LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY
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30 October 2026

To: All Councillors

Dear Councillor

You are **summoned** to attend a meeting **of LEDBURY TOWN COUNCIL**, to be held on **Thursday, 5 November 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

pp

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

1. **To receive apologies for absence**

2. **To receive Declarations of Interests**

   To receive any declarations of interest and written requests for dispensations.

   Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

(Note: Members seeking advice on this item are asked to contact the Monitoring Officer at least 72 hours prior to the meeting.)

3. **To note the Nolan Principles**
https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2

4. **To note the General Duty on Public Authorities of Section 149 of the Equality Act 2010** **(Page 7818)**

5. **To approve and sign as a correct record the minutes of a meeting of Council held on 15 October 2026** **(Pages 7820 - 7830)**

6. **To receive and note the Action sheet** **(Pages 7832 - 7835)**

7. **To receive Chairman's Communications**

8. **To consider questions/comments from members of the public in accordance with the provisions of Standing Orders 3(e) and 3(f)**

"Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business of the agenda. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting."

9. **To receive motions presented by Councillors in accordance with Standing Order 9**

FINANCE, POLICY & GENERAL PURPOSES

10. **To receive and note Budget Monitoring Report for month 6** **(Pages 7836 - 7863)**

i. Receipts and Payments 1 August to 30 September 2026
ii. Balance sheet and Trial Balance – Months 5 and 6
iii. Budget Monitoring Reports 1 April to 30 September 2026
iv. Masefield Matters financial reports **(To Follow)**
v. Financial Reporting Schedule

11. **To confirm verification of bank statements and reconciliations for September 2026**

12. **To approve Invoices for Payment** **(To follow)**

13. **Broadband/Lease Line Renewal** **(Pages 7866 - 7867)**

GOVERNANCE

14. **To receive any updates in respect of Code of Conduct Matters**

PLANNING, ECONOMY & TOURISM

15. **To consider Planning Consultations (Page 7868 - 7869)**

16. **To receive and note update on Planning Decisions (Pages 7870 - 7873)**

17. **Representation at Herefordshire Council Planning Committee (Standing Item)**

18. **To receive and note Notification of Appeal Decision - Appeal Ref: 6007745 Land at Ledbury Road, Wellington Heath, Ledbury HR8 1NB (Pages 7874 - 7887)**

19. **Notification of Upgrade of existing Telecommunications Base Station at Orchard Lane, Ledbury, HR8 1B (Pages 7888 - 7897)**

20. **Painted Room and Market House Visitor Numbers - March to August 2026 (Pages 7898 - 7901)**

21. **Progress in respect of Martins Way Pump Track (Pages 7902 - 7903)**

ENVIRONMENT AND LEISURE

22. **Free Trees – Climate Resilient Tree Scheme (Pages 7904 - 7906)**

23. **Council Offices – High Level Works Update (Pages 7908 - 7951)**

GENERAL

24. **Masefield Matters (Standing Item) (To follow)**

    To receive and note Project Managers report

25. **To give consideration to request for City & Town councils to consider contribution to a pooled County level Budget in respect of Herefordshire's Youth Strategy 2026/27 (Pages 7952 - 7953)**

26. **Outside Bodies**

    i. **To receive and note the minutes of a meeting of the Ledbury Community Choir held on 9 October 2026 (Pages 7954 – 7955)**

27. **Date Of Next Meeting**

To note that the next meeting of Council is scheduled for 26 November 2026 at 7.00 pm

28. **Exclusion of Press and Public**

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 are excluded from the remainder of the meeting

29. **Installation of Memorial at Ledbury Cemetery (To Follow)**

Distribution: Full agenda and reports to all Councillors (10)

FULL COUNCIL	**5 NOVEMBER 2026**	**AGENDA ITEM: 4**

SECTION 149 OF THE EQUALITY ACT 2010

Members are requested to note the information provided below and give due consideration to Section 149 in their decision making as set out within.

Equality Duty

Under section 149 of the Equality Act 2010, the "general duty" on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

a. eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
c. foster good relations between persons who share a relevant protected characteristic and person who do not share it.

The public sector equality duty (specific duty) requires Ledbury Town Council to consider how it can positively contribute to the advancement of equality and good relations and demonstrate that they are paying 'due regard' in their decision making in the design of policies and in the delivery of services.

MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 15 OCTOBER 2026

PRESENT: Councillors: Harvey (Chair), Hamblin (Vice-Chair), Bradford, Chowns Eakin, Hill, Hughes, Morris, Troy and Wilkinson

ALSO PRESENT:

Julia Lawrence – Operations Manager
Sophie Rudd – Minute Taker
Steve MacKay –Assistant Police and Crime Commissioner
PCSO Tally Hunt
2 Members of the Public

C1573. APOLOGIES FOR ABSENCE

None received.

C1574. DECLARATIONS OF INTEREST

None received.

C1575. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:
That the Nolan Principles be received and noted.

C1576. 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, with the Operations Manager advising Members of any items on the agenda that it is appropriate to consider under this Duty.

C1577. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF COUNCIL HELD ON 24 SEPTEMBER 2026

RESOLVED:
That the minutes of a meeting of Council held on 24 September 2026 be approved and signed as a correct record.

C1578. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:
That the action sheet be received and noted.

DRAFT

C1579. CHAIRMAN'S COMMUNICATIONS

The Chair advised that she had received invitations to civic events which she was unable to attend. Members wishing to represent the Council were invited to contact Trudie McGinnis for details.

The Chair reported on a Mayors' Meeting in Hereford, where the Deputy Sheriff had provided an update on the King's Award for Voluntary Service and the King's Awards for Enterprise. Members were encouraged to identify eligible voluntary organisations and raise awareness of the awards among local businesses.

