotations could be considered at the March Full Council Meeting.

It is disappointing to note that, although one contractor did submit a quotation, it did not include costs for repainting the walls and ceiling. No other quotations were received in time for inclusion on the agenda.

The Deputy Clerk will follow this matter up with the contractors and seek to obtain the required quotations for consideration at the next Full Council Meeting.

### **Market House – Surplus Furniture**

The Deputy Clerk contacted H J Pugh on 27 February 2026 to invite them to attend the Market House to assess the furniture and advise which items may be suitable for auction and which may need to be disposed of. At the time of writing this report, no response has yet been received from H J Pugh.

### **Dog Hill Woods**

Ledbury Town Council has now registered with The Rural Payments Service which allows for the Council to now apply for a Woodland Management Plan, which is in progress.

### **Christmas Trees**



This is the Christmas tree that has been selected for 2026 outside the Market House. It's about 21' at present.

Coddington Trees will also be supplying an 8' tree for the Cemetery Chapel.

Consideration will need to be given to the transporting and erection of the Christmas Tree for outside the Market House since it is not known whether the new contractor, replacing Balfour Beatty, will run a similar Community Engagement Scheme whereby they will collect and erect the tree for the Council.

Other projects that I am working on include, but not exhaustive, are as follows:

- Design and installation of new Scatter Garden at Cemetery.
- Getting new "Welcome to Ledbury" signs commissioned now that I have tracked down the originator, as well as getting the other existing signs repaired, paint wise, and for them to then be reinstated at Gloucester and Bromyard entrance points to the Town.
- Dealing with adhoc bench enquiries: bench repair at Cemetery; proposed installation of new bench at top of Biddulph Way and memorial bench for late Councillor, Yvonne White.
- Repointing works at St Michael and All Angels Church.

**Recommendation**

**That Members receive and note the above information.**



## LEDBURY TOWN COUNCIL

<b>FULL COUNCIL</b>	<b>12 MARCH 2026</b>	<b>AGENDA ITEM: 28(iii)</b>
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Report prepared by Olivia Trueman – Community Engagement Officer

### **OFFICER REPORTS – COMMUNITY ENGAGEMENT OFFICER**

#### **Purpose of Report**

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

#### **Detailed Information**

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

Date	Meeting / Update
6/01/2026	Meeting with Al Braitwaite to discuss grants
13/01/2026	Events Working Party
15/01/2026	Network Meeting
15/01/2026	Charter Market Development Meeting
15/01/2026	Meeting with Traders Association Chair
19/01/2026	Great Big Green Week Meeting
21/01/2026	Meeting with DC to go through Full Council reports
22/01/2026	Meeting with Helen l'Anson regarding antique market proposal
22/01/2026	Meeting with Griff to discuss Ledbury Celebration / Community Day
27/01/2026	World Bookfest Meeting
29/01/2026	Zoom meeting with Ross TC re Virtual App
29/01/2026	Zoom meeting with GOAL 17
03/02/2026	Meeting with LRC to discuss newsletter and articles
05/02/2026	Meeting with Helen l'Anson re antique Charter Market
07/02/2026	Market research at Hellens Manor for Charter Market
11/02/2026	Meeting with Al Braitwaite regarding Events Strategy
11/02/2026	Meeting with Susie Mckenchie regarding town maps and BID
17/02/2026	St Katherines to measure for World Bookfest Workshop
18/02/2026	Events Working Party
25/02/2026	Meeting with Traders Association Chairman re parking
25/02/2026	Meeting with Al Braithwaite and the High Sherif (Orphans) re town maps and boards at the Tain station
27/02/2025	World Bookfest meeting with DC and Receptionist
27/02/2026	Field trip to Monmouth and Cardiff for Masefield Matters Project

03/03/2026	Meeting with Clerk and Deputy regarding budget papers
03/03/2026	Ledbury Primary School Visit – World Bookfest and meeting Author
03/03/2026	Meeting regarding antique market
03/03/2026	Catch up with owner of Three Counties Bookshop
03/03/2026	Delivering World Bookfest programmes
05/03/2026	Meeting with owner of Lakefest to discuss engagement and future collaboration
07/03/2026	Ledbury World Bookfest
08/03/2026	Masefield Matters event
10/03/2026	Ledbury Community Day Meeting

## **UPDATES**

### **1 Events**

Ledbury World Bookfest will have taken place on Saturday 7 March. The event programme was fully scheduled with a wide range of engaging and free activities delivered across multiple locations throughout the town. The day represented a strong collaborative approach, bringing together Ledbury Town Council (LTC), Masefield Matters, and a number of local community groups.

