



LEDBURY TOWN COUNCIL



28 March 2024

To: Ledbury Town Councillors
Non-Council Members – Catriona Cole, Phillip Errington, Chloe Garner, Lesley Ingram, Tim Keyes, Jessica Locke, Caroline Magnus, Dr Jane Mee, Chris Noel and Christine Tustin

Dear Member

You are invited to attend a meeting of the **John Masefield Memorial Working Party on Wednesday, 3 April 2024 at 10.00 am in the Committee Room, Council Offices, Church Lane, Ledbury, HR8 1DL** for the purpose of transacting the business below.

Yours faithfully

Angela Price PSLCC, AICCM
Town Clerk

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A G E N D A

1. **Apologies for absence**
2. **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 approve and sign the notes of the meeting of the John Masefield Working Party held on 21 February 2024** (Pages 134 - 141)
4. **Feedback from National Lottery Heritage Funding** (Pages 142 - 145)
5. **Anticipated cost of final memorial** (Discussion)
6. **Identifying Risk** (Pages 146 - 148)
7. **Fit for the Future - <https://www.fff.org.uk/home>** (Page 149)
Details of Membership Fees
8. **Update from Communications Steering Group and items for consideration** (Page 150)
 - i. Potential Patron
 - ii. Funding for branding, visual identity and communications
 - iii. Response from companies contacted in respect of visual identity
9. **Update from CDO** (Page 151)
10. **Outcome of Meeting with Councillor Newsham in respect of taking up post of Treasurer** (Verbal update)
11. **Project Plan and Time Line (For Information purposes)** (Pages 152 - 159)
12. **Advent Calendar** (Discussion)
13. **Database** (Pages 160)
14. **Date of Next Meeting**

Distribution: All Councillors
Non-Council Members as listed:
Adem Osbourne, Sue Mosley, Chloe Limbrick, Justine Peberdy, Lesley Ingram, Mark Lister, Nina Shields
File Copy

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON WEDESDAY, 21 FEBRUARY 2024

PRESENT: Councillors Furlonger, l'Anson, McAll, and Morris (Chair)
Non-Council Members: Chloe Garner (Ledbury Poetry), Lesley Ingram (JM Society), Mark Lister (Ledbury Foodbank), Dr Jane Mee (Funding Co-ordinator), Chris Noels (JM Society), Justine Peberdy (Ward Councillor), Christine Tustin (Ledbury Civic Society)

ALSO PRESENT: Angela Price – Town Clerk

JM116. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Philip Errington, Jess Locke, Caroline Magnus, Nina Shields and Oliva Trueman.

JM117. **DECLARATIONS OF INTEREST**

None received.

JM118. **TO APPROVE AND SIGN THE NOTES OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY MEETING HELD ON 29 NOVEMBER 2023**

RESOLVED:

That the notes of the meeting of the John Masefield Memorial Working Party meeting held on 29 November 2024 be approved and signed as a correct record.

JM119. **RESPONSE FROM LEDBURY POETRY**

Members of the Working Party noted the response from Ledbury Poetry, which advised that whilst they were interested in the project and would be very happy to support the project they are hesitant to become a formal partner at this stage, their concern is for a potential conflict of interest due to their having also submitted a grant application to NLHF.

Dr Mee asked Chloe whether the Trustees were aware that the project would come with its own staff and therefore it was not anticipated that there would be additional pressure put on the Ledbury Poetry staff. Chloe advised that these were questions that would need to be considered if this partnership was to progress at a later date.

Chloe stressed that she hoped everyone understood the reason for the hesitancy on the part of Ledbury Poetry.

FUNDING**a. Update on National Lottery Heritage Funding**

Dr Mee advised that she had submitted the initial enquiry form to NLHF and that she had incorporated the comments from Members. She advised that she had had a conversation with Christine Tustin around the name of the project and the proposed budget for the project. Christine had raised concerns about whether the cost of the memorial included within the enquiry form were sufficient. Jane advised that she had used a previous project to provide a guide for the application.