The Chair also reported an update on 'London Bridge' and requested that the Council's relevant records and procedures be checked against current guidance.

RESOLVED:
That Officers check that the 'London Bridge' information is up to date.

C1580. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(E) AND 3(F)

A member of the public raised several questions:

1. Keeping Ledbury tidy

The Chair advised that publication of the new contractor's grass-cutting and street-cleaning schedules had been delayed and that the matter had been raised with Herefordshire Council.

The Chair reported that improvements to the frequency of Foamstream weed treatments were being considered, including repeat treatments within 10–12 days. A report on the associated costs would be brought to a future meeting of Full Council for consideration as part of future budget planning.

Concerns had also been raised regarding the frequency of litter and dog-waste bin emptying, particularly during the transition between seasonal schedules.

2. Bromyard Road Footpath

The resident requested that the Bromyard Road footpath be cleaned, repaired and widened, and that consideration be given to extending it beyond Wye Fruits to improve safe pedestrian access to employment sites.

DRAFT

The resident raised concerns about speeding on Bromyard Road and elsewhere in Ledbury, and indicated that these concerns would be submitted in writing to the Clerk.

PCSO Tally Hunt advised that local officers did not routinely receive the results of speed enforcement operations but would seek to obtain relevant information and forward this to the Clerk.

C1581. TO RECEIVE AN UPDATE FROM JOHN CAMPION – POLICE AND CRIME COMMISSIONER

Mr Steve MacKay, attending on behalf of the Police and Crime Commissioner, encouraged the Council to respond to the Town and Parish Council Policing Survey notwithstanding the published deadline.

Members were invited to identify local policing concerns and priorities.

Councillor Bradford raised concerns regarding the closure of the public counter at Ledbury Police Station and expressed support for its reinstatement.

Mr MacKay explained that the small number of members of the public using the enquiry counter meant that it was no longer financially viable to keep it open. Mr MacKay noted that methods of reporting remained available by telephone.

PCSO Tally Hunt confirmed that a doorbell was available at the police station and that officers would respond when available. Members suggested that this arrangement should be more widely publicised.

Members were advised that police officers within the Safer Neighbourhood Team could work after 8.00 pm, whereas PCSOs were subject to an 8.00 pm cut-off.

Councillor Hughes raised concerns that Community Speed Watch volunteers were unable to monitor some of the locations most affected by speeding, including South End near a school, because the locations were considered unsafe for volunteers. The Chair noted that police speed enforcement was being undertaken at locations where volunteers could not safely operate and requested information on the results of recent enforcement activity.

Councillor Hughes explained that Community Speed Watch was intended to educate motorists, rather than enforce speed limits. Volunteers had recorded vehicles travelling substantially above the 30 mph limit and had increasingly encountered registration numbers which did not match the vehicles described, raising concerns about the use of false number plates. Mr MacKay referred to developing camera technology intended to assist with identifying such vehicles.

DRAFT

Councillor Hamblin asked about an incident of anti-social behaviour involving a group of young people. PCSO Hunt confirmed that four individuals had been identified and spoken to at school, that the anti-social behaviour team had been involved and that an intervention had been put in place.

Members discussed nuisance vehicles, including excessive exhaust noise and dangerous driving. The Chair highlighted that members of the public could submit dashcam footage to the police and requested greater publicity about police operations, reporting procedures and outcomes of enforcement activity.

It was confirmed that the drink and drug-driving campaign would run again over the Christmas period.

The Chair also raised concerns about the impact of reductions in specialist civilian police staff and requested that these be considered carefully in future budget planning.

PCSO Hunt reported that speeding, anti-social behaviour and drugs remained the current local priorities.

RESOLVED:
That the update be received and noted.

PCSO Tally Hunt and Mr Steve MacKay left the meeting at 19:50 pm

C1582. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

None received.

C1583. TO RECEIVE AND NOTE BUDGET MONITORING REPORTS FOR MONTH 5

Members were informed that the budget monitoring reports for Month 6 were not available.

The Operations Manager explained that delays in providing the financial information were due to competing priorities, staff sickness and operational demands of the Account's Clerk's recent return from leave.

RESOLVED:

1. **That the Receipts and Payments for 1 to 31 August 2026 be received and noted.**

2. **That the Balance Sheet and Trial Balance for Month 5 be received and noted.**

DRAFT

3. **That the budget monitoring reports be received and noted, noting the budget is below the expected percentage of 41.67% at the end of month 5 of the 2026/27 financial year.**

C1584. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR AUGUST AND SEPTEMBER 2026

RESOLVED:
Councillor Eakin confirmed that the bank statements and reconciliations for August 2026 have been verified and signed.

C1585. TO APPROVE INVOICES FOR PAYMENT

It was confirmed that budget 4205/110 for £800.00 covered four mows of the recreational ground for the month of August 2026.

RESOLVED:
1. **That the invoices for payment in the sum of £21,833.74 + VAT be approved.**

2. **That the Accounts Clerk provide a timeframe for the monthly account closures and report production, and that Officers establish a reporting timetable for submission to, and approval by Full Council at the next meeting.**

C1586. COUNCIL POLICIES

i. Training and Development Policy

RESOLVED:
1. **That Members approve the amended Training and Development Policy, as recommended by the Resources Committee, subject to amendments to spelling, formatting, alignment and punctuation.**

2. **That Members agree that the policy will be reviewed every two years, or sooner if there is a relevant change in legislation or Council arrangements.**

3. **That Members instruct Officers to develop a standard template for policies with appropriate formatting to include numbering of subparagraphs to be agreed in a Meeting of Councillors by the end of the calendar year.**

ii. Dignity at Work / Civility & Respect

RESOLVED:
That Members approve the revised Dignity at Work Policy as recommended by the Resources Committee at its meeting held on 24 September 2026, subject to the correction of spelling errors.

