



Members of the Council you are  
hereby summoned to attend a meeting of

## Kington Town Council

to be held on **Monday 16<sup>th</sup> March 2026 at 6.00pm**  
at The Old Police Station, Market Hall Street, Kington HR5 3DP  
for the purpose of transacting the following business.

### Agenda

1. Apologies, Declarations of Interest and Requests for Dispensation
2. Minutes:  
To agree the minutes of the meeting held on [16<sup>th</sup> February 2026](#)
3. Public participation:
  - a) Police matters:
  - b) To receive the Ward Councillors Report
  - c) To receive matters raised by members of the public present
4. Mayor's Report
5. Clerk's Report
6. Financial Matters
  - a) To approve payments, as per payment schedule
  - b) To note receipts, if any, since last meeting
  - c) To consider final applications for community grants for the current financial year
7. Committee membership  
To consider amendment to committee memberships
8. Update on proposal for the asset transfer of Kington Public Toilets from Herefordshire Council to Kington Town Council
9. Update on public realm funding opportunity and agree changes to proposed works in Kington
10. To note Herefordshire Council proposals for funding for towns and parish councils for lengthsman scheme, drainage scheme and public rights of way
11. Update on proposals for Armed Forces Day activities and agree programme of activities
12. To agree re-signing of Armed Forces Covenant and commitment to its principles
13. To consider date and format for annual town meeting
14. To consider and agree [contract for the transfer of the BT phone box](#) in Church Street to the Town Council
15. Update on proposal for CCTV in Kington
16. To note reports from Committees:
  - [Finance, Personnel & General Purposes Committee held 23.2.2026](#)
  - [Planning & Environment committee held 2.3.2026](#)
17. Information only item: Reports from councillors
18. Items for the next agenda and date and time of next meeting

19. Exclusion of the public  
To consider the resolution that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
20. To consider recommendation of working party for the appointment of Clerk to the Town Council and to agree terms and conditions of appointment

Issued by:  
Liz Kelso, Clerk, Kington Town Council  
Tel: 01544 239098 or mobile: 07483914485  
Email: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)  
10.3.2026

***Members of the public are welcome to attend meetings of the Town Council and may, at the discretion of the Chairman, speak on some agenda items. For further information on council procedures please speak to the clerk.***

***In the interests of the health and well being of councillors, staff and members of the public in attendance, please do not attend this meeting if you are unwell whether or not you have tested positive for covid or any other virus or infectious disease.***

**KINGTON TOWN COUNCIL**  
**Meeting held on Monday 16<sup>th</sup> March 2026**  
**Agenda item 5: Clerk's Report**

This report identifies activities of the Clerk since the last meeting other than those addressed elsewhere on the agenda or addressed by other Members as part of their report and includes some items which are for information only.

**1. Councillor Vacancies**

Councillors are reminded that we still have several vacancies that can now be filled by co-option. Please ask anyone who might be interested in serving their community to contact the Town Clerk for information on what the role entails. Co-options must be an agenda item so it is important that the Clerk is made aware of any proposed co-options prior to a meeting of full council.

**2. Parish Summit**

The Clerk attended the Herefordshire Council Parish Summit on Tuesday 3<sup>rd</sup> March 2026 where presentations on the Herefordshire Council budget for 2026-7 and beyond was explained and there was a presentation on changes to Children's Services and progress with the Parish Charter. Slides from the presentations are to be made available and will be forwarded to all Members.

**3. Civic Awards**

There is an agenda item later in the meeting to agree and date, time and venue for the Annual Town Meeting. It is usual for that meeting to provide an opportunity for the presentation of Civic Awards. To date there have been no nominations for the current year and posters are to be put up this week to remind members of the public to nominate individuals for a civic award in accordance with the town council policy. Members are reminded to pass this on to their contacts and groups.



**Kington Town Council**  
**Grant Applications 2025-6: Second round – Spring 2026**  
**Schedule of grant Applications**

Organisation	Amount requested	Activity to be funded	Agreed Offer	Note/comment
Marches Makers Festival	£300.00	To fund musical event at Makers Festival 2026		Second application this financial year. Grant of £200 awarded in first round
Kington Cricket Club	£500.00	Fridge/freezer replacement		Second application this financial year. First application unsuccessful
Kington Festival Association	£500.00	New event signage for Wheelbarrow Race		
Kington Community Luncheon Club	£500.00	Room hire and equipment for monthly lunch club		
Kington Marines Twinning Association	£500.00	Support for activities including French conversation groups, hospitality for French visitors in May, etc.		