Dr Mee advised that she had expected to receive feedback on Monday, 20 February, however this had not been received and despite having chased, she is yet to hear. She advised that she had been informed that it was slightly delayed as the officer dealing with it had raised a question and that the response to that was awaited. Jane wondered whether the query could be in respect of what she has said about the final memorial, but until they hear back this is only speculation.

Dr Mee advised that she would share the information once received.

b. Possible Match Funding

Dr Mee advised that there are a number of ways in which match funding can be raised, which include fund raising, smaller grants, lead partner funding.

Dr Mee advised that the match funding target would be in the region of £25,000 and she would anticipate that, as the Lead Partner, Ledbury Town Council would provide some match funding, which would be in addition to the funding already allocated. She suggested that the Town Council could be asked to consider circa £5,000 for the duration of the project. This could be made available over the life span of the project, incrementally or as the need arises.

The Clerk advised the Working Party that if this is a recommendation to Council then a detailed plan of the budget showing what that funding would support in respect of the project would need to be provided. The Council would be unlikely to provide the funding without such information.

RESOLVED:

1. That the Clerk will forward a copy of the NDP budget plan.
2. That a RECOMMENDATION be submitted to Full Council that Ledbury Town Council provide match funding of circa £5,000 to be broken down over the life span of the project.
3. That Dr Mee provide the Clerk with an outline budget plan in support of the above recommendation.

c. Other Possible Funding Sources

- i. Local Donations
- ii. Gala Evening – Councillor Morris advised of an embryonic plan to hold a Gala Evening possibly in 2025/26. Ideas so far suggest that it could be held in the auditorium in John Masefield School, which seats 220 people. He advised that there are people interested in John Masefield and his work, who may like to contribute.

He provided a suggestion for a possible Patron, who could help bring people to the Gala Evening and other fund raising activities, as well as raising the overall profile of the project and its goals. He also advised that the High Sheriffs are generally interested in the project.

Dr Mee clarified with Councillor Morris that this is intended for the purpose of fund raising and not necessarily for the people of the town, although they would be welcome to purchase a ticket and attend.

Councillor McAll suggested possible crowd funding, the Clerk advised that this had been discussed previously.

Councillor Morris advised that 2-faced dance had advised that there is a large American contingent who are aware of John Masefield and his works, which could be tapped into. Although Dr Mee advised that fund raising from America comes with some issues.

RESOLVED:

1. That a Funding Steering Group be set up, noting that Justine Peberdy and Councillor Furlonger expressed a willingness to be part of this Steering Group.

2. **The Clerk would send an email to all members to ask if they would like to be part of the Funding Steering Group.**

JM121. **FIT FOR THE FUTURE**

Members were advised that Fit for the Future is an environmental sustainability network with over 150 charities, heritage organisations, cultural venues, public sector bodies and more in its membership. They facilitate knowledge-sharing and collaboration across organisations and sectors so that they can achieve the rapid far-reaching changes needed to decarbonise, adapt to climate change and drive positive environmental impacts.

Dr Mee advised Members that it has been suggested by NLHF that all groups applying for grant funding should be encouraged to sign up to Fit for the Future.

Chloe advised that Ledbury Poetry were signed up to Fit for the Future and that they offered very good networking opportunities.

RESOLVED:

That the Clerk investigate “Fit for the Future” with a view to signing up on behalf of Ledbury Town Council, in particular for the benefit of the John Masefield Memorial Project grant funding application to NLHF.

JM122. **UPDATE FROM THE COMMUNICATIONS STEERING GROUP**

- a. Potential Patron

Councillor Morris suggested a potential Patron for the project, however, he advised that it was proving difficult to be able to contact the individual. He noted that he now has a possible contact via the partner of the individual.

Councillor Furlonger advised that the purpose of a Patron would be to leverage their popularity and notoriety to attention to the project and specifically any fund raising initiatives, it would not necessarily be someone who is “interested” in John Masefield. He advised that this individual has an affinity with the works of John Masefield whilst also being well known and popular. He advised that a letter had been prepared and that this will be sent via the Clerk. He also advised that he had managed to cultivate a contact with a close friend of the individual which may be useful.