DRAFT

iii. Councillor and Staff Protocol

RESOLVED:
That Members approve the revised Councillor and Staff Protocol as per the recommendation from the meeting of the Resources Committee held on 24 September 2026.

C1587. CODE OF CONDUCT MATTERS

None received.

C1588. TO CONSIDER PLANNING CONSULTATIONS

1. **Application No. 262349 –** Change of use from Factory (B2) to Warehouse & Distribution (B8) - **H Westons & Sons Ltd (Applewood) Dymock Road Ledbury Herefordshire HR8 2HT**

   RESOLVED:
   No objection with a comment being made highlighting that the saved route for the Hereford and Gloucester Canal should be considered.

2. **Application No. 262547 –** Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **1719 The Homend Ledbury Herefordshire HR8 1BN**

   RESOLVED:
   That consideration be deferred pending further information with a holding comment submitted seeking clarification on how waste and traffic management of the site will be addressed. Reserving the right to seeking information from the Clerk and to bring the application back to a future meeting of Council.

3. **Application No. 262771 –** Application to determine if prior approval is required for a proposed: Change of use of first floor and part ground floor from retail (Use Class E) to 3 No. residential flats (Use Class C3). - **119-121 The Homend, Ledbury, Herefordshire, HR8 1BP**

   RESOLVED:
   No objection

4. **Application No. 262797 –** Application for Permission in Principle for a four bedroom dwelling is to be made from 5x 40ftx8ft containers on the ground floor, with a timber frame above to create a dormer style bungalow. There will also be a detached garage within the site, that is to be made from 2x 30ftx8ft containers, with at least 5 parking spaces in front - **Land**

DRAFT

at The Old Paddocks Bromyard Road Ledbury Herefordshire HR8 1LG

RESOLVED:
That Officers submit an objection on planning grounds:-

- **It is outside of the permitted development area**
- **The Structural integrity of the proposals**
- **Development in open countryside (RA3)**

5. **Application No. 262921 –** Works to Trees in a Conservation Area - **Lower Orchard South Parade Ledbury Herefordshire HR8 2HA**

RESOLVED:
No objection

C1589. TO RECEIVE AND NOTE THE UPDATE ON PLANNING DECISIONS

It was noted that there appeared several 'no decision' but this was considered incorrect as Little Bush Pitch has been dealt with so could drop off the list as this is now back with the applicant.

RESOLVED:
That the update on the planning decisions be received and noted.

C1590. APPEAL NOTIFICATION 262049

RESOLVED:
1. **That the appeal notification be received and noted.**

2. **That the Clerk confirm if we have previously submitted a comment in relation to this planning application.**

C1591. REPRESENTATION AT HEREFORDSHIRE COUNCIL PLANNING COMMITTEE

The Chair reported on a recent Herefordshire Council Planning Committee meeting concerning premises at The Homend. Although the officer recommendation had been to refuse the application on planning policy grounds, the application had been approved. The Chair also commented on the implications of proposed changes to the Planning Committee arrangements.

RESOLVED:
That Members note the update.

C1592. REQUEST FOR TRAFFIC MEASURES – BANK CRESCENT, LEDBURY

DRAFT

Members were informed that the area does not qualify for a resident parking permit zone as many of the homes have the possibility of cars pulling onto their driveways.

RESOLVED:
That Members support a request for Herefordshire Council's Highway Team to investigate measures to improve pedestrian and road safety at this location, including the feasibility and deliverability of parking restrictions through a TRO and to advise on the options available.

C1593. PAINTED ROOM AND MARKET HOUSE VISITOR NUMBERS – MARCH TO AUGUST 2026

Members thanked the Tour Guide Manager for providing this information.

RESOLVED:
That the Painted Room and Market House visitor numbers for March – August 2026 be received and noted.

C1594. REQUEST FOR STAKEHOLDER MEETING – GLADMAN DEVELOPMENTS LTD (LAND EAST OF DYMOCK ROAD)

RESOLVED:
That Members accept the request for a meeting, with Gladman Developments to understand what further unplanned developments are proposed for land east of Dymock Road in the absence of a planning application. Officers are to arrange a suitable time and place.

C1595. TO RECEIVE AND NOTE THE OUTCOME OF THE BOUNDARY COMMISSION REVIEW

RESOLVED:

1. **That Members note the final recommendations and the revised electoral arrangements for Ledbury.**

2. **That Members note that the Town Council will retain 18 seats, comprising six councillors in each of its three wards.**

3. **That the Clerk seek written clarification from the Commission regarding the changes shown on the maps between Ledbury North and Ledbury West, and to liaise with Electoral Services regarding implementation and public information ahead of the May 2027 elections.**

DRAFT

C1596. TO GIVE CONSIDERATION TO QUOTES FOR UPDATING THE MAPS WITHIN THE TOWN'S NOTICE BOARDS

Members expressly requested that this report does not come back to Full Council until all the requested information has been obtained.