**Total budget available this year: £5,000.00**  
**Total committed to date: £2,590.00**  
**Total now applied for, as above: £2,300.00**  
**Total for year, if agreed: £4,890.00**



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## 2026/27 Lengthsman, Drainage and PROW Grant Schemes - Important Information

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From E&E Projects <eeprojects@herefordshire.gov.uk>

Date Mon 02/03/2026 21:11

To clerk@kingtontowncouncil.gov.uk <clerk@kingtontowncouncil.gov.uk>

📎 4 attachments (588 KB)

Drainage Grant Application Form - 2026.27.docx; PROW Grant Application Form - 2026.27.docx; Generic Annual Maintenance Plan 2026-2027 - Template.docx; Lengthsman Agreement 2026.27 - KINGTON PARISH COUNCIL .pdf;

OFFICIAL

### SENT ON BEHALF OF CABINET MEMBER, COUNCILLOR DAN HURCOMB

Dear Clerk,

Firstly, thank you for your work in helping us to deliver the Parish Council Grant schemes in 2025/26. Last year was the second year we have run the schemes in this format, and I hope you will agree that they have transformed the size and scale of projects in the Public Realm which can be delivered locally whilst also offering significant value for money when compared with the cost of using a large-scale highways contractor.

We always welcome feedback on the schemes and how we can improve them in future years (where funding allows) and as you will see we have made some small adjustments to the schemes this year on that basis.

One of the most significant changes is that we have brought forward the application window so that work can be undertaken over the drier months in the Summer / Autumn rather than later in the year. This has also meant that we have been unable to extend the scheme deadlines as we have done in previous years.

However, in light of this, we can confirm that where a City, Town or Parish Council has purchased materials for a grant funded project, but they are unable to start and complete the project before the deadline of the 31<sup>st</sup> March 2026, we will accept a partial claim for materials to be submitted. The City, Town or Parish Council will then be able to re-apply for a grant to cover any other costs associated with finishing the project under the 2026/27 scheme.

The Lengthsman Agreement for your City, Town or Parish Council is attached to this email and should your Council wish to participate in the schemes for 2026/27, you must return the signed agreement to [lengthsman@herefordshire.gov.uk](mailto:lengthsman@herefordshire.gov.uk) by **1 May 2026**. Also included are the Drainage Grant and PROW Grant Application forms along with the General Annual Maintenance Plan document, which will need to be populated and returned.

Please make sure you direct these applications to the correct teams, outlined below:

Lengthsman Scheme – [lengthsman@herefordshire.gov.uk](mailto:lengthsman@herefordshire.gov.uk)

Drainage Scheme – [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk)

PROW Scheme – [prow@herefordshire.gov.uk](mailto:prow@herefordshire.gov.uk)

**Further details are provided for each scheme below which we would ask you to read carefully as there have been changes from the 2025/26 schemes.**

### **2026/27 Lengthsman Funding Scheme**

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For 2026/27, all City, Town and Parish Councils will continue to have the option to benefit from both funding and match funding. This year, the funding will revert to the standard base rate, which is calculated based on £60 per kilometre of C and U roads within the City, Town and Parish Council's area.

Please note, we have updated the scope of works for this scheme, we would encourage all City, Town and Parish Clerks to review this. The scope can be found in the attached Lengthsman Agreement, from page 13 onwards (Part 2A).

There is no deadline for Lengthsman Funding however, all works must be completed by 31 March 2027, and invoices must be sent to Herefordshire by no later than 9 April 2027.

## **2026/27 Drainage Grant Funding Scheme**

### ***When do we need to apply by?***

For 2026/27, the deadline for applications from City, Town and Parish Councils is **3 May 2026**. Although applications can be submitted at any time before this date, the scheme was oversubscribed last year, so all submissions will need to be assessed before funding can be allocated. Applications must be sent to [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk), and we will endeavour to process them as quickly as possible. Depending on the volume of applications, our intention is to have awards issued by 12 June 2026.

