

**LEDBUY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 16 JULY 2026**

PRESENT: Councillors Bradford, Eakin, Hamblin (Chair), Hughes, Troy and Wilkinson

ALSO PRESENT:

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

C1421. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns, Harvey, Kettle and Morris.

C1422. DECLARATIONS OF INTEREST

None received.

C1423. TO RECEIVE AND NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1424. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

That the General Duty on Public Authorities of Section 149 of the Equality Act 2010 be received and noted.

C1425. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 25 JUNE 2026

RESOLVED:

That the minutes of the meeting of Council held on 25 June 2026 be approved and signed as a correct record.

C1426. TO RECEIVE AND NOTE THE ACTION SHEET

The Clerk provided an update to members on the following points within the Action Sheet:



C1280 – A meeting had been held between officers and Al Braithwaite earlier that day. Proposals arising from that meeting will be presented at the Full Council Meeting due to be held on 6 August 2026.

C1250(1) – The Clerk advised that the third party is no longer interested in the chairs. It was noted that the chairs are now in storage in the cemetery and therefore this item will be removed from the action sheet.

It was noted that there were a number of Working Party and Task & Finish meetings to be arranged; the Clerk asked Members to advise whether they would wish these to be undertaken in August, noting that this is normally a period of recess. Members agreed that these meetings should be scheduled in August where possible.

RESOLVED:

That the action sheet be received and noted.

C1427. CHAIRMAN'S COMMUNICATIONS

Councillor Hamblin informed members that he and Councillor Hughes had visited Ledbury Primary School to meet this year's Children's Ambassadors.

He advised Members that Walsingham Support had written to express their thanks for the recent grant funding which had enabled them to purchase chairs, noting that they had provided a photograph of the chairs

RESOLVED:

That the Town Clerk write to Walsingham Support to acknowledge receipt of their thanks.

C1428. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3 (f)

Former Councillor and Mayor, Helen l'Anson expressed her appreciation for the work undertaken by former Post Holder 60 during their employment with Ledbury Town Council, particularly the support provided during her term of office as Mayor. She finished by wishing the post holder well in her new employment.

Helen l'Anson left the meeting

A representative on behalf of the Ledbury Convoy was in attendance in respect of Agenda item 15ii.

With the agreement of Members, Agenda Item 15(ii) was brought forward to allow the representative to address the Council and answer any questions regarding the grant application before leaving the meeting.

C1429. GRANT APPLICATIONS

Members were reminded that the grant application had been deferred at the previous meeting in order to establish which organisation the application was being made. The representative confirmed the application had been submitted by The Hereford Military History Festival Ltd.

Councillor Eakin enquired as to the educational element of the grant. It was confirmed that the owners of the vehicles were going to be in attendance at the event who have topic-specific knowledge, a book stall will be available with the author delivering talks relating to the publications on display. Consideration will also be given to involving the Children's Ambassadors in the event.

It was highlighted that this is a free event intended to encourage family attendance.

RESOLVED:

1. That a grant of £500 be awarded to Ledbury Convoy (Hereford Military History Festival Ltd) under section 144 of the Local Government Act 1972 – Power to encourage tourism to the Council's area or contribute to organisations encouraging tourism
2. That the Clerk speak to the organisers about possible involvement of the Children's Ambassadors.

The representative left the meeting

C1430. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

- i. The following motion was submitted by Councillor Hughes and seconded by Councillor Bradford.

"I propose that Council purchase badges of office for the Chair and Vice Chair of Ledbury and that officers provide a report in respect of this detailing options and costs."

Members unanimously agreed on the importance of wearing the Chain of Office when undertaking the roles of Mayor, Deputy Mayor, Chair and Vice-Chair, noting the sense of civic pride that this instils and the positive engagement that this encourages with

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the public. Members also discussed the importance of wearing a Chain of Office at Remembrance Day events.

The Clerk advised that there is no constitutional or procedural restriction preventing the Chair or Vice-Chair from wearing the existing Chain of Office.