RESOLVED:

1. **That Members instruct Officers to confirm if Ledbury Town Council or Herefordshire Council own the boards which contain the maps.**

2. **That Officers write to Orphans Press requesting examples of work that they have previously undertaken as well as "mock-ups" of the proposed maps.**

1 member of the public left at 20:48 pm

C1597. TO CONSIDER A REQUEST FOR SUPPORT FROM LEDBURY TOWN COUNCIL IN RESPECT OF A PROPOSED 3-YEAR PROJECT TO BE UNDERTAKEN BY WILDPLAY

RESOLVED:

1. **That Ledbury Town Council supports, in principle, Herefordshire Wildlife Trust's expression of interest for funding to expand its WildPlay programme, recognising the potential benefits of free nature-based play for children and families.**

2. **That the Town Clerk be authorised to provide a letter of support on behalf of the Council.**

3. **That Members identify any green spaces in and around Ledbury which may be suitable for consideration, subject to landowner consent and all necessary operational, safeguarding, insurance and risk-management requirements.**

4. **That the Town Clerk be authorised to hold initial discussions with Herefordshire Wildlife Trust about potential delivery arrangements, with any proposal involving a financial, contractual or significant resource commitment being presented to Council for approval.**

C1598. TO RECEIVE AND NOTE THE MINUTES OF THE RESOURCES COMMITTEE HELD ON 24 SEPTEMBER 2026 AND GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:
That the minutes of the meeting of the Resources Committee held on 24 September 2026 be received and noted.

MASEFIELD MATTERS

DRAFT

C1599. TO RECEIVE AND NOTE A REPORT SUBMITTED TO THE NATIONAL LOTTERY HERITAGE FUND

Members expressed concern about project governance, reporting to the National Lottery Heritage Fund and the need for clearer reporting against the project plan. Clarification was requested on reporting requirements and whether submissions to HLF should first be considered by Full Council.

RESOLVED:

1. **That the report submitted to the National Lottery Heritage Fund be received and noted.**

2. **That the Clerk check whether there are any reports provided in relation to finances which should come to Full Council in the first instance for approval.**

3. **That Members receive a full update as to the project plan, timeline and financial position at the next Full Council meeting due to be held on 5 November 2026.**

Councillors Eakin, Hamblin and Bradford and 1 member of the public left the meeting at 21:00 pm

C1600. SUSPENSION OF STANDING ORDER 3(x)

RESOLVED:
That Standing Order 3(x) be suspended for a period of 20 minutes to allow for the remaining business of the agenda to be considered.

C1601. TO CONSIDER THE DRAFT HEREFORDSHIRE YOUTH PLAN STRATEGY

RESOLVED:
That the draft Herefordshire Youth Plan Strategy be received and noted.

C1602. OUTSIDE BODIES

No updates received.

C1603. DATE OF NEXT MEETING

RESOLVED:
To note that the date of the next meeting of Council is scheduled for Thursday, 5 November 2026 at 7:00 pm in the Ledbury Town Council Offices.

C1604. EXCLUSION OF PRESS AND PUBLIC

DRAFT

RESOLVED:
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 are excluded from the remainder of the meeting.

C1605. UPPERFIELDS DRAINAGE SCHEME

Officers were thanked for the clarity and detail of the report provided.

RESOLVED:

1. **That Members receive and note the contents of this report and the current position regarding the Upperfields Drainage Improvement Scheme.**

2. **That Members approve a contribution of £3,541.00 from EMR 336 – Community Projects, plus VAT, towards the Upperfields drainage improvement scheme, subject to:**

   - **a satisfactory percolation test being undertaken;**
   - **the proposed soakaway being confirmed as suitable;**
   - **the conditions of the Herefordshire Council Drainage Grant being satisfied; and**
   - **no additional expenditure being incurred without further approval from the Town Council; and**

3. **That Members support the progression of the required percolation testing and, subject to a satisfactory result, the proposed works at the earliest practical opportunity, recognising the existing footpath erosion and the potential for further deterioration during periods of wet weather.**

The meeting ended at 21:11.

Signed …… Dated ……..
Chairman of the Council

DRAFT

AGENDA ITEM: 6

FULL COUNCIL

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status	Estimated Completion
13 November 2025						
C1044(5)	Officers to prepare a draft long-term plan concerning all heritage buildings owned by the council.	OM	26.08.2026	Meeting with Al Braithwaite arranged to discuss this and various other matters 18.06.2026 - further meeting arranged for 27.08.2026	In Progress	Dec 2026/Jan 2027
02 April 2026						
C1239.2	RFO to review ethical banking accounts and provide a report to Council.	TC	TBC	To be investigated following April/May year end -report to be provided to future meeting of council - will be undertaken by Finance & Governance Manager once recruited - due to high workload of Clerk/RFO	In progress	Early 2027
14 May 2026 - Annual Council Meeting						
C1349.2	That a working group be set up to review the Council's Corporate Plan.	TC		Date to be identified for early 2027	in progress	Feb-27
25 June 2026						
C1417	That officers be instructed to undertake a detailed appraisal regarding the potential office relocation 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	TC	Nov-26	It had been anticipated that this report would be available for the 24 September meeting. However, due to further information being required to be included in the report this will now be presented to Members at the meeting scheduled for 26 November 2026	In progress	Nov-26
06 August 2026						
C1490	Charter Market TRO - Clerk to commence discussions with Hereford Council regarding the statutory process required to reduce the extent of the Market Day Traffic TRO.	TC	Aug-26	Conversation started and plan being drawn up to be provided with specific details of site	In progress	Dec 2026/Jan 2027