This year, the Council successfully secured Aardman to deliver 3 clay modelling workshops at St Katherine’s Hall. This represented a significant enhancement to the programme and generated substantial interest in advance of the event, contributing positively to overall engagement and profile.

Event promotion has been strong, with positive media coverage and local support in the lead-up to the event. Reporters from the *Hereford Times* attended, and local radio stations provided promotional coverage ahead of the day, helping to raise awareness across the wider area.

Additional promotion has been supported by Herefordshire Council and local libraries, further extending the reach of the event.

Engagement from town centre businesses has been particularly encouraging. Many traders embraced the event theme by decorating their shop windows and actively promoting activities across their social media platforms.

Collaboration with Lakefest was also a key feature of this year’s event. Lakefest supported the Best Dressed Competition by providing judges and donating festival tickets as prizes for the winner. In addition, they contributed to wider town-centre engagement by arranging for additional prizes to be hidden throughout the town, encouraging exploration and increased footfall.

Following this successful partnership, the CEO is now in communication with Lakefest representatives and will be meeting with them on a regular basis to explore opportunities for continued collaboration and support for future town events.

The support provided by the Receptionist and Administrator has been invaluable in the lead-up to the event, and the CEO has expressed appreciation for their contribution to its organisation and delivery.

An Events Strategy has been drafted by the CEO following a meeting between the Events Chairman and the Chairman of Ledbury Town Council, Councillor Harvey. The Events Working Party positively received the draft strategy, and it has been agreed that a recommendation will be submitted to the next Full Council meeting seeking formal adoption of the document.

Further feedback and evaluation outcomes will be reported in due course.

## **2. Tourism**

Meetings have been arranged with Al Brathwaite and Helen Bowden to discuss the town maps intended for installation in the existing visitor information boards located in the town centre car parks and at Tesco.

Last year, it was agreed that members of the TEMAP group would work with Orphans using grant money secured by the BID, to design and print updated maps for installation ahead of the tourism season. Unfortunately, this work was not completed within the anticipated timeframe, and it has since been requested that the CEO assist in progressing the project.

The CEO is currently in communication with Herefordshire Council regarding the replacement of the Perspex panels within the existing boards as they are weathered badly. Discussions are also underway to explore the potential installation of an additional visitor information board at Ledbury railway station, subject to the necessary permissions from West Midlands Railway.

Subject to confirmation of costs and permissions, it is anticipated that the Council may seek funding support from the BID to progress this project. Updates will be provided at future Full Council meetings as further information becomes available and discussions advance.

## **3. Masefield Matters**

I was invited to attend the Masefield Matters field visit on Friday, 27 February to view memorials and monuments in Monmouth and Cardiff.

The purpose of the visit was to explore examples of established memorials that may help inform and inspire the development of the Masefield project in Ledbury. Viewing these memorials in person provided valuable insight into not only their historical and cultural significance, but also how they function within public spaces and interact with their surrounding environments.

The visit highlighted how successful memorials develop a strong sense of place, reflecting local identity while remaining accessible and meaningful to the

wider community. Consideration was given to how scale, design, location, and interpretation contribute to community engagement and long-term relevance.

From a professional perspective, the visit was particularly beneficial in informing future community engagement considerations. It provided an opportunity to reflect on how any future memorial in Ledbury could be designed to sit sensitively within the town's character, while fostering local pride and ownership. The discussions with project representatives and stakeholders also reinforced the importance of collaboration, shared vision and ensuring that any development delivers lasting cultural and community value.

Further updates will be provided as the Masefield Matters project progresses.