Dr Mee suggested an alternative should the suggested individual not wish to take up the role of Patron. Members felt that this was a good second option.

RESOLVED:

That Councillor Morris review the prepared letter and forward to the Clerk along with the necessary contact details, so that the Clerk can send it on behalf of the Group

b. Funding for branding, visual identity and communications

Members were provided with a Creative Brief which had been drawn up by the Communications Steering Group.

Councillor Morris advised that it would be essential for the project to have its own identity as outlined in the Brief. He advised that quotes would need to be obtained, which will be the responsibility of Council staff.

Councillor l'Anson asked where the money would come from for this, the Clerk advised that the Chair had made a request to the recent Full Council meeting to draw down £3,000 from the current funding set aside by the council for this project. Council had agreed in principle subject to receiving a detailed plan on how the money would be spent.

Dr Mee raised concerns over the suggested amount of £3,000, she asked whether this would be stipulated in the brief, as she felt that this amount was restrictive to what could be provided. She advised that she would anticipate a cost in the region of £15,000. Recognising the restrictions of the budget, Councillor Morris informed the meeting that approaches would be made to self-employed individuals rather than agencies or consultancies with multiple personnel.

The Mayor suggested that Martin Tilley may know someone local who could help, and it was also noted that he should be asked to quote for any printed material required.

There was a brief discussion about an online presence for the project. Councillor Morris raised concerns about the current information provided on the website, the Clerk advised that this had been discussed at a previous meeting, but it had been agreed that this should be put on hold for the time being. The Clerk advised that she would be happy to receive information from Members for inclusion on the website and Councillor Morris suggested that this could sit with the Communications Steering Group.

JM123. UPDATE FROM COMMUNITY DEVELOPMENT OFFICER

The Community Development Officer (CDO) had provided an update on local third sector groups that she had reached out to in respect of assistance with the project. The Clerk advised that the CDO had repeatedly chased the contacts but had advised that it had been extremely difficult to get them to engage.

Dr mee asked if there were any common reasons for the lack of willingness to engage, the Clerk advised that as these are groups that involve the harder to reach members of the community, it is generally the current cost of living and social issues that is preventing them from engaging, they have more important things to be thinking about and doing at the current time.

It was noted that the Rugby Club had not been approached and that they would be an excellent choice for a partnership role with the project.

Mark Lister noted that Age UK would be a good group to get involved. It was noted that Sue Moseley had been to a previous meeting and that she is on the list of recipients for the agenda. The Clerk suggested that all three branches in the locality should be contacted, Councillor McAll suggested this could be raised at the next network meeting.

JM124. UPDATE ON SETTING UP AND MANAGEMENT OF BANK ACCOUNT

Councillor Morris advised that he had not been able to identify a suitable individual who may be willing to take up the role of Treasurer for the project. Councillor McAll suggested that Councillor Newsham may be willing to take this up, as a retired Chartered Accountant.

RESOLVED:

That Councillor Newsham be asked whether he would be interested in taking up the role of Treasurer for the John Masefield Memorial project. The Clerk to approach him on behalf of the group.

JM125. PROJECT PROPOSAL

Members were advised that this would become a standing item on the agenda, to ensure that any new members at future meetings are informed of the project.

JM126. NEXT STEPS

- a. Questions for full NLHF application

Dr Mee advised members that she would require further information to enable some of the questions to be answered. She

suggested that it would be helpful to contact local countryside groups, a number of suggestions were provided by the group members. Councillor Peberdy advised that she had a contact at a local group which she would share. Countryside Alliance and Ledbury Naturalists were mentioned as possible organisations to contact.

Dr Mee asked for clarity on who would own the final memorial, she suggested that it ought to be Ledbury Town Council, as the Lead Project Partner. The owner will also be responsible for future maintenance programmes.