C1490	Charter Market TRO - Market Layout - The Town Clerk is to work with Hereford Council officers to prepare a detailed plan showing the revised boundary and associated market layout for members' approval before being submitted.	TC	Sep-26	See above	In progress	Dec 2026/Jan 2027
C1499	Masefield Matters Financial Position - Members are to be provided with a detailed financial breakdown of the project including a forecast to project completion showing how funds will be allocated against outstanding expenditure supported by a covering report.	TC + EC	Sep-26	Project coordinator working on financial breakdown etc. TC to provide covering report once received - Clerk review detailed breakdown undertaken by Cllr Wilkinson	Provided in the To Follow papers in the November Full Council Meeting	Nov-26
03 SEPTEMBER 2026						
C1513(2)	Following the Locality Steward's return from annual leave, arrange a meeting between the Town Clerk and Locality Steward to discuss the reported highway/maintenance issues and provide the outcome to Full Council.	TC	Nov-26	Meeting to be arranged following Clerk's leave	In progress	Nov-26
C1521(2)	Publish the press release regarding the three shortlisted Masefield Memorial designers together with a report outlining the selection process undertaken to date, the process going forward and details of the due diligence undertaken in respect of the three designers.	EC	18.09.2026	Press release prepared - awaiting approval from NLHF	Completed	18.09.2026
C1530(2)	Provide quarterly progress updates on the TEMAP markets delivery, with the first update establishing the baseline and reporting delivery against the agreed milestones and timings.	TC	Dec-26	Report to be provided in december meeting	In progress	17.12.2026
C1542	Provide further information regarding the request for an additional memorial at Ledbury Cemetery, including addressing the issues raised under Minute C1505, for consideration by Full Council.	OM / AC	15.10.2026	Further report to be provided at FC meeting 05.11.2026	Completed	05.11.2026

C1542(2)	Arrange a meeting with local funeral directors and memorial masons to discuss the Council's cemetery rules and regulations and ensure that the information is being appropriately shared with families.	Operations Manager	Oct/Nov 2026	Two meetings have been arranged to meet with Ledbury Co-Op Funerals on 13/10/26 and Ledbury Funerals on 14/10/26. Further meetings to be arranged.	Completed	Oct/Nov 2026
24 SEPTEMBER 2026						
C1554(i)	Revisit the £200 grant awarded to Ledbury Rainbows once the Council's Grants process has been reviewed.	Clerk		To be reported to grants WP meeting in November	Pending	Nov-26
C1555(2)	Prepare and present a report to a future Full Council meeting setting out a proposed hire policy and costings for the Snow and Bubble Machines.	Clerk	24/09/2026	Report to be included on 26.11.2026 agenda	In Progress	Nov-26
C1555(3)	Confirm the budget line from which the purchase of the BeamZ SNOW5000 Professional Snow Machine and BeamZ B2500 Professional Bubble Machine will be funded.	Clerk	24/09/2026		In Progress	Nov-26
C1562(2)	Develop the Events Strategy Implementation Plan and supporting operational documents, in consultation with the Events Working Party.	Officers / Events Working Party	24/09/2026	To be explored by EWP - next meeting date 19.11.2026	In Progress	Spring 2027
C1567(2)	Clarify the current process for the approval and submission of Masefield Matters progress reports to the National Lottery Heritage Fund, including how Members will be given sight of progress submissions before they are submitted.	Clerk	24/09/2026		In progress	Nov-26
C1567(3)	Amend the Masefield Matters Project Board Terms of Reference so that the membership section makes clear that each organisation may nominate a substitute representative to attend when its regular representative is unavailable.	Clerk / Project Board	24/09/2026		completed	Sep-26
15 OCTOBER 2026						
C1579	Officers to check that the Council's records and procedures relating to 'London Bridge' are up to date and reflect current guidance.	TC	Nov-26		In progress	Nov-26

C1580	Produce a report on the costs of increasing the frequency of Foamstream weed treatments, including repeat treatments within 10–12 days, for consideration by Full Council as part of future budget planning.	OM	Nov-26	OM to provide report to meeting of Council 26.11.2026	In Progress	Nov-26

FULL COUNCIL	5 NOVEMBER 2026	AGENDA ITEM: 10

Report prepared by Angela Price – Town Clerk/Responsible Finance Officer

FINANCE OVERVIEW REPORT PROVIDING PROJECTED OUTTURN FOR 2026/27 FINANCIAL YEAR MONTH 6

This report provides a high-level summary of the budget performance; the full analysis is contained within agenda item 10.

	Actual to Date £	Annual Budget £	Variance to Annual Budget £	% Spend to Budget £
Income - Precept	815,859	815,859	0	100%
Income- Other	33,754	56,076	22,322	60.2%
Expenditure	380,909	871,935	491,026	43.69%

Note: The Income budget as stated in the Detailed Income & Expenditure report has been adjusted for the National Lottery Fund John Masefield receipt which has been received in month 6.

Expenditure has been adjusted to take into account expenditure and income in respect of Masefield Matters, which as the end of month relates to the income of £84,994 and expenditure of £40,587. A further report in respect of the Masefield Matters financial position will be provided ahead of this meeting, however it should be noted that the £70,889 received as the second instalment from the National Lottery has not been moved to the Masefield Matters Ear Marked Reserve Line. The Accounts Clerk has been asked to ensure this is completed ahead of the close down of month 7.

The actual total expenditure to date represents 43.69% of the annual budget which is within the expected 50% at the end of month 6 of the financial year.

Cash balances at the end of September 2026 were £765,641, which includes the receipt of 100% of the annual precept, and the National Lottery Fund John Masefield award carried forward from 2024/25 and received in 2026.

The general reserves stand at £153,461 and earmarked reserves at £125,999 at the end of Month 6.

RECOMMENDATION

That the above information be received and noted, and that Members note the budget is below the expected percentage of 41.67% at the end of month 5 of the 2026/27 financial year.

