



LEDBURY TOWN COUNCIL

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1 April 2026

To: All Councillors

Dear Councillor

Please find attached "To Follow" papers in respect of the agenda for the meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 2 April 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

7. **To receive and note Ward Councillor Reports** (Pages 6191 - 6201)
 1. Councillor Harvey – North Ward
 2. Councillor Simmons – South Ward
 3. Councillor Peberdy – West Ward

12. **Invoices for Payment** (Pages 6203 - 6205)
 4. To approve invoices for payment for March 2026 (Final)

GENERAL

31. Outside Bodies

- i. To receive and note the minutes of a meeting the Ledbury Carnival Association Committee held on 4 February 2026 **(Pages 6207 - 6209)**

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

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

Ledbury North: Councillor Ward Report – March 2026

Flooding and Drainage Issues

Flooding and drainage problems continue on The Common in Wellington Heath, related – in part - to a building site.

There seems to be a lull in the heavy rainfall events we have experienced over the winter months, but April showers are now upon us. Therefore, “vigilance” as regards the reporting of blocked drains and gullies remains the watchword.

Councillors are asked to encourage members of the public to continue to report blocked drains using the ‘Report It’ function on the Herefordshire Council website, so that these can be cleared before further heavy rainfall occurs: <https://www.herefordshire.gov.uk/report-problem>

Disabled Access at Ledbury Station

Ward councillors met at the station with a representative of Network Rail and the Operations Director of Economy & Place at Herefordshire Council to discuss the options to progress resolving the serious and longstanding concern,

The way forward continues to be clouded by talk of plans to twin track sections of the Hereford-Ledbury line, which – if done – would enable dynamic passing of trains on this section of line. Thereby removing the need for trains to pass whilst halted at Ledbury station. There remains no clarity as to whether such works will be undertaken and if so, when. Meanwhile the figure of £10 million for installing a new pedestrian bridge with lifts is quoted – which continues to be judged unsupportable by decisionmakers when set against the present useage of the station by travellers. This is obviously a circular “chicken and egg” argument, which ward members are challenging with the support of Dr Ellie Chowns MP.

Alternatives to the bridge-lift solution were also discussed at the site visit, and the representative of Network Rail agreed to make enquiries regarding the creation of a pedestrian access to the eastbound platform via the land in Network Rail ownership to the north of the Bromyard Road junction where the old shunting engine sidings are located.

I continue to pursue wider options to improve facilities at Ledbury station with local landowners and with the economic development team at Herefordshire Council.

Developments & Planning

New Village on Ledbury’s doorstep – I provided a ward member response to the public consultation on the Forest of Dean Draft Local Plan, which I include at Appendix A to this report.

Lidl – The application for an out of town Lidl supermarket, Healthcare Centre and Nursery at the junction of Dymock Road and Leadon Way was quashed in the High Court as the consequence of a challenge by Tesco to a number of process failures during the planning process on the part of Herefordshire Council Planning Department. The full application is scheduled to return to the Planning Committee on 8 April for consideration. I remain concerned that the impact on the town centre retailers and on overall footfall of the development has not been fully recognised by planners. I shall be speaking to the application at committee.

Boundary Commission, Devolution and Elections

Bonfire of the Districts: Herefordshire Council has responded to the consultations held in both Gloucestershire and Worcestershire regarding the dissolution of the counties’ second tier authorities. In each case the county response has been to favour the options proposed to create a single unitary authority in each county rather than any of the multi-unitary options put forward.

Herefordshire Boundary Review: I submitted a proposal to the Local Government Boundary Commission consultation on ward boundaries in Herefordshire on behalf of the three Ledbury ward members. The aim of the proposals is to simplify the delineation of the ward boundaries and, as part of doing this, to move some

properties from the North and the South wards to become part of the West ward. This will also address the imbalance in electorate numbers across the three wards.

Foundation Strategic Authorities: Herefordshire Council has responded to the government call for expressions of preference as regards the preferred local authority footprint combinations for the recently proposed FSAs across England. The preference expressed by Herefordshire was to have an FSA area covering the unitaries of Herefordshire and the proposed new unitaries for Worcestershire and Gloucestershire (i.e. not including the existing unitary of South Gloucestershire). This preference also applies to the area proposed to be covered by the government's Spatial Development Strategies.