Dr Mee was advised that there were a number of strategic plans available such as the Council's Corporate Plan, Ledbury Neighbourhood Plan, Local Authority Local Plan, Town Plan and that a Tourism Strategy is being developed.

There was some discussion around volunteers and recruitment and whether they would require training and if so what type of training this would be. All agreed that this is impossible to answer at this stage and until the type of memorial has been decided.

b. Revised Project Programme and Budget

Members were provided with a copy of the suggested budget and it was agreed that a copy of the revised project programme would be sent to all members.

RESOLVED:

That the Clerk provide a copy of the revised project programme to members via email.

JM127. **INVITATIONS TO THE FINAL EVENT**

Members discussed possible invitees to the final event, and it was agreed that the Clerk would contact the Lord Lieutenant to enquire on protocols re invitations.

RESOLVED:

That the Clerk write to the Lord Lieutenant and report back to a future meeting of the Working Party.

JM128. **DATABASE**

Members were provided with a list of companies and organisations who had been added to the database so far. Councillor Morris identified that there were some errors in the information, and it was agreed that he could send details of these to the Clerk so that they can be corrected.

JM129. **DATE OF NEXT MEETING**

RESOLVED:

To note that the next meeting of the John Masefield Memorial Working Party will be held on Wednesday, 3 April 2024 at 10.00 am in the Council Offices.

The meeting ended at 11.26 am.

Signed Dated

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JOHN MASEFIELD MEMORIAL WORKING PARTY	3 MARCH 2024	AGENDA ITEM: 4
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Report prepared by Angela Price – Town Clerk

FEEDBACK FROM NATIONAL LOTTERY HERITAGE FUNDING (NLHF)

Purpose of Report

The purpose of this report is to advise Members of the John Masefield Memorial Working Party (JMMWP) of the feedback received from the NLHF in respect of the initial enquiry.

Detailed Information

Following the submission of the enquiry for to HLHF it had been hoped that the feedback would be received in time for the meeting in February. Unfortunately, this was not the case.

However, feedback has been provided, and shared with all members of the group upon receipt, and a copy of that feedback is provided below for consideration.

“Thank you for contacting the National Lottery Heritage Fund about your project idea. My role is to provide potential applicants with feedback on how their project idea might fit against our funding criteria.

National Lottery Heritage Grants is our new funding programme for all types of heritage projects in the UK. It is underpinned by [four investment principles](#), which will guide all our grant decision-making under [Heritage 2033](#). You must take all four principles into account in your application, but the strength of focus and emphasis on each principle is for you to decide and demonstrate.

The following feedback is based on these four investment principles and the new [application guidance for National Lottery Heritage Grants: £10,000 to £250,000](#).

Investment Principles

- *Based on the information you have supplied, your project idea has the potential to address the four investment principles, especially ‘Inclusion, access and participation.’ In an application, you will need to provide us with more detail about how these will be demonstrated through your project and, where appropriate, reflect this in the application’s project plan and costs.*
- *You may find our [understanding your heritage](#), [environmental sustainability](#), [inclusion](#), and [organisational sustainability and resilience](#) guidance helpful when considering how your project will take all four investment principles into account.*

Need and Opportunity

- *In an application, you must tell us why your project needs to happen, why now and what opportunities your project will address. This could be informed by advice you have received from heritage specialists or other organisations who will support you in delivering your project. It can also be evidenced by letters, emails, or feedback forms from other organisations or individuals supporting or taking part in your project or by the results of consultation you have done with your local community and those you want to engage with the project.*

Creative arts activities

- *The creative arts, including poetry and storytelling, can be used successfully to engage people with heritage. If your application involves creative arts activity, you must demonstrate how this activity will enable and be underpinned by solid heritage learning and exploration and how it links back to our investment principles. The more you can tell us about how the project participants will explore the heritage, the heritage resources and sources of specialist knowledge involved in the project, and how the heritage will be shared with the wider community, the stronger and more competitive your application will be. If the primary driving factor behind your project is to create new artwork and develop creative production skills, an application may be more appropriate and potentially more successful for an arts funder such as Arts Council England.*