Lloyds A/c (235& 174)(Bus Ext)

Receipts received between 01/09/2026 and 30/09/2026

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PAY	Banked: **01/09/2026**	**195.83**						
PAY	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary Rent
FPI	Banked: **09/09/2026**	**265.00**						
FPI	Richard Maddrell	265.00			1460	120	265.00	Ceremony Room Income
Interest	Banked: **09/09/2026**	**123.21**						
Interest	Lloyds Bank	123.21			1870	220	123.21	Bank Interest
Interest	Banked: **09/09/2026**	**10.59**						
Interest	Lloyds Bank	10.59			1870	220	10.59	Bank Interest
FPI	Banked: **21/09/2026**	**200.00**						
FPI	B Watkins	200.00			1460	120	200.00	Ceremony Room
	Banked: **21/09/2026**	**50,000.00**						
TRSF	Premier A/c (736) Comm Call	50,000.00			202		50,000.00	Transfer 736 - 235
FPI	Banked: **25/09/2026**	**50.00**						
FPI	S A Kerr	50.00			1273	127	50.00	Christmas market
BGC	Banked: **28/09/2026**	**407,929.50**						
BGC	Herefordshire Council	407,929.50			1900	220	407,929.50	Precept
FPI	Banked: **30/09/2026**	**-408,763.54**						
FPI	The Co-operative Group (CGP)	-195.83			1160	102	-195.83	Mortuary Rent
FPI	Richard Maddress	-265.00			1460	120	-265.00	Ceremony Room
Interes	Lloyds Bank	-123.21			1870	220	-123.21	Bank Interest
FPI	B Watkins	-200.00			1460	120	-200.00	Ceremony Room Income
FPI	S A Kerr	-50.00			1273	127	-50.00	Christmas Market
FPI	Herefordshire Council	-407,929.50			1900	220	-407,929.50	Precept
CARD	Banked: **30/09/2026**	**1,053.20**						
CARD	Barclaycard	1,053.20			1450	105	393.85	Painted Room Sales
					1451	105	463.65	Painted Room Donations
					1100	102	180.00	Cemetery Interment
					1034	301	7.00	Tourist Information
					1470	235	8.70	Card Payments
BCARD	Banked: **30/09/2026**	**36.00**						
BCARD	Barclaycard	36.00			1450	105	36.00	Painted Room Donations
BCARD	Banked: **30/09/2026**	**0.60**						
BCARD	Barclaycard	0.60			4405	235	0.60	Photocopying
	Total Receipts:	51,100.39	0.00	0.00			51,100.39	

Premier A/c (736) Comm Call

Receipts received between 01/09/2026 and 30/09/2026

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
FPI	Banked: 01/09/2026	199.50						
FPI	S Lampitt	199.50			1460	120	199.50	Wedding Balance
BGC	Banked: 01/09/2026	195.83						
BGC	The Co-operative Group (CGP)	195.83			1160	102	195.83	Mortuary rent
FPI	Banked: 09/09/2026	265.00						
FPI	Richard Maddrell	265.00			1460	120	265.00	Ceremony Room
Interest	Banked: 09/09/2026	123.21						
Interest	Lloyds Bank	123.21			1870	220	123.21	Bank Interest
FPI	Banked: 21/09/2026	200.00						
FPI	B Watkins	200.00			1460	120	200.00	Ceremony Room
FPI	Banked: 25/09/2026	50.00						
FPI	S A Kerr	50.00			1273	127	50.00	Christmas Markets
BGC	Banked: 25/09/2026	407,929.50						
BGC	Herefordshire Council	407,929.50			1900	220	407,929.50	Precept
CM24	Banked: 30/09/2026	121.42						
	Sales Recpts Page 56	121.42	121.42		100			Sales Recpts Page 56
	Total Receipts:	409,084.46	121.42	0.00			408,963.04	

Public Sector Deposit Fund

Receipts received between 01/09/2026 and 30/09/2026

					Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
INTEREST	Banked: 30/09/2026	591.30						
INTEREST	The Public Sector Deposit Fund	591.30			1870	220	591.30	Interest
	Total Receipts:	591.30	0.00	0.00			591.30	

A/c	Description	Actual		
	Current Assets			
100	Debtors	14,203		
120	Vat Due	10,868		
150	Stock	1,728		
200	Lloyds A/c (235) (Bus Ext)	445		
202	Premier A/c (736) Comm Call	583,631		
203	Public Sector Deposit Fund	181,487		
215	Petty Cash	78		
	Total Current Assets		792,439	
	Current Liabilities			
500	Creditors	(131)		
	Total Current Liabilities		(131)	
	Net Current Assets			792,570
	Total Assets less Current Liabilities			792,570
	Represented by :-			
300	Current Year Fund	513,110		
310	General Fund	153,461		
324	EMR - Listed Buildings	104,043		
331	EMR - Advertising	5,000		
335	EMR - Amenity & Public Spaces	15,404		
336	EMR - Community Projects	12,185		
339	EMR - Vehicle Replacement/Ref	5,000		
341	EMR - Masefield Matters	(15,634)		
	Total Equity			792,570

Lloyds A/c (235& 174)(Bus Ext)