Elections: Candidates have been announced and campaigning has commenced for the local government elections being held in May. Elections are not being held in Herefordshire until 2027, but given Ledbury's proximity to both Gloucestershire and Worcestershire county boundaries, campaigning activity may well create some local confusion. Particularly for people commuting between authority areas.

Local Cycling, Walking and Wheeling Infrastructure Plan (LCWWIP)

This plan was approved last week by Cabinet after receiving feedback through public consultation and being the subject of scrutiny by the Environment and Sustainability Scrutiny Committee. This is said to be a 'living document' which will continue to be revised and updated as new opportunities and issues are identified. The plan does not presently include mention of the potential of the saved route of the Hereford and Gloucester Canal to provide an attractive off-road walking and cycling route along the length of its towpath through the county. Hopefully this omission will be corrected.

I have included the specific references to Ledbury's local infrastructure in Appendix B to this report. As is to be expected with the current Conservative-led administration of Herefordshire Council, the plan is very Hereford centric. As is evidenced by the list of prioritised infrastructure programmes included in the plan. However, there are a few Ledbury projects mentioned, which I have also included in Appendix B. The full cabinet report and LCWWIP documentation can be accessed in the cabinet agenda papers on the Herefordshire Council website here:

<https://councillors.herefordshire.gov.uk/ieListDocuments.aspx?CId=251&MId=9905&Ver=4>

Resident and Business Issues

I have received a number of complaints from residents regarding articulated lorries delivering to Tesco which are using Orchard Lane and Longacres to access the store rather than the A/B road network suitable for vehicles of that size. I have reported the issue to Tesco and requested they take action to prevent this issue recurring.

I have continued to receive complaints from residents in Robinson's Meadow regarding the terrible condition of the road surface in this large cul-de-sac. Options to address this issue are being considered presently by highways officers.

I have received a number of complaints from local traders regarding the loss of parking spaces in the High Street to no useful purpose on market days when the Town Council has no traders installed in the market area designated by the extant TRO. I would urge the Town Council to make swift progress on its stated plans to modify and improve its approach to the handling of its Charter Market responsibilities which, I believe, includes the intention to significantly shrink the designated TRO area and return much of the area to pop-and-shop short stay parking. Action on this is long overdue and I share traders' concerns.

Committee Work and Party Registration

I have attended Full Council, Scrutiny Management Board, Adults and Wellbeing Scrutiny Task and Finish Group on Adult Social Care Pressures, Group Leaders' meetings and will be participating in the Employment Panel meetings at Herefordshire Council being held in April to appoint a new Chief Executive to the council.

Independents for Herefordshire is now a registered and regulated independent political party with The Electoral Commission and is seeking candidates to stand for the party in the May 2027 elections in Herefordshire.

Councillor Liz Harvey

It's Our County & Independents for Herefordshire – Ledbury North Ward Member – 1 April 2026

epjharvey@herefordshire.gov.uk

Appendix A

Response to Forest of Dean District Council – Regulation 18 Revised Draft Local Plan Consultation

Submitted by Cllr Elizabeth P J Harvey, County Councillor for Ledbury North (Herefordshire Council)

March 2026

1. Introduction

I welcome the opportunity to comment on the Forest of Dean District Council's (FoDDC) Revised Draft Local Plan (2025–2045). As the elected ward member for Ledbury North on Herefordshire Council, I am submitting this response in my capacity as a local representative for the communities of Ledbury & Wellington Heath which lie to the north of the Gloucestershire and Forest of Dean District boundaries.

While I fully recognise the importance of delivering housing and economic growth across the wider region, the current draft plan does not adequately consider or evidence the cumulative cross-boundary impacts of major allocations — particularly the proposed Glynchbrook Garden Village and Bromsberrow Heath sites — on Herefordshire's infrastructure and service network centred on Ledbury.

Unless these omissions are addressed, I do not consider the FoDDC draft Local Plan to be sound, and I share the serious concerns raised in Herefordshire Council's formal Local Planning Authority (LPA) response regarding the adequacy of evidence, the Duty to Cooperate, and the sustainability of proposed allocations near the county boundary.