### ***What will you fund?***

There have been some changes to the 2026/27 scheme, with funding available to Parish/Town Councils for the following elements, all of which must be completed by suitably qualified persons:

- *Maintenance of existing assets/features*

Parish/Town Councils can apply for funding to carry out maintenance of existing assets and features. This can include minor drainage maintenance works such as ditch clearance, scraping kerbs, and clearing grips, as well as other activities that help reduce flooding or standing water on the highway network. However, gully emptying is **not** included. This funding can be used for maintenance on assets in private ownership where the work provides a clear benefit to the public highway. For 2026/27, the cap on maintenance works is £4,000 per Parish/Town Council.

- *Creation of new assets/features*

Funding for the creation of new assets and features allows Parish/Town Councils to submit proposals for minor schemes designed to reduce flooding on the highway network. This may include the installation of culverts, drains, pipes, or other similar infrastructure. Parish/Town Councils are asked to provide an outline proposal that includes estimated costings, photographs, and what3words locations to support their application.

Parish/Town Councils should indicate if any of the works they propose for 2026/27 were previously approved but could not be completed in earlier years.

### ***How much funding is available and how will it be distributed?***

Parish/Town Councils should be aware that requests for funding will be distributed via the Lengthsman Scheme. You will need to take into account any funding that you have been granted for 2026/27 for the Lengthsman Scheme in your parish/town, as well as any potential PROW grant scheme funding, when putting together your drainage grant application as there is a total combined cap of £25,000 per Parish/Town Council. Please note funding for this scheme is limited, and if the total value of applications exceeds the available budget, we may not be able to fund your request in full.

As with the arrangements in previous years, once an application has been confirmed as successful, Parish/Town Councils will be issued with a purchase order by Herefordshire Council up to the value of the approved funding.

Once the work items have been completed, Parish/Town Councils will be responsible for invoicing Herefordshire Council and must quote the relevant purchase order number. All works must be

completed by 31 March 2027, with invoices submitted by Friday 9 April 2027.

We look forward to receiving your applications in due course (please send them to [floodrisk@herefordshire.gov.uk](mailto:floodrisk@herefordshire.gov.uk)). In the meantime, if you have any questions about the scheme, please don't hesitate to get in touch. We will also be inviting Parish/Town Councils to a workshop and Q&A session ahead of the application deadline, which will provide an opportunity to learn more about the scheme and ask any questions regarding the application process or carrying out approved works.

## **2026/27 Public Rights of Way Grant Funding Scheme**

### ***When do we need to apply by?***

For 2026/27, the deadline for applications from City, Town and Parish Councils is **30 September 2026**. Applications can be sent at any time between now and 30 September and they must be sent to [pro@herefordshire.gov.uk](mailto:pro@herefordshire.gov.uk), and we will endeavour to process them within 2 weeks.

In a change from 2025/26, PROW Grant applications for 2026/27 will be capped to a maximum of £5,000 per application. Once all works have been completed and invoiced the City, Town or Parish Council can submit a further application of up to £5,000 worth of funding. Please ensure your proposed works are set out in a single application. (The maximum amount of funding allowed per City, Town and Parish Council, across all schemes in 2026/27, is £25,000).

### ***What will you fund?***

As with last year's scheme, the funding is being made available to City, Town and Parish Councils for:

- the replacement of minor PROW assets such as stiles, finger posts and gates.
- minor maintenance works on the PROW network such as steps or handrails, by suitably qualified individuals.
- the replacement of smaller bridge structures where replacements can meet the necessary specification for use on the PROW network.
- ditching improvements and minor surfacing works along Byways Open to all Traffic (BOATs) subject to written approval from the PROW team.

We will contribute towards the cost of labour in 2026/27, as we did in 2025/26. The cost of labour should be clearly stated as part of each application detailing how many persons will be working on each job and for how long, e.g. 1 Lengthsman, 1 day. This will then be assessed on an individual basis by Herefordshire Council to determine if it represents value for money, based on a **maximum day rate of £200 per person**.

### ***How much funding is available and how will it be distributed?***

City, Town and Parish Councils should be aware that requests for funding have a total cap across all schemes (Lengthsman, Drainage and PROW) of £25,000 per City, Town and Parish Council.

Please note that total funds for this scheme are limited and where applications exceed the total funds available, we may not be able to fund the entirety of your request.

On confirmation of a successful application, City, Town and Parish Councils will be issued with a purchase order by Herefordshire Council up to the value of funding approved. Upon completion of work items, City, Town and Parish Councils will be responsible for invoicing Herefordshire Council, quoting the given purchase order number. Works will need to have been completed by 31 March 2027, with invoices submitted by 9 April 2027 at the latest.