Councillor Bradford advised that when serving his term as Deputy Mayor there was a Badge of Office that he wore that had a blue ribbon. The Clerk was requested to establish whether this Badge of Office remains in the Council's possession.

RESOLVED:

- 1. That Officers obtain quotes for Badges of Office for the Chair and Vice-Chair and present these at a future Meeting of Full Council.**
- 2. That the Clerk establish which Badges of Office are held by the Council.**
- 3. That the Vice Chairman be given the choice as to whether they wear the Deputy Mayor's chain at civic events and events they are attending in place of the Chairman.**

- ii. The following motion was submitted by Councillor Hamblin and seconded by Councillor Wilkinson.

"That Members give consideration to a reduction in the commercial daily hire rate for St Katherine's Square to £25/day from 17 July 2026 to 1 October 2026; that this rate reduction be accompanied with a publicity campaign, including social media posts, emails and letters sent to relevant hospitality businesses based in Ledbury and nearby environs, a press release, and a page on the Council website; that the council obtain sandwich boards/A-frames and produce inserts which can be deployed at events in St Katherine's Square, promoting LTC's facilitation of the event."

Councillor Hamblin also referred to additional information that had been made available to Members to assist with the debate in respect of the notice of motion.

Members were advised that due to the decision taken on 4 June, minute no. 1383, having been taken less than 6 months prior to this meeting, Members would need to suspend Standing Order 7a in order for any amendment to that decision to be taken.



Clarification on the proposal was sought in respect of whether the change to the fees and charges related to market traders or the cost for the space for a specific period.

Councillor Hamblin confirmed that currently the costs related to the hire of the space as a whole as follows:

£25.00 per hour
£130.00 per half day
£260.00 per full day
£25.00 for a day for a stall

It was agreed that if the space is to be utilised for commercial use the fee per pitch should be equivalent to the cost for a market pitch at the Market House.

Members expressed their support for working in partnership with organisations and businesses within the town. The Town Clerk advised that a meeting had been arranged with The Barn for the following week and that agreed that any change in fees and charges could be communicated at that meeting. Members were reminded that no hire charge is applied to charities or community organisations.

Councillor Hamblin provided the following amendment to his motion:

That the commercial hire rate for St Katherine's Square be set at £10 per day per pitch, and that this be aligned with the 18 month period agreed for the reduction of charges for market pitches in the High Street.

RESOLVED:

1. That Standing Order 7(a) be suspended to allow a vote to be taken which would amend the decision taken on 4 June 2026 in respect of fees and charges for St Katherine's Square.
2. That the daily hire charge be set at £10 per stall pitch, aligning the rate with the Market House Undercroft Charges.
3. That the maximum daily hire charge be equivalent to the hire of the six market spaces which would equate to £60 per day.
4. That charges for electricity, and the hire of gazebos, tables and chairs remain additional to the daily hire charge.
5. That the revised charges remain in place for the duration of the 18-month plan put in place in respect of the charges for market pitches at the Market House.

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6. **That officers undertake a publicity campaign in respect of the above decisions.**
7. **That Standing Order 7(a) be reinstated.**
- iii. The following motion was submitted by Councillor Hamblin and seconded by Councillor Bradford.

"That a Task and Finish Group be established to evaluate the establishment of a Ledbury Chamber of Commerce; that the first meeting of this Group be assisted through the production of a report setting out options, including its potential purpose, objectives, governance arrangements, membership, resource implications, costs, benefits, risks, and any recommendations for consideration by the Council; that the Task and Finish Group, as part of its evaluation, will consider:

- a. The viability and functionality of Chambers of Commerce in other towns and cities
- b. Support already offered by Visit Herefordshire to retail and visitor economy business communities
- c. Existing county-level initiatives supported by the Economic Development Team at Herefordshire Council
- d. Feedback from the Traders' Association and local businesses.
- e. Synergy of the Ledbury Chamber of Commerce with the adopted TEMAP recommendations"

Clarification was sought in respect of what would be the functional difference between a Chamber of Commerce and the Traders Association which currently exists?