2. Cumulative Impacts on Ledbury and Surrounding Parishes

Ledbury has already experienced over 1,200 new dwellings permitted or completed in recent years, in addition to allocations emerging through the ongoing revision of the Herefordshire Local Plan. This growth places increasing demand on local infrastructure and services, including:

- Road networks: Junction 2 of the M50, the A417 through Parkway and Ledbury, the A449 to Malvern, and the B4216 from Dymock–Donnington–Ledbury.
- Health provision: Ledbury Healthcare Partnership and associated clinics already operate near or above capacity.
- Education: Ledbury Primary, Eastnor Primary, and John Masefield High School face space pressures and limited expansion capacity.
- Public transport: Ledbury rail station continues to suffer from accessibility constraints (no step-free access to platform 2) and unreliable service frequency.
- Town centre facilities: Limited parking, nursery places, and local service capacity.
- Malvern Hills National Landscape: Experiencing rising visitor pressure, particularly at Eastnor Deer Park and British Camp, almost entirely car-accessed.

The FoDDC draft Plan appears to overlook these cumulative pressures, despite the clear functional dependence of proposed new communities at Glynchbrook and Bromsberrow on Ledbury for services, employment, and rail and bus service access.

Without an evidence-based cross-boundary strategy covering traffic modelling, education demand, health capacity and environmental mitigation, the proposals risk overloading Ledbury's infrastructure without any compensatory investment, undermining the sustainability of both counties' spatial strategies.

3. Policy RLP.60 – Glynchbrook Garden Village

The Glynchbrook Garden Village proposal (approx. 3,500 homes) constitutes the single largest allocation within the FoDDC Plan, situated near M50 Junction 2 — only 7km from Ledbury and directly linked via the A417 corridor.

Key concerns:

- **Car dependency:** The site is motorway-based, lacking any viable active travel or public transport route to Ledbury. The A417 is unsuitable for safe cycling and unlikely to sustain regular bus services without major subsidy.
- **Service reliance on Ledbury:** Residents would inevitably depend on Ledbury's retail, education, and health services, none of which have been factored into the plan's infrastructure evidence.
- **Environmental impact:** The proximity to the Malvern Hills National Landscape poses significant landscape and recreational impacts not fully assessed in the plan's Sustainability Appraisal (SA/SEA).
- **Absence of cross-boundary modelling:** No transport or infrastructure modelling includes Ledbury or the adjacent Herefordshire highway network.
- **Conflict with NPPF tests of soundness:** The site is not evidently "sustainable", given its isolation, car-bias, and untested infrastructure viability.

As Herefordshire Council's LPA response sets out, this allocation proceeds without the necessary evidence base or cross-boundary cooperation required under the Duty to Cooperate. Without explicit, jointly tested mitigation and investment proposals, the allocation should not advance to Regulation 19.

4. Policies RLP.71–73 – Bromsberrow Heath

Although smaller in scale, the Bromsberrow Heath allocation (~75 dwellings) raises comparable issues due to its proximity to the Herefordshire border and reliance on Ledbury as a service centre.

Key cross-boundary risks include:

- Increased traffic along the B4216 and rural lanes towards Donnington and Ledbury.
- Road safety and environmental capacity issues on narrow local roads unsuited to heavy traffic, undermining aspirations for "Quiet Lane" designations within the emerging Herefordshire spatial plan.
- Need for developer contributions earmarked for Ledbury-based schooling, health, and community facilities, proportional to the functional relationship of new residents.

Joint planning and modelling between FoDDC and Herefordshire are essential to ensure the scale and distribution of development in Bromsberrow Heath can be supported sustainably.

5. Duty to Cooperate and Evidence Base

I echo Herefordshire Council's formal view that the current plan has not met the requirements of the Duty to Cooperate, as set out in the NPPF and Planning and Compulsory Purchase Act. Despite Duty to Cooperate meetings in 2025, there has been insufficient engagement to align approaches to highway infrastructure, M50 corridor pressures, or service demands.

Equally, the absence of a comprehensive Infrastructure Delivery Plan, up-to-date traffic modelling, or published viability evidence seriously undermines the robustness of the plan's strategic allocations.

Evidence documents supporting the Local Plan — particularly transport assessments, economic needs and housing capacity studies — must be updated and made publicly available in accordance with national guidance before Regulation 19.