Partnerships

- *If you plan to work with another organisation, such as Ledbury Poetry, to carry out a significant proportion of your project, you must formalise your relationship with a partnership agreement setting out the roles and responsibilities of the partners in delivering the project. If you are planning to include a full cost recovery (FCR) amount in the application costs for that partner organisation, you will need to include with your application a spreadsheet showing how the organisation have calculated the FCR amount that relates to your project. However, if this amount is a fee to the Council for work delivered (i.e. a commercial day rate rather than FCR, which is costs only), this should be included under professional fees. If this is the case, you will need to demonstrate that you are following our procurement guidelines, i.e. if the fee is under £10,000, a short explanation within the application about why they are the most appropriate partner for the Council in this project. If over £10,000, you must provide a full justification for a single tender process.*

Procurement and Staff Recruitment

- *All projects must follow our [procurement guidelines](#), which state that for all goods, works and services worth over £9,999 (excluding VAT), you should get three quotes, and for goods, works, and services over £50,000, you must provide proof of a competitive tendering procedure. If you are unsure about your obligations, we advise taking professional or legal advice. If you have already procured services worth more than £9,999 (excluding VAT), you must tell us how you did it. It is also important to note that we cannot fund projects where project activities have started or have already taken place.*

- You need to reflect in your application that you have read and are following our procurement and staff recruitment guidelines regarding goods, works, services and the recruitment of project staff posts. You must supply project-specific briefs or job descriptions with your application for any staff posts/freelancers/professional service providers being recruited.

Capital Works

- As a heritage funder, we prioritise the restoration and conservation of existing heritage assets rather than the creation of newly constructed assets. Therefore, the creation of a new memorial would need to demonstrate clear consideration of the four investment principles and strong need and demand. The costs of the memorial would also need to be proportionate to the overall size and nature of the project.
 - As the project includes capital works, we will ask specific questions about ownership, permissions, condition surveys, and any legal restrictions associated with the heritage which may affect your project. Please see the application guidance and the [application questions](#) for details.
- Who is responsible for the ongoing maintenance of the new memorial, and how will you deal with the costs of maintaining it in good condition once the project ends? What will happen to any other heritage outputs you produce as part of the project, such as heritage information/research gathered from the first two stages of the project? Will this material be donated to a local or relevant archive?

Project Plan, Risk Register and Project Costs

- You must complete a project plan and risk register as part of the application. Information and our [project plan and risk register template](#) can be found on our website. You should also include a contingency in your project costs to mitigate identified risks.
- You will need to build in [evaluation](#) from the start of your project and plan how you would [acknowledge your grant](#) if your application is successful. We would expect to see costs for your project evaluation and grant acknowledgement included in your application.
- Information given in the application, project plan and costs need to align with each other. Project costs must cover and accurately reflect all the activities you intend to deliver as part of the project as detailed in your project plan. Individual costs must be proportionate to the overall size and nature of the project.

Please note that this feedback is not an exhaustive list of information you would need for an application. If you decide to start developing an application, please read the application guidance in full to ensure you include all relevant information and supporting documents.

Our website also offers a range of [good practice guidance](#) to help applicants plan and deliver heritage projects.”

To enable the group to work together with the aim of the final submission of an application for funding to the NLHF it would be helpful if all members could review the links provided within the information above for guidance on what could be included in the final application.

It should be noted that in respect of procurement the NLHF have provided details of the requirements for obtaining quotes and tenders. As the lead organisation on this project, Ledbury Town Council would be required to operate in line with the Council's financial regulations, and it should be noted that the Council's financial regulations in respect of procurement state that three quotes must be obtained for any order for work over and above £500 and that where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

This is in excess of the requirements of the NLHF and therefore would ensure that this element of the requirements is met.

Also, Ledbury Town Council, are signed up to Contracts Finder, as is a standard requirement for procurement of tenders and it should be borne in mind that any requests for tenders must be advertised on this website in accordance with government requirements.