Councillor Hamblin advised that he had spoken to hospitality businesses in Ledbury and they had expressed concerns that they did not feel that the Ledbury Traders Association represents their sector specific concerns. He also considered it would be a good way for the Council to act as a facilitator and bring Ledbury businesses together.

RESOLVED:

That the above motion be supported in principle, subject to discussions taking place with the Traders' Association and local businesses.



- iv. The following motion was submitted by Councillor Hamblin and seconded by Councillor Wilkinson.

“That the scope of the progressing Resolution 1280 report be amended to set out options for the introduction of an online booking portal, hosted on the Council's website, for bookings relating to St Katherine's Square and the Market House Undercroft. The amended report should include potential functionality, implementation options, costs, ongoing maintenance requirements, resource implications, benefits, risks, and any recommendations for consideration by the Council.”

RESOLVED:

That the scope of the progressing Resolution 1280 report be amended to set out options for the introduction of an online booking portal, hosted on the Council's website, for bookings relating to St Katherine's Square and the Market House Undercroft. The amended report should include potential functionality, implementation options, costs, ongoing maintenance requirements, resource implications, benefits, risks, and any recommendations for consideration by the Council.

C1431. BUDGET MONITORING REPORTS

RESOLVED:

That consideration of this item be deferred to the meeting of Full Council scheduled for 6 August 2026

C1432. VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JUNE 2026

RESOLVED:

That consideration of this item be deferred to the meeting of Full Council scheduled for 6 August 2026

C1433. INVOICES FOR PAYMENT

RESOLVED:

That the invoices for payment, totalling £11,882.21 plus VAT be approved, noting the projected year-end overspend on budget line 115/4650.

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C1434. HR ADVICE COST INCREASE IN RELATION TO STAFF REVIEW

Members were asked to consider increasing the agreed limit of £5,000 expenditure in respect of the Staffing Review cost incurred by Hoople by a further £2,500 to enable support to continue as required.

RESOLVED:

That the previously approved expenditure ceiling for professional HR support provided by Hoople be increased from £5,000 to a maximum of £7,500, with the additional costs to be met from the Professional Services budget.

C1435. COUNCIL POLICIES

RESOLVED:

- 1. That the Data Protection Complaints Policy be adopted.**
- 2. That the Town Clerk be authorised to make any minor administrative or legislative amendments required to keep the Policy up to date; and**
- 3. That the Policy be reviewed every two years, or sooner should legislation or ICO guidance change.**

C1436. GRANT APPLICATIONS

Rail & Bus for Herefordshire

RESOLVED:

That the application for a grant of £500 from Rail & Bus for Herefordshire be declined on the grounds that the organisation currently holds sufficient funds.

C1437. GRANT FEEDBACK

RESOLVED:

That the Grant Feedback from the Friends of Ledbury Children's Centre be received and noted.

C1438. APPROACH FROM OUTSIDE ORGANISATION

RESOLVED:



That it be noted that the approach from the outside organisation will be referred to a future meeting of the Resources Committee for consideration.

C1439. CODE OF CONDUCT MATTERS

No matters were reported.

C1440. APPOINTMENT OF VICE-CHAIRS

RESOLVED:

1. That Councillor Bradford be appointed as Vice-Chairman to the Environment & Leisure Committee for the remainder of the 2026/27 municipal year
2. That Councillor Troy be appointed as Vice-Chairman to the Finance, Policy & General Purposes Committee for the remainder of the 2026/27 municipal year.