6. Recommendations

To address these issues, I urge FoDDC to:

1. Undertake cross-boundary transport and infrastructure modelling in collaboration with Herefordshire Council, including the A417/A449 corridors and Ledbury settlements.
2. Prepare an Infrastructure Delivery Plan that demonstrably accounts for cross-boundary service pressures.
3. Review the sustainability and viability of the Glynchbrook allocation in light of NPPF requirements and its dependence on Ledbury.
4. Establish a Statement of Common Ground with Herefordshire Council prior to Regulation 19 publication.
5. Ensure all significant allocations near the county boundary are supported by updated environmental and transport assessments including Malvern Hills National Landscape sensitivities.

7. Conclusion

On behalf of residents of Ledbury North and neighbouring wards and parishes, I cannot support the Forest of Dean District Council Draft Local Plan as currently presented.

In its current form, the plan fails to meet essential tests of soundness and legal compliance under national planning policy, notably the Duty to Cooperate, the requirement for an evidence-led approach, and provision for sustainable, well-serviced development.

I remain open to continued cross-boundary dialogue and urge both authorities to prioritise joint work on infrastructure, service capacity, and sustainable transport to ensure that growth within both counties can be delivered responsibly and equitably.

Signed,

CLlr Elizabeth P J Harvey
County Councillor for Ledbury North
Herefordshire Council
18 March 2026

Ledbury is a market town, with a population of approximately 8,300 (Census, 2021). It is located approximately fourteen miles to the east of Hereford and acts as a key service centre to the surrounding rural area, East Herefordshire and neighbouring Gloucestershire and Worcestershire.

The town centre is covered by a Conservation Area, with many important historic buildings, many of which are listed.

The town is served by a railway station, which provides regular connections to Hereford, Malvern, Worcester, Birmingham and London.

The Ledbury Town Trail bypasses through the town centre. The town trail is a 2 mile access route around the historic town, which was previously a length of the Ledbury-Gloucester railway line, which closed in 1964.

The town is bounded to the west and south east by the A438 Leaddon Way. Much of the economic activity is centred around the junction between B4216, High Street and Worcester Road where a range of restaurants and hotels are situated.

The pedestrian experience around the town centre is characterised by narrow footways and limited crossing points. The town centre is heavily trafficked, with 'The Homend' (which provides a north-south connection from the railway station to the High Street) carrying over 6,800 motor vehicles per day.

Despite being a key north-south link, the pedestrian experience is poor. No crossing provision, tactile paving or dropped kerb is provided between the junction of Worcester Road and High Street, which poses challenges for people with mobility issues.

Footway narrowing is further exacerbated by outdoor seating along the footway, which can pose particular challenges for blind or partially sighted pedestrians.

Crossing provision across the town centre is poor, with uncontrolled crossings provided in locations where traffic volumes are likely to be high, which may result in some people not feeling safe crossing the road.

Appendix B – Ledbury Excerpt from the Herefordshire Council LCWWIP



Figure 13 Wide crossing distances prioritise cars over pedestrians



Figure 14 Uneven footways create an uncomfortable environment for wheeling



Figure 15 Narrow footways are a barrier to comfortable walking and wheeling

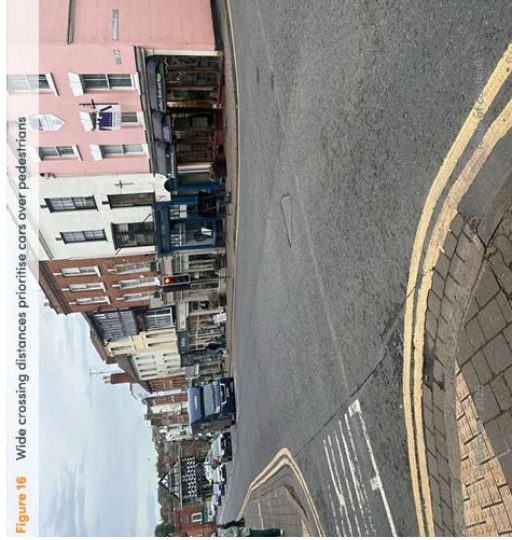


Figure 16 Wide crossing distances prioritise cars over pedestrians

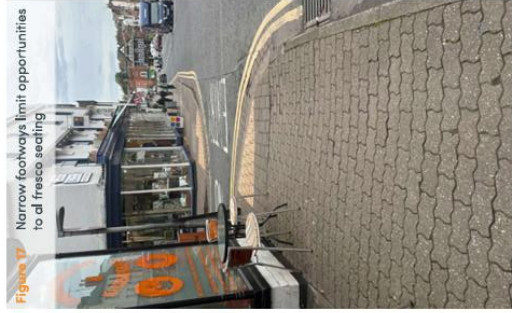


Figure 17 Narrow footways limit opportunities to outdoor seating

Current conditions across Ledbury



The results for the WRAT are shown in [Map 4](#) on [page 45](#).