Payments made between 01/09/2026 and 30/09/2026

						Nominal Ledger Analysis		
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
01/09/2026	Advansy Limited	1062	123.60	123.60		500		Website Hosting
02/09/2026	Hoople Group	1059	340.70	340.70		500		Temporary Receptioninst
02/09/2026	Hoople Group	1060	900.43	900.43		500		Temporary Receptionist
02/09/2026	Hoople Group	1061	900.43	900.43		500		Temporary Receptionist
02/09/2026	Takepayments Ltd	1063	60.00	60.00		500		Card Machine LTC
03/09/2026	EE Business	1065	12.60	12.60		500		Wedding Co-ordinator Bill
03/09/2026	Telefonica Uk Ltd	1066	225.26	225.26		500		LTC Mobiles x mth 6
03/09/2026	YU Energy Retail Ltd	1067	347.05	347.05		500		LTC electricity Mth 6
07/09/2026	Rialtas Business Solutions Ltd	1058	700.00	700.00		500		Software Support and Maintenan
07/09/2026	Lloyds Bank Plc	1081	827.99	827.99		500		Credit Card Mth 6
08/09/2026	DWRCYMRU	1083	56.13	56.13		500		LTC Water
08/09/2026	Waterplus Group Ltd	1085	28.11	28.11		500		LTC Water Drainage
08/09/2026	Citation Ltd	1086	62.14	62.14		500		Cyber Health Check
08/09/2026	Ledbury Area Cycle Forum	898	21.00	21.00		500		Cycle Route Maps
08/09/2026	Viking Office UK Ltd	899	139.49	139.49		500		Stationery
08/09/2026	Screwfix	901	39.99	39.99		500		Safety Boots
08/09/2026	Quickskip Recycling	902	306.00	306.00		500		Cemetery Skip Exchange
08/09/2026	Hoople Group	903	900.43	900.43		500		Temporary Receptionist
08/09/2026	Ledbury Garden Machinery	904	38.00	38.00		500		Strimmer Line
08/09/2026	Bliss Cleaning Services (Ledbu	905	552.00	552.00		500		LTC Office Cleaning
08/09/2026	Arthur J Gallagher Insurance B	906	734.20	734.20		500		Insurance
08/09/2026	G & P Group Enterprise Ltd	913	5.60	5.60		500		Ledbury Reporter
08/09/2026	Signworx Hereford Ltd	914	602.00	602.00		500		HODS Brochure's
08/09/2026	P J Nicholls Ltd	915	90.00	90.00		500		Fuel for Van
08/09/2026	Shred-it Ltd	916	90.00	90.00		500		Confidential Waste
08/09/2026	NALC	917	450.00	450.00		500		Job Advertisement
08/09/2026	Public Sector Today	918	600.00	600.00		500		Recruitment advertising
08/09/2026	Hoople Group	919	900.43	900.43		500		Temporary Receptionist
08/09/2026	Viking Office UK Ltd	920	50.77	50.77		500		Coloured paper
08/09/2026	Astutis (Provider)	922	168.00	168.00		500		9295
08/09/2026	1st Ledbury Rainbows	923	200.00	200.00		500		1st Ledbury Rainbows Grant
08/09/2026	D M Property Maintenance	942	1,276.00	1,276.00		500		Contract Works
08/09/2026	Amazon EU UK Branch	946	59.92	59.92		500		Crown for Carnival
08/09/2026	Angela Price	947	23.98	23.98		500		Bin Bags
	Subtotal Carried Forward:		11,832.25	11,832.25	0.00		0.00	

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
08/09/2026	Quickskip Recycling	952	306.00	306.00		500			Cemetery Skip
08/09/2026	Chubb Electronic Security	BACS	363.08		60.51	4185	202	302.57	Alarm Service Contract
08/09/2026	Quickskip Hereford Ltd	BACS	-306.00		-51.00	4225	102	-255.00	Cemetery Skip
10/09/2026	Hoople Group	1053	180.00	180.00		500			Recruitment Advert
10/09/2026	Angela Price	1054	54.60	54.60		500			August Mileage
10/09/2026	Hutchinson Marketing Ltd	1057	564.00	564.00		500			Website Listing
10/09/2026	Barclays Bank PLC	1069	26.89	26.89		500			Card Machine PR
10/09/2026	Octopus Energy Ltd	1071	35.36	35.36		500			Cemetery Electricity
10/09/2026	EON Next Energy	1072	21.97	21.97		500			Market House Electricity
10/09/2026	West Mercia Energy	1073	37.16	37.16		500			BB Clock Electricity
10/09/2026	Entertainment Nation	1092	330.00	330.00		500			Band for Christmas Lights
10/09/2026	Ledbury Hardware Ltd	80	54.69	54.69		500			DIY goods for LTC & Cemetery
10/09/2026	Quickskip Recycling	952	306.00	306.00		500			Cemetery Skip
10/09/2026	Viking Office UK Ltd	953	179.29	179.29		500			Stationery
10/09/2026	Hoople Group	955	717.91	717.91		500			Temporary Receptionist
10/09/2026	Water Plus	DD	0.10			4115	202	0.10	LTC Water Drainage
10/09/2026	Barclaycard	DD	2.00			4433	105	2.00	Credit Card Machine
17/09/2026	OMSUK Ltd	1074	1,816.40	1,816.40		500			Monthly IT Services
18/09/2026	Francotyp Postalia Ltd	1075	10.00	10.00		500			Postage Download
23/09/2026	Chubb Fire & Security	1052	363.08	363.08		500			FA Service Agreement
24/09/2026	Amazon EU UK Branch	1049	129.99	129.99		500			Air Conditioner
24/09/2026	Staff Salaries	BACS	42,513.78			4000	108	10,542.00	Payroll Mth 6
						4000	109	4,608.38	Payroll Mth 6
						4000	230	27,363.40	Payroll Mth 6
24/09/2026	Staff Salaries	BACS	1,237.18			4000	230	1,237.18	Payroll Mth 6
25/09/2026	Lloyds Bank Plc	1077	28.66	28.66		500			Service Charges
25/09/2026	Dolphin Tec	1078	327.04	327.04		500			Photocopier reading mth 4
28/09/2026	Herefordshire Council	1087	1,273.00	1,273.00		500			LTC Rates
29/09/2026	Herefordshire Council	957	2,756.61	2,756.61		500			91810643/957/Here Cou
29/09/2026	N J WINDLEY CONSTRUCTION	958	4,530.00	4,530.00		500			449/958/N J WINDLEY CONSTRUCTI
29/09/2026	Ledbury Hardware Ltd	959	43.99	43.99		500			81/959/Ledbury Hardware Ltd
29/09/2026	Ledbury Hardware Ltd	960	8.30	8.30		500			87/960/Ledbury Hardware Ltd
	Subtotal Carried Forward:		69,743.33	25,933.19	9.51			43,800.63	