#### **4. Charter Market**

Work has commenced, in collaboration with the Administrator and Helen l'Anson, to establish a monthly Antique Market in Ledbury. The market is proposed to take place under the Market House on the last Saturday of each month, with the first event anticipated at the end of March, subject to final arrangements.

Initial engagement with local businesses has been very positive, with several antique traders within Ledbury expressing interest in participating and trading at the market. This indicates strong potential for the market to complement the town's existing independent retail offer and strengthen its reputation as a destination for antiques.

The CEO is currently progressing promotional and marketing materials to support the launch, while the Administrator is preparing trader application forms and associated documentation to formalise bookings and ensure effective event management.

Further updates will be provided following the launch of the first market.

#### **5. Other work streams**

- Annual Reports – Preparation and finalisation of annual report
- Newsletters – Ongoing development and distribution of Council newsletters to improve communication with residents and stakeholders regarding projects, events and Council activity.
- Visit Herefordshire Leaflets – Coordination and distribution of *Visit Herefordshire* promotional leaflets across key town locations to support tourism and increase awareness of local attractions and businesses.
- Goal 17 (Partnership Working) – Continued collaboration with local organisations and partners to strengthen partnership working and support delivery of community-focused initiatives.
- New Events Budget Papers – Preparation of updated events budget documentation to improve financial oversight and forward planning.
- Ledbury Celebration – Planning and coordination underway, with further updates to be provided as arrangements progress.

- Ledbury Community Day / The Great Big Green Week – Working with Ledbury Community Hub, Sustainable Ledbury and Ledbury Community Day, incorporating sustainability and environmental engagement activities as part of The Great Big Green Week.
- Chairman’s Community Spotlight Initiative

**Recommendation**

That Members receive and note the above information.



**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE  
HELD ON WEDNESDAY 4<sup>th</sup> FEBRUARY 2026 at TOWN COUNCIL OFFICES, CHURCH ST.**

**PRESENT:** Mal Hughes (Chair) (MH), Sue Hughes (SH), Robin Hiseman (RH), Anita Griškjāne (AG), Harold Armitage (HA), Ann Price (AP), David Kettle (DK), and Johnny Chan (JC).

		Action by
<b>1.</b>	<p><b>WELCOME AND APOLOGIES:</b> MH welcomed everyone and noted apologies from Juri Hayes (JH) and Sonia Bowen (SB).</p>	
<b>2.</b>	<p><b>MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS</b> MH reported the Minutes of the meeting held 3<sup>rd</sup> September 2025 had been previously circulated and accepted as an accurate record. Action Points:</p> <ol style="list-style-type: none"> <li>1. Weekend Task List worked well and SH will modify throughout the year.</li> <li>2. Police Presence at Carnival: Statement of Incidents not yet sent to Ward Councillor, but MH had an informal word with Liz Harvey and Police SNT. MH to follow up when JH provides account of the incidents.</li> <li>3. Carnival Day rubbish/overflowing bins: Make sure Balfour Beatty will empty as soon as possible. JH to contact them.</li> <li>4. SB to report on why public toilets in Bye St were not unlocked and Church St not cleaned or stocked.</li> <li>5. Old Facebook page not yet taken down. JC to check he has admin privileges and make sure this is done.</li> <li>6. MH still to produce letter to request £5k from major Ledbury companies.</li> </ol>	<p><b>SH</b></p> <p><b>JH/MH</b></p> <p><b>JH</b></p> <p><b>SB</b></p> <p><b>JC</b></p> <p><b>MH/DK</b></p>
<b>3.</b>	<p><b>TREASURER'S REPORT</b> The monthly service charges of £4.25 were deducted by Lloyds. Today's current account balance was £6,137.87p.</p>	
<b>4.</b>	<p><b>SECRETARY'S REPORT</b></p> <ol style="list-style-type: none"> <li>1. LTC have asked if we would like the Town Crier as part of Carnival this year. SH to confirm that we do.</li> <li>2. SB has confirmed that she is happy to organise the Carnival Procession this year.</li> <li>3. SB is happy to attend the next Traders meeting to ask if they could take charge of the Carnival raffle prizes, the shop window competition, and the paid ads for the carnival programme.</li> <li>4. SB, SH, MH had an informal exploratory meeting with Nic Sims at Community Hub regarding possible joint working in order to reduce Carnival costs (music licence, insurance, etc), and possibly involve younger people in Carnival. SH to follow up. RH suggested we could involve the youth in social media facilities. Also to involve Youth in shadowing for experience in specific tasks. RH also reported that school media studies students could use Carnival as their summer project. RH/AG to contact school.</li> </ol>	<p><b>SH</b></p> <p><b>SB</b></p> <p><b>SB</b></p> <p><b>SH</b></p> <p><b>RH/AG</b></p>
<b>5.</b>	<p><b>FUNDRAISING AND SPONSORSHIP</b> MH suggested the majority of our funds go on big ticket items: Security and Road Management £7k; Entertainments £4k; Insurance £3k; St John Ambulance £2.5k. We need to investigate why we need/if we can cut down these costs. Could we reroute Procession to start at JMH school to significantly reduce road management costs, wouldn't need rolling road blocks/reduce incidents of public road user abuse. Could we change Carnival to the Sunday to have Police help/presence – MH to find out if Police would be willing to help us in 2027 on a Sunday. Canvass public in 2026 carnival programme for views on changing to Sunday.</p>	<p><b>MH</b></p> <p><b>RH</b></p>