Recommendation

Members are requested to give consideration to the information provided in the response from the NLHF, as outlined above, and consider what steps need to be taken prior to the final submission of the grant application in May 2025.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

Risk	Risk owner	Level of risk (H/M/L)
Describe the key challenges or potential risks you have identified.	Tell us who is responsible for managing this risk.	Tell us if you think this risk has a high, medium or low chance of happening.
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

Impact	Level of impact (H/M/L)	Mitigation
Describe the impact this risk could have on your project. Think about the project costs, the timetable and the quality of your project.	Tell us if you think the impact of this risk will be high, medium or low.	Tell us how you will manage this risk.
-	-	-
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Review dates
Tell us when you will review this risk.
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JOHN MASEFIELD MEMORIAL WORKING PARTY	3 APRIL 2024	AGENDA ITEM: 6
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Report prepared by Angela Price – Town Clerk

FIT FOR THE FUTURE – MEMBERSHIP

Purpose of Report

The purpose of this report is to provide Members of the JMMWP with details on the potential cost of Membership of Fit For the Future.

Detailed Information

Members will recall that Fit For the Future was discussed at the meeting in February and it was agreed that the Clerk would investigate this further and report back in respect of potential membership.

Attached is an information sheet from the Fir For the Future website which enables organisations to join along with details of membership costs.

In 2022/23 Ledbury Town Council had an annual turnover is less than £1,000,000 and therefore would qualify for membership fee of £150.

The Clerk has already submitted an expression of interest on behalf of Ledbury Town Council in respect of becoming a member of Fit For the Future, and it is believed that Membership could help the Council for other grant funding opportunities and projects in the future.

Recommendation

That a recommendation be submitted to the Finance, Policy & General Purposes Committee that Ledbury Town Council sign up to Fit For the Future, initially to support the grant application to NLHF on behalf of the John Masefield Memorial project but recognising that being a member could potentially help with other future grant applications that Ledbury Town Council may consider making.

Dear *****

And all I ask is a tall ship and a star to steer her by ...

I am writing in the hope of sparking your interest in our John Masefield Memorial Project and persuading you, as someone well-respected and noted for championing good causes, to become our Patron and support us.

2028 is the 150th anniversary of the birth of John Masefield. He was born here in the ancient market town of Ledbury and the local Council is working hard on an ambitious memorial to his life and work.

Much of Masefield's writing was inspired by his childhood in the town and by the characters who once lived here. Our goal is to ensure his evocative works are kept alive. He had a strong social conscience and we would like this memorial to reflect that by providing a long-term benefit to the town – and its residents. If successful, we can attract both more tourism as well as inspire local children to engage in reading and poetry. Through this memorial, we hope to develop Ledbury as a thriving hub for the arts in general.

Will you be our “Tall ship”?

We would be honoured to have you as our Patron. Your advocacy would help us greatly with our fundraising mission, both locally and via the National Lottery Heritage Fund. We envisage the role as one principally of endorsement, but if you were also able to attend some of our events, your presence would undoubtedly increase interest and help raise funds.

Ledbury's rich connection with poetry is well-established. Ledbury Poetry Festival began here more than 25 years ago and is now the largest of its kind in the UK. The area also boasts the work of Dymock Poets, notably Rupert Brooke, Robert Frost and Edward Thomas who, for a short time in the early years of the First World War, came to live here to be inspired by the local idyllic countryside.

It seems fitting, then, that Masefield should be included in Ledbury's 'Hall of Fame'. His talents and long-standing role as Poet Laureate under four monarchs have been overlooked for too long. Please help us rectify this unfortunate oversight. Your support as Patron will significantly increase momentum across all of our endeavours and achieve far wider results than might otherwise be possible.

Our goal of a legacy for the town has already generated lots of creative ideas, which we on the Council's working party would love to share with you. My phone number is here below. Please do contact me if you would like to arrange a meeting.