1. Attractiveness: Footways in Ledbury are mostly well maintained with a smooth high grip surface and have good levels of natural surveillance. However, evidence of overgrown vegetation is present, which pinch the footway width at certain points.

2. Comfort: Most routes are comfortable for pedestrians. Footways are level and in good condition and are able to accommodate most users without give and take. However, some instances of overgrown vegetation were noted and poorly drained footways resulting in ponding were observed.

3. Directness: Footways are provided to cater pedestrian desire lines as they are adjacent to the road, with crossings (where provided) being easy and direct.

4. Safety: Traffic volumes and speeds across the town are moderate, with pedestrians in close proximity to this traffic due to the narrow footway. Visibility could be somewhat improved, given the layout of the road can lead to difficulties for pedestrians, particularly near Worcester Road and High Street.

5. Cohesion: The route is not cohesive for pedestrians as dropped kerbs and tactile paving are absent for the majority of the route, posing significant safety risks for pedestrians particularly persons with vision impairments.



ID	Route #	Alignment	Summary of design recommendations
00056	Ledbury Transport Strategy	Ledbury Urban Area	<p>Package B as outlined within Ledbury Transport Strategy. This includes:</p> <ul style="list-style-type: none"> - Real time information especially by the Market House, War Memorial and railway station - Upgrading of PT facilities within the town centre to include shelters, kerbing etc. - Widened footway to increase public space around Market House including additional parking capacity - Implement Bye Street / Town Trail Crossing
00057	Ledbury Transport Strategy	Ledbury Urban Area	<p>Package C as outlined within Ledbury Transport Strategy. This includes:</p> <ul style="list-style-type: none"> - Town Trail refurbishment, resurfacing and widening where appropriate
00058	Ledbury Area Wide Improvements	Ledbury Urban Area	<p>Area-wide pedestrian improvements across the town to enhance walking. This includes:</p> <ul style="list-style-type: none"> - Consider removal of guard railings, replaced with public realm improvements such as green infrastructure and rest areas - 'Gateway Features' designed to slow down motor vehicles entering Ledbury (e.g. Ledbury Railway Station) - Consider frequency of controlled pedestrian crossings (e.g. along The Homend) - Consider continuous crossings, providing priority for pedestrians - Benches across the town to provide suitable resting spots - Dropped kerbs and tactile paving package to create inclusive, accessible crossing points

March/April 2026 Ward Report Ledbury South (Eastnor and Donnington) - Cllr Stef Simmons

Herefordshire Council News

LCWWIP - The Local Cycling Wheeling and Walking Implementation Plan was approved at Cabinet on 26th March. This plan sets out the schemes and measures to help enable people to choose how they move about their communities. Schemes prioritised for Ledbury include improvements to the Town Trail, Mables Furlong link, town centre and drop kerb access.

Heating Oil and LPG Households Support – Following announcement by Government of targeted support to low income households due to rising energy costs from the Iran conflict, Herefordshire Council has launched a new fund to provide payments to qualifying households. More than 13,600 homes solely use oil heating, and a further 3000 reliant on LPG. More information and to apply for a grant please email warmhomeslocalgrant@herefordshire.gov.uk or call 01432 260000.

Total household gross income	% of increased bills paid
£36,000 of below	100%
£36,000-£50,000	50%
More than £50,000	None automatically paid, but various exemptions available based on evidence of financial hardship

Foundation Strategic Authorities - As part of the Government's English devolution plans Herefordshire Council has submitted its Expression of Interest for its preferred partners within a new Foundation Strategic Authorities (FSA). There was unanimous support across partners, businesses and others in the county, along with a significant evidence base, on creating a potential 'Three Counties' FSA involving Herefordshire, Worcestershire and Gloucestershire. It's important to remember this doesn't affect our status as a Unitary Authority at all – this isn't a new Council! In broad terms, FSAs are the first step towards devolution for non mayoral authorities and ultimately receive devolved funding for large-scale projects and programmes which cross council borders, such as transport, economic development, and skills.