**Please Note:** All works must be approved and a purchase order provided to City, Town or Parish Councils before works are commissioned. No retrospective applications will be accepted.

### ***Who supplies the necessary equipment?***

City, Town and Parish Councils will purchase any necessary equipment, ensuring that the British Standard for Gaps, Gates and Stiles (BS. 5709:2018) is met. Due to changes in the way we operate, the supply of materials from Herefordshire Council will not be offered for 2026/27.

To help you in putting together your application, indicative purchase prices for items from various suppliers used by Herefordshire Council are shown in the table below. When putting applications together you should be mindful of the prices quoted as these will be used by Herefordshire Council when considering value for money from each application.

<b>Secure-a-field</b>	
Timber signpost 2.1m x 100 x 100mm	£ 16.64
Waymarker post	£ 7.49
BARKERS Dog-way stile gate, galvanised	£ 299.00
Berkswell pedestrian metal kissing gate - meshed	£ 519.00
Berkswell pedestrian metal kissing gate - meshed (less than 20 ordered)	£ 459.00
Berkswell pedestrian metal kissing gate - meshed (20+rate)	£ 429.00
MATLOCK British Standard metal kissing gate, meshed (less than 20 ordered)	£ 599.75
MATLOCK British Standard metal kissing gate, meshed (20+ rate)	£ 516.00
<b>Pontrilas</b>	
Timber signpost	£ 17.83
Wooden stile kit	£ 148.00
<b>Walford Timber</b>	
Timber signpost	£ 17.43
Wooden stile kit	£ 82.07

We look forward to receiving your applications in due course but please do not hesitate to reach out should you have any questions regarding the above schemes.

**Once again, thank you for your support in delivering these schemes.**

Kind regards,

**Councillor Dan Hurcomb**

Cabinet Member Local Engagement and Community Resilience



## Kington Town Council

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We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our business and our country.

Signed on behalf of:  
**Kington Town Council**

Signed: \_\_\_\_\_

Name: E. Kelso \_\_\_\_\_

Position: Town Clerk, Kington Town Council

Date: 6<sup>th</sup> December 2021 \_\_\_\_\_



# **The Armed Forces Covenant**

An Enduring Covenant Between

The People of the United Kingdom

Her Majesty's Government

– and –

All those who serve or have served in the Armed Forces of the Crown

And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces. In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

## **Section 1: Principles Of The Armed Forces Covenant**

1.1 We Kington Town Council will endeavour in our business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- *no member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen*
- *in some circumstances special treatment may be appropriate especially for the injured or bereaved.*

## **Section 2: Demonstrating our Commitment**

2.1 Kington Town Council recognises the value serving personnel, reservists, veterans and military families bring to our business. We will seek to uphold the principles of the Armed Forces Covenant, by:

- *promoting the fact that we are an armed forces-friendly organisation;*
- *seeking to support the employment of veterans young and old and working with the Career Transition Partnership (CTP), in order to establish a tailored employment pathway for Service Leavers;*
- *striving to support the employment of Service spouses and partners;*
- *endeavouring to offer a degree of flexibility in granting leave for Service spouses and partners before, during and after a partner's deployment;*
- *seeking to support our employees who choose to be members of the Reserve forces, including by accommodating their training and deployment where possible;*
- *offering support to our local cadet units, either in our local community or in local schools, where possible;*
- *aiming to actively participate in Armed Forces Day;*

2.2 We will publicise these commitments through our literature and/or on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing.

**KINGTON TOWN COUNCIL**

**Meeting held on Monday 16<sup>th</sup> March 2026**

**Agenda item 13 – Annual Town Meeting proposals**

The Annual Town Meeting is not a meeting of the town council but a meeting of the electors of the town which must be held in accordance with the provisions of the Local Government Act 1972 between 1<sup>st</sup> March and 1<sup>st</sup> June each year. At least one town meeting must be held each year and it is usual for this to be convened by the Town Council with the Chair/Mayor presiding. Traditionally in Kington this has been used as an opportunity for those voluntary and community organisations working in the town to present a report to residents and for the Town Council to present the annual Civic Awards.

The purpose of this agenda item is to agree a date and format for this event for 2026