

**LEDBUY TOWN COUNCIL
MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 25 JUNE 2026**

PRESENT: Councillors Browning, Chowns, Eakin, Hamblin (Chair), Kettle, Morris, and Wilkinson

ALSO PRESENT:

**Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk**

C1391. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bradford, Harvey, Hughes, and Troy.

C1392. DECLARATIONS OF INTEREST

Councillor Chowns declared a personal interest in respect of agenda item 18 – planning application no. 261242 due to having personal friendship with the applicant.

C1393. TO RECEIVE AND NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C1394. TO NOTE THE GENERAL DUTY ON PUBLIC AUTHORITIES OF SECTION 149 OF THE EQUALITY ACT 2010

RESOLVED:

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

C1395. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 4 JUNE 2026

RESOLVED:

That the minutes of the meeting of Council held on 4 June 2026 be approved and signed as a correct record.

C1396. TO RECEIVE AND NOTE THE ACTION SHEET

The Clerk drew Members attention to minute no. C1376(1) and advised that the response received from planning officers was correspondence from the applicant and suggested that Members resolved to keep this planning application on the list of planning consultations until such time further information is received from planning officers.

RESOLVED:

1. **That the action sheet be received and noted.**
2. **That planning application 250297 remains on the planning consultation list until such time as further information is received from planning officers.**
3. **That it be noted that it is anticipated that the next co-option meeting will take place on Wednesday, 29 July 2026.**

C1397. TO RECEIVE WARD REPORTS

It was noted that due to illness Councillor Harvey had not submitted a Ward report on this occasion.

Councillor Simmons apologised for not having provided a written report and provided the following verbal report:

1. Tesco's has brought a further Judicial Review application against Lidl; the application was subject to two grounds on this occasion, both of which Herefordshire Council have agreed that there is no merit and are going to contest it. Herefordshire Council will have a six to twelve-week period to consider the merit of the application.
2. The new Chief Executive takes up his post as of 26 June 2026. Councillor Simmons had met with him in Ledbury on 24 June 2026 to gain an understanding of the current challenges for Ledbury. She advised that she was heartened that one of the first places he visited was Ledbury; this being as a result of good things he had heard about what is going on in Ledbury and he is keen to see if this can be replicated in other towns and parishes across the county.
4. Schemes are continuing to be worked up under the Market Towns Investment Plan, which include speedwork at Parkway, 20mph zones outside the schools, resurfacing works, and a new bus cage.

5. Martins Way/Pump Track – Councillor Simmons advised that Herefordshire Council officers are currently putting together a planning application in respect of this project. There will be full statutory consultation as part of this process. She asked Councillors to consider that the suggestion for the pump track had come from discussions with young people in Ledbury and that she felt that it was really important that if Council's engage with the young people to ask what they want, that this be delivered where possible. Councillor Simmons advised that there had been huge engagement with local residents and youth groups in respect of this project.

Councillor Peberdy had provided a written report, and it was noted that she was meeting with planning officers on 30 June 2026 to discuss her request for redirection of planning application no. 250297 – Little Bush Pitch, Ledbury, which was the application referred to within the action sheet.

Members were also provided with a report from the Clerk in response to a request with respect to including an item on council agendas to consider matters arising from Ward Councillor reports.

RESOLVED:

1. **That the Ward reports be received and noted.**
2. **That the wording on future agendas in respect of Ward reports be amended as follows:**

"To receive Ward Reports and identify any matters requiring inclusion on a future Council agenda."
3. **That officers contact Malvern District Council to understand any issues they identified during the construction and after the completion of their pump track and report back to Council any feedback.**

C1398. CHAIRMAN'S COMMUNICATIONS

Councillor Hamblin advised that he attended Ledbury Primary School and the Armed Forces Flag Raising event on behalf of the Chair of the Council whilst she was absent due to illness. He advised Members that Councillor Harvey was now home but that she had been signed off for at least six weeks and that she would be working remotely in the meantime.

JH

C1399. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) and 3 (f)

Scott Kibble of the Ledbury Community First Responders introduced himself to Councillors and provided an overview of their operations. He advised that he and Fran Thomas are volunteers from West Midlands Ambulance Service and are on call whenever they can and when on call respond within a ten-mile radius. He advised that they are funded through voluntary funding, but that the Ambulance Service provides their kit.

The chair thanked Scott for attending the meeting and suggested that they may wish to apply for grant funding from Ledbury Town Council, noting that this type of service could be an asset for town events.

C1400. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

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

"That Ledbury Town Council establishes a Working Party to undertake a comprehensive review of the Council's grant scheme, including eligibility criteria, budget provision, and application, assessment and award procedures, and to report its findings and recommendations to Council."