Spatial Development Strategy – In addition to the foundation strategic authority changes, Government are also requiring that a new level of strategic spatial planning is developed. This needs to align with the FSA areas. Strategic Planning Boards will be developed to provide strategic overview of infrastructure required to deliver Local Plans for housing, and other land use. Herefordshire Council submitted their preference for a SDS on the same footprint at the Three Counties FSA.

Ward News

Glynchbrook Site Allocation (Forest of Dean District Council Spatial Plan) – FoDDC have recently published their draft spatial plan for consultation. This plan has to show how the council plans to deliver the 12,000+ homes allocated to them by government from their 1.5million target (Herefordshire has been told to plan for 27,000+). Given landscape and heritage constraints in the Forest, FoDDC spatial planners provided options for two new towns to accommodate most of the growth. This included a site either side of Junction 2 of the M50 for 3,500 homes and associated infrastructure. I attended one of the consultation events and made clear my concerns and opposition to this location and its impacts upon Eastnor, Donnington and Ledbury. I have submitted a formal consultation response alongside Herefordshire Council spatial planners.

Parkway – I am trying to progress some speed reduction schemes including at Parkway under the Ledbury Market Town Allocation for small highways projects.

The Southend – I have submitted a formal request for an assessment of possible solution to address parking and speeding problems in proximity to John Masefield High School, this was supported by the school and a residents' petition.

Other meetings, events and activities

In addition to my role as ward member I am the Green Group Leader on the council. This means, alongside Cllr Harvey as Leader of the Independents for Herefordshire, I attend additional meetings of council including Cabinet. I am available by email: stef.simmons@herefordshire.gov.uk, phone: 07792 881706, or my regular surgery at Ledbury Rugby Club (Tuesdays by appointment).

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

Public consultation – police force mergers

The Police and Crime Commissioner is seeking community views on the proposed reduction of the number of police forces across England and Wales which was announced in January as part of Government police reform. More info here:

[Public consultation - police force mergers | West Mercia PCC](#)

Please share the link to this consultation with your contacts:

[Public consultation- police force mergers](#)

1800+ Empty Homes in Herefordshire

There are an estimated 1,800+ residential properties currently empty in the county. Empty housing can contribute to anti-social behaviour, declining property values, and environmental deterioration - all major concerns for local people.

The Council aims to support property owners and residents, but can take enforcement action when needed, such as serving improvement or hazard notices, issuing civil penalties, enforcing council tax premiums, or in serious cases pursuing compulsory purchase orders.

To report an empty property or discuss options, the Empty Property Officer can be contacted on 01432 260728 or email housingdevelopment@herefordshire.gov.uk

Masefield Matters

I'm delighted that Masefield Matters has now achieved its match-funding target and reached the end of the 'Familiarisation Phase' during which we delivered the events and activities funded by NLHF. Activities and events to raise awareness and further funds will continue throughout the course of the project leading up to the final event in June 2028. The Board will be considering the shortlisted options from the Consultation Phase on 21 April, and reporting to Ledbury Town Council on Thursday 7 May.

The Board was happy to learn that Isabel (Project Intern) has a new job with the Imperial War Museum. We will miss her hugely but we wish her well and thank her for her brilliant contribution to the project.

Ledbury Growth Hub

On 11 March Angie, Stef, Liz and I met with Nadine Kinsey and officers from Herefordshire Growth Hub to discuss options for a Ledbury Growth Hub to provide flexible workspace to support remote, home-based workers and local businesses to work and network. No further updates yet.

On the agenda

Please look at the environmental and ethical standards of your financial providers when considering a credit card for LTC. Both Lloyds and American Express score low for environmental and ethical standards.

<https://bank.green/>

[Ethical Money & Finance | Ethical Consumer](#)

justine.peberdy@herefordshire.gov.uk

FULL COUNCIL	2 APRIL 2026	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – MARCH

Purpose of Report

The purpose of this report is to ask Members to approve invoices for payment for March 2026 in the sum of £278.85 plus VAT.

Detailed Information

Attached is a list of payments for approval in the sum of £278.85 plus VAT. This list represents payments in relation to the 2025/26 financial year.