Ledbury railway station is signposted 'Poetry Junction'. It comes by it honestly.

With very best wishes
Cllr Nick Morris
Chair of John Masefield Memorial Working Party

John Masefield Project - Possible Community Groups		Y/N	Information on Groups	Website	Response
Ledbury Food Bank	food@ledburyfoodbank.org	No	The Food Bank is a charity that aims to help people who live in Ledbury, who are suffering from financial hardship and finding it difficult to provide food to themselves or families.	https://www.ledburyfoodbank.org/	At this time the Food Bank will not be involved in this project due to time constraints. However, would potentially engage in future projects. Mark Lister to attend JM meeting on 21.02.24 to provide update.
Community Action Ledbury	enquiries@caledbury.org.uk	Yes	Community Action Ledbury is a charity offering transport services within Ledbury and twenty three surrounding parishes. CAL offers the Ring and Ride voluntary car scheme. Volunteers use their own cars to provide transport to individuals who are socially isolated or unable to use conventional transport due to disability. CAL also offers a minibus service to community and voluntary groups. Local groups can use the fully adapted and wheelchair accessible	https://www.caledbury.org.uk/	Thank you for the invitation I think where CAL might be involved is in perhaps providing transport if there was to be a tour of local haunts and places that featured in his works. We could transport people from the town to these locations and maybe a poem or two could be read there. At present I do not have any bookings for 2028 but am sure we could accommodate a few trips (which would need to be funded)
Refugee Support Group	enquiries@handleyorganics.co.uk	Yes	Working alongside One Nation Charity and Anaya Aid, Ledbury Refugee Support sends emergency supplies into Syria for those who remain to face the struggle and uncertain consequences in their homeland.	https://ledburyrefugeesupport.weebly.com/	Many thanks for this and it would be great for LRS to become part of the project – and to link up with other activities the town is getting involved with. Encouraging re-settled families and local residents to broaden the community base can only be good. We have an LRS meeting the week after next so will bring up the Masefield Memorial project with the group then and get back to you with some thoughts.
Visually Impaired Support Group Ledbury	patriciawilkin73@gmail.com	Yes	founded in 1991, the group was set up to enable visually impaired persons to increase their enjoyment in life by taking part in social activities and outings.		The VIP group would be interested in participating
Ledbury Evergreen Club	evergreenledbury@gmail.com	Yes	The Evergreen Club is one of the oldest social clubs in Ledbury and meets weekly. The club is for the elderly of the town. Our weekly meetings give members an opportunity to participate in a variety of activities and to socialise over tea and cakes.		Ledbury Evergreen group would be interested in participating
Pot and Page Community Café	hello@potandpage.co.uk	Yes	The Ledbury Community Hub provides a safe and welcoming space for all residents of Ledbury and the surrounding areas to come together; to build stronger and more resilient communities.	https://www.ledburycommunityhub.org.uk/	Would like to get involved!
Leaf (Ledbury encouraging all the flourish)	tony.hodder@icloud.com	Yes	LEAF is a local charity dedicated to supporting the well-being of people in Ledbury and the surrounding areas. Its focus is on those in need, improving people's welfare and allowing all to flourish. It has 3 main strands: Physical health, Emotional and mental health and Spiritual health	https://www.leafledbury.com/	Tont Hodder is happy to engage, depending on the children he is working with at that time.
Brownies	lauraamy230512@gmail.com	Yes	Guides is a relaxed, welcoming space where you can have fun, learn and be yourself with good friends from 10 to 14 years old. A place where you can explore the things you love and do stuff you've never done before	https://girlguidingledbury.org.uk/	Yes Ledbury Brownies would love to be involved in something like this.
Ledbury Childrens Centre	beverly.hughes@herefordshire.gov.uk	No	Children's centre services offer core services to support families needs up until children start school		Emailed and left messages - No responses
Scouts	djharrison4@gmail.com	Yes	A welcoming group for boys to make friends and learn new skills.		Scouts are aware of this project and would like to be involved.
Dream your future families	hello@dreamyourfuturefamilies.co.uk	Yes	Providing emotional support for families	https://www.dreamyourfuturefamilies.co.uk/	Workshops could be delivered to 0-5 year olds (Parents will be give the opportunity to be involved)
Age UK Herefordshire	Karel Bretveld <karel@ageukwmh.org>	Yes	Local charity supporting older people, their families and carers.	https://www.ageuk.org.uk/herefordshireandworcestershire/	Age UK are keen to be involved in this project, where possible.
Deer Park Carehome	csm.deerpark@porthaven.co.uk	Maybe	Ledbury Care Home	https://www.porthaven.co.uk/deer-park-ledbury/?gclid=EAlaQobChMivMz63enzgwMVNZdQBh1rOAKSEAAAYASAAEgK-2fd_BwE	Potentially, if sessions/workshops could be held at Deer Park
Leadon Bank care home	leadonbank.deputymanager@shaw.co.uk	No	Ledbury Carehome	https://www.shaw.co.uk/index.php/services/6-extra-care/86-leadon-bank-extra-care	Left multiple messages via email and telephone - no reply
John Masefield School	Jessica.Locke@mhs.hereford.sch.uk	Yes	Ledbury's High School		Jessica has advised that there will be students that would benefit from workshops. Students to be identified at later stage.
Young Farmers	taskittery@outlook.com	Maybe	The National Federation of Young Farmers' Clubs is a rural youth organisation and in the United Kingdom. The Federation covers various Young Farmers' Clubs throughout England and Wales, helping support young people in agriculture and the countryside.	https://www.nfyfc.org.uk/	This will be raised at their next Young Framers Meeting. Annie Skittery to get back to CDO mid April
Rugby Club	dmcall@ledburytowncouncil.gov.uk	Yes		https://ledburyrfc.co.uk/	