RESOLVED:

1. That the Clerk arranges a Working Party to undertake a comprehensive review of the Council's grant scheme, including eligibility criteria, budget provision, application, assessment, and award procedures, and to report its findings and recommendations to Council.
2. That whilst all Councillors will be invited to attend the Working Party, it be noted that Councillors Hamblin, Morris, and Wilkinson expressed an interest in being Members of this Working Party.

C1401. BUDGET MONITORING REPORTS

RESOLVED:

1. That the Receipts and Payments for 1 – 31 May 2026 be received and noted.
2. That the balance sheet and trial balance for month 2 be received and noted.

SM

3. That the budget monitoring reports for 1 April to 31 May 2026 be received and noted.

C1402. INVOICES FOR PAYMENT

RESOLVED:

1. That the invoices for payment, in the sum of £14,647.61 plus VAT be approved.
2. That the Clerk provide a report to the next meeting of Council in respect of Hoople's costs for the provision of professional advice in relation to the staff review.

C1403. GRANT APPLICATIONS

RESOLVED:

1. That the application received from Rail and Bus Herefordshire be deferred pending clarification on why they need the grant.
2. That the application received from Ledbury Convoy be deferred pending further information and that they be advised that the Council are in support of the request but would like more information on the event and a breakdown on costs.
3. That Creative Learning – Walsingham Support be awarded a grant of £490.80 in support of a place for people with learning difficulties and autism to connect, learn and have fun – Local Government Act s.137 – Power to incur expenditure for certain purposes not otherwise authorised.

C1404. COUNCIL POLICIES

Members were requested to approve the inclusion of Section 5.4(vii) within the Environment and Sustainability Policy in respect of the use of Confetti at weddings held in the Jacobean Room.

RESOLVED:

1. That the amendment to the Environment and Sustainability Policy be approved, subject to the inclusion of what type of confetti is permissible.
2. Following the above amendment the policy be published on the Council's website.

C1405. CODE OF CONDUCT MATTERS

i. Code of Conduct Complaint COC 153

Members were provided with the outcome of a Code of Conduct Complaint determined by Herefordshire Council's Standards process in respect of Councillor Tony Bradford and asked to consider any actions arising from the decision notice.

RESOLVED:

That the contents of the Decision Notice be received and noted with no further action.

ii. Notification of Amendment to the Arrangements for Dealing with Code of Conduct Complaints

Members were provided with information in respect of amendments made by Herefordshire Council to the arrangements for dealing with Code of Conduct Complaints and asked to reaffirm the adoption of Ledbury Town Councils Local Resolution Policy.

RESOLVED:

- 1. The correspondence from Herefordshire Council be noted;**
- 2. That the Council confirms its adoption of the Local Resolution Policy.**
- 3. The Clerk be instructed to notify the Monitoring Officer at Herefordshire Council that Ledbury Town Council has adopted a Local Resolution Policy for the informal resolution of appropriate Code of Conduct complaints.**

C1406. TO APPOINT VICE-CHAIRS OF STANDING COMMITTEES

Members were requested to consider the appointment of Vice-Chairs for the following Standing Committees:

Environment & Leisure
Finance, Policy & General Purposes
Planning, economy & Tourism

RESOLVED:

- 1. That Councillor Wilkinson be elected as Vice-Chair of the Planning, Economy & Tourism Committee.**

JM

2. **That the appointment of Vice-Chairs to the Environment & Leisure and Finance, Policy & General Purposes Committees be deferred to the next meeting of Council.**

C1407. TO RECEIVE PLANNING CONSULTATIONS

1. **Application No. 250297 – Dayroom/laundry room for consented mobile homes site (part retrospective) – Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX**

RESOLVED:

That it be noted that Councillor Peberdy has requested redirection of this planning application

2. **Application no. 261133 – Change of use from a hotel and associated annexe (Class C1) to HMO (sui generis) to accommodate up to 32 Fruitful Jobs Ltd workers and associated insertion of an upper floor window in the east elevation of the hotel – Leadon House Hotel, Ross road, Ledbury, Herefordshire, HR8 2LP**

RESOLVED:

That the following general comment be submitted:

“Ledbury Town Council would like to express their concerns on the loss of hotel use within Ledbury. We also ask that Planning Officers consider placing conditions to address concerns about the site's potential future usage, including a condition preventing occupancy exceeding 32, and a condition requiring the site be used for seasonal workers.”

3. **Application no. 261242 – Single storey rear and side infill extension, internal reconfiguration and existing single storey garage conversion – The Croft, Woodleigh Road, Ledbury, Herefordshire, HR8 2BG**

RESOLVED:

No objection

SM

4. **Application no. 261386** – Change of use of the building to five dwellings and associated works – **The Royal Hall, 5a The Southend, Ledbury, Herefordshire, HR8 2EY**

RESOLVED:

Objection on the grounds that this is overdevelopment in this space and due to there being limited access to the premises.