In addition to the attached list Members are requesting receive and note the information in respect of staff salaries for the following months:

January 2026	-	Total salary costs (including on-costs) = £39,279.53
February 2026	-	Total salary costs (including on-costs) = £35,714.82
March 2026	-	Total salary costs (including on-costs) = £35,324.79

It should be noted that the increase in salaries in January is due to overtime worked for the Christmas Lights switch on event.

Recommendation

1. That Members approve the invoices for payment in the sum of £278.85 plus VAT.
2. That the information relating to staff salaries for January, February and March 2026 be received and noted.

Creditors for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/03/2026	ZINE	550	SPEAK VOLUMES FEST	SPE001	60.00	0.00	60.00	4903	109	60.00	Workshop MM
26/03/2026	15203355	551	NPOWER	NP001	45.33	2.27	47.60	4276	118	45.33	Market Stall Electricity
26/03/2026	IN15203318	552	NPOWER	NP001	50.22	2.51	52.73	4276	118	50.22	Market Stall Electricity
27/03/2026	133254	553	SHRED	SHR001	89.75	17.95	107.70	4116	202	89.75	Confidential Waste
27/01/2026	45130-1	554	HUE	HUE001	33.55	6.71	40.26	4607	127	33.55	Modelling Clay WBD

TOTAL INVOICES 278.85 29.44 308.29 278.85

VAT ANALYSIS CODE E @ 0.00% 60.00 0.00 60.00
 VAT ANALYSIS CODE F @ 5.00% 95.55 4.78 100.33
 VAT ANALYSIS CODE S @ 20.00% 123.30 24.66 147.96

TOTALS 278.85 29.44 308.29

**MINUTES OF LEDBURY CARNIVAL ASSOCIATION COMMITTEE
HELD ON WEDNESDAY 4th MARCH 2026 at TOWN COUNCIL OFFICES, CHURCH ST.**

PRESENT: Chairman Mal Hughes (MH), Sue Hughes (SH), Sonia Bowen (SB), Johnny Chan (JC), Robin Hiseman (RH), Harold Armitage (HA), David Kettle (DK), Juri Hayes (JH) and Lesley Wilkinson (LW).

		Action by
1.	<p>WELCOME AND APOLOGIES: MH welcomed everyone and noted apologies from Anita Griškjāne (AG), Ann Price (AP), Nic Sims (NS), Cncllr Liz Harvey (LH) and Olivia Trueman (LTC). Introductions were made round the table to new member Lesley Wilkinson.</p>	
2.	<p>MINUTES OF PREVIOUS MEETING AND REPORT ON ACTION POINTS MH reported the Minutes of the meeting held 4th February 2026 had been previously circulated and accepted as an accurate record. Action Points are noted in the appropriate Minute below.</p>	
3.	<p>TREASURER'S REPORT Today's bank balance was £6,173.82, which includes £40.20 Petty Cash now paid in. Last year we needed appx £17,000 to pay all expenses. We are expecting £5,000 from LTC which means we need appx £6,000 more this year.</p>	
4.	<p>SECRETARY'S REPORT Action Points from last meeting: 1. 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 reported NS will not be able to advise before the end of March. a. St John Ambulance had written to ask if their services were needed this year. JH had already requested a quote from them.</p>	SH
5.	<p>ENTERTAINMENTS a. We have children's entertainers confirmed bookings with two of the three charging the same as last year. b. Main stage events not yet booked. Feedback from last year was that both groups were too similar. DK suggested The Pontiacs, a 60s band. SB suggested JMHS rock group Counterpoint. Suggestions/details to SH please. c. Town Square is booked for children's entertainments. d. Music Licence – LTC have agreed that we can be covered under their town music licence. e. Hereford Hospital Radio (HHR) also booked. They suggested we move our Carnival stand adjacent to the Market House for ease of communication. SH to investigate. f. Town Crier booked.</p>	SH
6.	<p>PROCESSION Action Points from last meeting: 1. SB attended a Traders meeting to ask if they could take charge of the Carnival raffle prizes, the shop window competition, and Traders Ads in the carnival programme, which they agreed to do. a. SB reported we were unable to use JMHS as a Procession start point so we revert to last year's route. SB to ask for use of Rugby Club, and Co-op for use with mobility scooter competition. b. JC is confirmed to manage the Rugby Club events on the day. c. SB asked for confirmation of advert deadlines. RH to supply. d. SB will prepare Procession entry forms. e. SB to book Pughs for Park n Ride and also CAL for minibus use.</p>	SB RH SB SB