C1441. TO RECEIVE PLANNING CONSULTATIONS

1. **Application no. 252286** - Application of reserved matters relating to layout, scale, appearance and landscaping pursuant to Outline permission 171532 APP/W1850/W/20/3244410 (Site for a mixed use development including the erection of up to 625 new homes (including affordable housing), up to 2.9 hectares of B1 employment land, a canal corridor, public open space (including a linear park), access, drainage and ground modelling works and other associated works. The proposal is for outline planning permission with all matters reserved for future consideration with the exception of access) for 40 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2A). - **Land North of Viaduct Adjoining Orchard Business**

RESOLVED:

No Objection

2. **Application no. 261077** - Change of use of existing agricultural barn to a light industrial workshop (Use Class E(g)(iii)) - **Orchard Cottage Ledbury Herefordshire HR8 1LG - RECONSULTATION**

RESOLVED:

No Objection

3. **Application no. 261267** - Application for variation of condition 17 following permission 160606 (Proposed extension to existing factory building and erection of a limited assortment discount food store (Class A1), car parking, landscaping and associated works). To replace approved plans and drawings. - **Land at Galebreaker House, New Mills Industrial Estate Ledbury Ind Estate Ledbury**

RESOLVED:

No Objection

4. **Application no. 261627** - Single-storey flat roofed extension to rear. - **14 Oakland Drive Ledbury Herefordshire HR8 2ER**

RESOLVED:

No Objection

5. **Application no. 261679** - New lath or dry membrane to the walls of chimney breast and re-plaster walls (interior works) - **Crispin House 5 Church Lane Ledbury Herefordshire HR8 1DW – LISTED BUILDING CONSENT**

RESOLVED:

No Objection

6. **Application no. 261713** - Update existing fascia & projecting signage, replace existing sun blind canopies, minor repairs & redecoration to shopfront to match existing colours / materials. Removal of redundant alarm box & relocation of existing alarm box from fascia to pilaster. - **9 The Homend Ledbury Herefordshire HR8 1BN – LISTED BUILDING CONSENT**

RESOLVED:

No Objection

7. **Application no. 261717** - Replacement fascia signage and replacement projecting signage - **9 The Homend Ledbury Herefordshire HR8 1BN**

RESOLVED:

No Objection

8. **Application no. 261896** - Replacement porch, timber posted canopy and single-storey extension - **Dunbridge Farm Ledbury Herefordshire HR8 2JE**

RESOLVED:

No Objection

9. **Application no. 261897** - Replacement porch, timber posted canopy and single-storey extension - **Dunbridge Farm Ledbury Herefordshire HR8 2JE**

RESOLVED:

No Objection

10. **Application no. 261165** - Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref. APP/W1850/W/20/3244410 and LPA ref. 171532) for 104 dwellings with associated parking, garages, highway and drainage infrastructure (Phase 2B). - **Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire,**

RESOLVED:

No Objection

11. **Application no. 261238** - Application for variation/ removal of conditions following grant of planning permission 233023. To remove condition 27 and to vary the wording of conditions 1, 8, 9, 20, 22, 23, 24, 25 and 26. To remove the Biddulph Way Cycle Link and for compliance with the already discharged information. **Land South of Leadon Way, Ledbury, Herefordshire.**

RESOLVED:

No Objection

C1442. PLANNING CONSULTATION UPDATES

RESOLVED:

1. That the update relating to Little Bush Pitch be received and noted.
2. That the withdrawal of the Forest of Dean District Local Plan 2025–2045 and the intention to prepare a new Local Plan under the revised Government planning system be received and noted

C1443. PLANNING DECISIONS

RESOLVED:

1. That the planning decisions be received and noted.
2. That the Town Clerk be instructed to write to the Ward Councillors expressing Members' dissatisfaction with the delay in the determination of planning applications.

C1444. SECTION 106 PAYMENT

RESOLVED:

That the payment of Section 106 monies be received and noted.

C1445. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY HELD ON 18 JUNE 2026 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Major Planning Applications Working Party held on 18 June 2026 be received and noted.

C1446. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

None received.

C1447. QUOTATIONS FOR UPDATING MAPS WITHIN THE TOWNS NOTICE BOARDS

Councillor Bradford confirmed that Ledbury Town Council owns the existing notice boards and advised that the maps had cost approximately £25 each when originally created.