5. **Application no. 261480** - Removal of existing single-storey rear and small side lean-to, and erection of two-storey rear and single-storey side extensions; and associated alterations befitting modern family living, whilst retaining the original dwelling. Replacement garage. - **The Tannery Firth Lane Wellington Heath Ledbury Herefordshire HR8 1LW**

RESOLVED:

No objection

6. **Application no. 261508** - Change of use of an existing shop (Use Class E) to a Hot Food takeaway (sui generis) – **23 High Street, Ledbury, Herefordshire, HR8 1DS**

RESOLVED:

No objection

7. **Application no. 261536** - Regularisation of unconsented work: Suspended ground floor replacement. Exposed timber frame and brick infill within the shop. Blockwork infilled doorway. Front casement windows and internal secondary glazing. Rear bedroom and kitchen windows. Kitchen extractor flue. - **Wing On 26 New Street Ledbury Herefordshire HR8 2DX**

RESOLVED:

No objection

8. **Application no. 261660** - Erection of double garage with hobby room/occasional guest bedroom and shower room over – **Kilbury House, Bradlow and Westhill, Ledbury, Herefordshire, HR8 1JF**

RESOLVED:

No objection

SM

C1408. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C1409. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

None received.

C1410. PAINTED ROOM/MARKET HOUSE VISITOR NUMBERS

RESOLVED:

That the Painted Room and Market House visitor numbers be received and noted.

C1411. WELCOME TO LEDBURY SIGNS

Members were provided with further information in respect of the Welcome to Ledbury Signs.

RESOLVED:

That this item be deferred for consideration at the 2027/28 budget setting process.

C1412. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 4 JUNE 2026 AND CONSIDER ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of the Resources Committee held on 4 June 2026 be received and noted.

C1413. MASEFIELD MATTERS

RESOLVED:

- i. That the minutes of the meeting of the Masefield Matters Board held on 19 May 2026 be received and noted.
- ii. That the Masefield Matters Project progress report be received and noted.

JM

C1414. OUTSIDE BODIES

RESOLVED:

- i. That Councillor Browning be elected to represent Ledbury Town Council as the Police Liaison representative for the 2026/27 Municipal year.
- ii. That the Rural Market Towns Group – Younger and Older People outside body representation be deferred to the next meeting of Council.

C1415. DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Council is scheduled for 16 July 2026.

C1416. 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.

C1417. MARKETING AND RECOMMENDATIONS REPORT IN RESPECT OF COUNCIL OFFICES

Members were provided with information in respect of a potential relocation of Ledbury Town Council offices to accommodation within the Master's House.

RESOLVED

That Members note the information contained within the report and instruct officers to undertake a detailed appraisal of the operational costs, benefits, disbenefits and risks associated with each of the five options outlined within the report, with a further report being presented to a future meeting of Council.

C1418. TO APPROVE SUBMISSION OF THE BUSINESS CASE IN RESPECT OF MARTINS WAY PLAY AREA AND PUMP TRACK

Members were asked to give consideration to the draft Business Plan in respect of a potential community asset transfer of Martins Way Play

JM

Area and Pump Track and authorise the Clerk to submit the Business Plan to Herefordshire Council.

RESOLVED:

That the Clerk be authorised to submit the business case in respect of a potential community asset transfer of Martins Way Play Area and Pump Track, noting that this does not tie the Council into any definitive outcome at this stage.

C1419. TO CONSIDER PROPOSAL RECEIVED FROM HEREFORDSHIRE COUNCIL IN RESPECT OF LEDBURY PUBLIC TOILETS

Members were provided with a proposal received from Herefordshire Council in respect of a possible transfer of the ownership of the public toilets on Bye Street and Church Lane.

RESOLVED:

- 1. That a meeting be arranged between Herefordshire Council Estates Officers in an attempt to acquire more information in relation to the possible transfer of the two sets of toilets.**
- 2. That officers speak with the Ledbury Traders Association to ascertain their thoughts on Ledbury Town Council taking over the ownership of the two sets of toilets.**
- 3. That once more information is available officers undertake a cost-benefits analysis in respect of the two sets of toilets and provide this at a future meeting of council.**
- 4. That following further information Council consider how to engage with the Ledbury Community in respect of this matter, possibly considering a Parish Meeting.**

C1420. URGENT RECOMMENDATIONS FROM RESOURCES COMMITTEE HELD ON 25 JUNE 2026

None.

The meeting ended at 20:48.

Signed Dated 22/07/26
(Chair)

SM