JMMW Working Party Project Plan - High Level

Task	Who	Quarter 2 2024		Quarter 3 2024		Quarter
Submit full application to NHLF	JM, NM, SF					
Recruitment of key staff, key freelance contracts etc	SF, NM					
Evaluation plan in place, project staff in post	SF, NM, AP					
Develop plan for community engagement						
Launch familiarisation/ community projects	SF, NM, AP					
Public events programme in place / progress	SF, NM, AP					
Familiarisation projects complete, showcase event	SF, NM, AP					
Consultation phase begins with participants/ wider community	SF, NM, AP					

Focus/ medium for memorial agreed, broef for makers drafted, ongoing engagement programme incorporated	SF, NM, AP					
Public events programme continues	SF, NM, AP					
Advertise for maker/ craftsmen	SF, NM, AP					
Interviews and site visits	SF, NM, AP					
Memorial build begins						
Production of memorial continues with site visits	SF, NM, AP					
Public events programme	SF, NM, AP					
Memorial complete						
Memorial installed						
Formal opening & celebratory event						
Draft final report for NLHF	SF, NM, AP, JM					

By When

4 2024	Quarter 1 2025		Quarter 2 2025		Quarter 3 2025		Quarter 4 2025		Quarter

2 2027	Quarter 3 2027	Quarter 4 2027	Quarter 1 2028	Quarter 2 2028			

JOHN MASEFIELD MEMORIAL WORKING PARTY	3 APRIL 2024	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

CONTACT DATABASE

Purpose of Report

The purpose of this report is to provide members of the JMMWP with an updated list on contacts for the project.

Detailed Information

The attached list is considered to be a starting point for contact details of businesses and organisations to be contacted in relation to the John Masefield Memorial Project, in the hope that they would be able to support the project either financially or in kind.

This list is not exhaustive, and some members may have details of companies and organisations that they feel should be added to the list, and therefore it would be helpful if all members could review the list and email the Clerk with any additional information, either for those already on the list, or to be added to the list.

Recommendation

That members of the JMMWP give consideration to the attached list and provide any additional information, either for those already on the list, or new ones to be added to the list, to the Clerk via email.