RESOLVED:

That consideration of this item be deferred to enable officers to establish who created the original maps and whether replacement maps can be produced by the original supplier.

C1448. REQUEST FROM OWNER OF WHITE TULIP (FORMERLY LEDBURY MARKET HOUSE CAFÉ)

Members were concerned that should they grant the request from White Tulip to hire space under the Market House as an extension to their café would create an unfair advantage over other businesses in the town.



The Clerk alerted Members to Subsidy Control Considerations section within the report.

RESOLVED:

1. That the request received from White Tulip Café to hire part of the undercroft of the Market House be refused on the grounds of fairness between businesses.
2. The Town Clerk write to White Tulip informing them of the Council's decision.

C1449. REQUEST FROM LEDBURY IN BLOOM

RESOLVED:

1. That Ledbury in Bloom be advised that Ledbury Town Council is supportive of their request to install the Heart of England in Bloom sign, together with a planter on the Gloucester Road gateway to Ledbury, subject to them obtaining permission from Herefordshire Council.
2. That officers write to Ledbury in Bloom advising them that permission must be obtained from Herefordshire Council in the first instance.

C1450. PROPOSED ROAD CLOSURE FOR OCTOBER FAIR 2026

Members were advised that the wording within the report in respect of the timings of the proposed one-way system needed to be clarified. It was noted that the one-way system would be in operation during the course of each day between 8.00 am and 4.30 pm when the High Street would then be closed for the duration of the operating hours of 4.30 pm to midnight from Bank Crescent to Top Cross and the top section of Bye Street.

RESOLVED:

That a one-way system during the hours of 8.00 am – 4.30 pm on the Monday and Tuesday be approved.

C1451. UPDATE ON MARKET HOUSE FURNITURE

RESOLVED:

That the report be received and noted, noting that the chairs remain in storage pending review and appropriate disposal arrangements when officer workloads permit.

C1452. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE EVENTS WORKING PARTY HELD ON 2 JUNE 2026

RESOLVED:

That the minutes of the Events Working Party held on 2 June 2026 be received and noted.

C1453. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE CHRISTMAS LIGHTS TASK AND FINISH GROUP HELD ON 2 JULY 2026

RESOLVED:

That the minutes of the Christmas Lights Task and Finish Group held on 2 July 2026 be received and noted.

C1454. PROMOTIONAL COUNCIL STALL AT LAKEFEST 2026

Members were requested to give consideration to Town Council participation in Lakefest 2026 by operating a representative promotional stall alongside Visit Herefordshire.

RESOLVED:

- 1. That Ledbury Town Council's participation in Lakefest 2026 through the operation of a promotional stall in partnership with Visit Herefordshire on Saturday, 8 August 2026 be supported, with arrangements delegated to officers, provided that no additional expenditure is incurred by the Council in respect of overtime or TOIL payments.**
- 2. That Councillors be asked if they would wish to join a member of staff at the Lakefest event 2026 and that a rota be set up of those expressing an interest.**

C1455. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 25 JUNE 2026 AND CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Resources Committee held on 25 June 2026 be received and noted.

C1456. OFFICER REPORTS



RESOLVED:

That the officer reports be received and noted.

C1457. OUTSIDE BODIES

RESOLVED:

That appointments to the following outside bodies be referred to future meetings of Council until such time as a Councillor is nominated to represent the Council:

- i. RMTG Older People's Forum
- ii. RMTG Younger People's Forum

C1458. DATE OF NEXT MEETING

RESOLVED:

That it be noted that the date of the next meeting of Full Council is scheduled for 6 August 2026.

C1459. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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

C1460. URGENT RECOMMENDATIONS FROM RESOURCES COMMITTEE HELD ON 25 JUNE 2026

None.

The meeting closed at 8:34 pm.

Signed Dated
(Chair) 6 August 26

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