	<p>Following SB attending a Meet the Funders meeting previously DK reports that there is money available if we apply for it. DK has a list of organisations to approach which he will do.</p> <p>Local companies also have funds available e.g. Co-op who have £9k is to distribute. Also approach HBid.</p> <p>STALLS:</p> <p>DK reported he has already been approached by ice cream sellers attending 2026 Carnival. Discussion took place on the problems we had last year with M&amp;M Ices. Their historical oral agreement to be revisited – AP to go back over bank records to see what the situation is re payments for preferential pitches. Do we need to continue the agreement? AP to report to next meeting to clarify.</p>	<p>DK DK DK DK</p> <p>DK/AP</p>
6.	<p><b>TIMELINE</b></p> <p>SH distributed copies of the last year's Timeline for reference. We need to make provisional bookings for big ticket items until we know the outcome of the Community Hub talks. We need to have implemented Timeline items down to item 16. Hold off music licence application until we have made enquiries of other organisations in the town.</p>	All
7.	<p><b>EVENT MANAGEMENT PLAN</b></p> <p>No report.</p> <p>JH was going to look at Weekend task list to make it more time specific.</p>	JH/SH
8.	<p><b>CARNIVAL THEME 2026</b></p> <p>SH reiterated the suggestions put forward. A vote was taken and the decision for this year's carnival is LEDBURY CARNIVAL'S COUNTRY FAYRE</p> <p><b>UPDATE:</b> This theme has since been changed to ONCE UPON A TIME....</p>	
9.	<p><b>ANY OTHER NOTIFIED BUSINESS</b></p> <p><b>Community Day:</b> booked as 6<sup>th</sup> June, but JC cannot man a carnival stall, so we will need more volunteers.</p> <p><b>Keith Francis Tribute:</b> He passed away before Christmas and was a popular figure in Ledbury and particularly Carnival. It was decided we should have a tribute page in the next Carnival programme. As many of us as possible should attend the memorial service at The Barn on Monday 16<sup>th</sup> February 6-7pm.</p> <p><b>Funds through Merchandising:</b> RH produced some fridge magnets and asked if we should buy these for Carnival. To be discussed at next meeting.</p> <p><b>When Procession ends:</b> DK noted that the public largely disperse after the Procession has passed through – need to devise a way to keep them in the carnival area</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>
10.	<p><b>DATE OF NEXT MEETING</b></p> <p>Wed 4<sup>th</sup> March in Council Offices, Church Street, 7.30pm .</p> <p>Please diary these further meeting dates:</p> <p>1<sup>st</sup>April; 6<sup>th</sup> May; 3<sup>rd</sup> June; 1<sup>st</sup> July; 15<sup>th</sup> July; 5<sup>th</sup> August; 19<sup>th</sup> August.</p>	