	f. SB reported CAL had questioned the use at Co-op loading bay for the minibuses to turn, as the mobility scooter competition is held there. SB to look at.	SB
7.	<p>ROAD CLOSURE/MARSHALLING/SECURITY</p> <p>Action Points from last meeting:</p> <ol style="list-style-type: none"> 1. Police Presence at Carnival regarding Incidents: MH to follow up when JH provides account of the incidents. 2. Could we change Carnival to the Sunday to have Police help/presence? Unfortunately not. <p>a. JH approached Dragonstar for a quote.</p>	JH/MH
8.	<p>HEALTH AND SAFETY</p> <p>Action Point from last meeting:</p> <ol style="list-style-type: none"> 1. SB to report on why public toilets in Bye St were not unlocked/Church Lane not cleaned or stocked. Bye St toilets are the responsibility of LTC and Town Clerk would investigate and advise SB why they were not open. Herefordshire Council are responsible for Church Lane Toilets and they have installed larger toilet roll dispensers and will ensure they are cleaned before Carnival. <p>a. JH received a quote from St John Ambulance of £1,998. MH questioned whether we need them as other major events in Ledbury do not. JH to confirm with SAG what requirements actually are.</p> <p>b. SAG have requested a stalls layout as soon as possible, to be provided to Fire Service. DK to supply last years to JH.</p>	JH DK/JH
9.	<p>WEBSITE</p> <p>RH has now updated website with the theme announcement.</p>	
10.	<p>CARNIVAL PROGRAMME</p> <p>RH asked if ad prices would remain as last year? Yes as they were increased slightly last year.</p>	
11.	<p>PUBLICITY</p> <p>Action Points from last meeting:</p> <ol style="list-style-type: none"> 1. RH suggested we could involve the youth to help with our social media. Also to involve Youth in shadowing for experience in specific tasks. RH also reported that school media students could use Carnival as their summer project. RH/AG to contact school. <p>a. RH created a theme announcement poster which he circulated. Main carnival poster to come.</p>	RH/AG RH
12.	<p>SOCIAL MEDIA</p> <p>Action Point from last meeting:</p> <ol style="list-style-type: none"> 1. Original Facebook page not yet taken down. JC reported the old site is now public instead of a private group. Meeting voted to use the new site and JC would implement to close the old site. 	JC
13.	<p>FUNDRAISING AND SPONSORSHIP</p> <ol style="list-style-type: none"> a. LW confirmed she would be happy to assist DK. b. MH had prepared sponsorship letters for DK to use. DK to aim for all letters to be sent by end of March. 	DK/LW
14.	<p>STALLS</p> <ol style="list-style-type: none"> a. LW confirmed she would be happy to assist DK. b. DK asked for clarification on the historical agreement with M&M Ices for exclusive rights to sell ice cream at Carnival, as we cannot guarantee no-one else will sell ice cream e.g shops, funfair. M&M have a signed letter from us, DK to ask for a copy. c. DK to approach new holders to boost stall presence. d. DK to review stall charges to see if we need to increase them. DK to approach LTC CEO for all stalls charges and report to MH as soon as possible. 	DK/LW DK/LW DK/LW

15.	<p>RAFFLE</p> <p>SB to speak to Traders Chair Liz to sort this out. SB asked if 25 raffle prizes was OK. SH would approach One Stop as they donated the major prize last year. SB to be in charge of raffle ticket printing.</p>	<p>SB</p> <p>SH</p>
16.	<p>SHOP WINDOW COMPETITION</p> <p>No report.</p>	
17.	<p>TIMELINE UPDATE</p> <p>SH asked for updates to keep Timeline current.</p>	
18.	<p>ANY OTHER NOTIFIED BUSINESS</p> <ol style="list-style-type: none"> 1. Community Day 6th June: RH, SB, LW, DK volunteered to man the stall. 2. Stage Steps: RH asked if they were to be refurbished this year. Carry forward to next meeting. 3. Procession Vintage Car: HA notified he will no longer have his Rolls Royce as transport for the Procession. 	
19.	<p>DATE OF NEXT MEETING</p> <p>Wed 1st April in Council Offices, Church Street, 7.30pm. Please diary these further meeting dates: 6th May; 3rd June; 1st July; 15th July; 5th August; 19th August. Meeting closed at 9.01pm.</p>	