						Nominal Ledger Analysis		
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Details
29/09/2026	Ledbury Garden Machinery	961	225.00	225.00		500		23351/961/Ledbury Garden Machi
29/09/2026	CAS MOTOR SERVICES LTD	962	498.60	498.60		500		9903/962/CAS MOTOR SERVICES LT
29/09/2026	D M Property Maintenance	963	50.00	50.00		500		00161/963/D M Property Mainten
29/09/2026	Logaston Press	964	162.50	162.50		500		10137/964/Logasto Press
29/09/2026	P F Cusack(Tool Supplies) Ltd	965	14.40	14.40		500		0001773939/965/P F Cusack(Tool
29/09/2026	LEDBURY CONSTRUCTION &	966	5,915.40	5,915.40		500		2407/966/LEDBURY CONSTRUCTION
29/09/2026	KEVIN KILLEN	967	600.00	600.00		500		573-52307/967/KEVIN KILLEN
29/09/2026	PLATFORM ONE	968	600.00	600.00		500		1018/968/PLATFOR ONE
29/09/2026	Engaging Heritage	969	640.00	640.00		500		EH2611/969/Engagi Heritage
29/09/2026	Jill Jupp	970	106.00	106.00		500		0001/970/Jill Jupp
29/09/2026	PERPETUA PRESS	971	162.00	162.00		500		51255/971/PERPETU PRESS
29/09/2026	Baker Ross	972	23.00	23.00		500		SO1463461/972/Ba Ross
29/09/2026	Baker Ross	973	16.90	16.90		500		SO1463461./973/Ba Ross
29/09/2026	Stitch with Kate	974	250.00	250.00		500		066/974/Stitch with Kate
29/09/2026	Herefordshire Council	975	240.76	240.76		500		91809739/975/Here Cou
29/09/2026	Shred-it Ltd	976	90.00	90.00		500		9507436666/976/Sh it Ltd
29/09/2026	Bliss Cleaning Services (Ledbu	977	441.60	441.60		500		15815/977/Bliss Cleaning Servi
29/09/2026	Heating Maintenance Services L	978	165.60	165.60		500		80129/978/Heating Maintenance
29/09/2026	Heating Maintenance Services L	979	177.00	177.00		500		80121/979/Heating Maintenance
29/09/2026	Amazon EU UK Branch	980	79.13	79.13		500		GB6019NLDVXYJI/9 EU U
29/09/2026	Heating Maintenance Services L	981	426.00	426.00		500		80115/981/Heating Maintenance
29/09/2026	Hereford Against Nightime Diso	982	500.00	500.00		500		001/982/Hereford Against Night
29/09/2026	Newsquest Media Group	983	696.00	696.00		500		49952643/983/New Media G
29/09/2026	G & P Group Enterprise Ltd	984	5.60	5.60		500		000460/984/G & P
	Subtotal Carried Forward:		81,828.82	38,018.68	9.51		43,800.63	

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	Nominal Ledger Analysis A/c	Centre	£ Amount	Transaction Details
									Group Enterpr
29/09/2026	Hutchinson Marketing Ltd	987	564.00	564.00		500			SI-3702/987/Hutchinso Marketi
29/09/2026	Hoople Group	988	717.91	717.91		500			66853439/988/Hoop Group
29/09/2026	Angela Price	989	54.60	54.60		500			001/989/Angela Price
29/09/2026	Julia Lawrence	990	26.65	26.65		500			001/990/Julia Lawrence
29/09/2026	Genius Within	991	828.00	828.00		500			153434600/991/Gen Within
29/09/2026	Bee Happy Payroll Ltd	995	62.00	62.00		500			10210926/995/Bee Happy Payroll
29/09/2026	Amazon EU UK Branch	996	53.80	53.80		500			GB6003FCNOU5FI/9 EU U
30/09/2026	GREEN TOP HIRE	1056	950.00	950.00		500			GT260671 - 1/1056/GREEN TOP HI
30/09/2026	DTBC Ltd t/aThompson & Co	1079	84.60	84.60		500			Payroll Mth 8
30/09/2026	Oncecom Ltd	1080	572.51	572.51		500			Telephone Connectivity
30/09/2026	Viking Office UK Ltd	1095	59.38	59.38		500			Stationery
30/09/2026	Herefordshire Council	956	87.75	87.75		500			91810642/956/Here Cou
	Total Payments:		85,890.02	42,079.88	9.51			43,800.63	

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
21/09/2026	Lloyds A/c (235& 174)(Bus Ext)	TRSF	50,000.00			200		50,000.00	Transfer 736 - 235
	Total Payments:		50,000.00	0.00	0.00			50,000.00	

						Nominal Ledger Analysis			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/09/2026	Three Counties	PCASH	28.99			4607	127	28.99	Books for HODS
01/09/2026	Savers	PCASH	8.98		1.50	4155	202	7.48	Housekeeping
01/09/2026	J Mart	PCASH	15.98		2.66	4170	202	13.32	JMart
04/09/2026	HayWines	PCASH	15.48		2.58	4051	230	12.90	Bottle of Wine temp reception
08/09/2026	Top Melon Ltd	PCASH	10.00		1.67	4607	127	8.33	Meeting re Carnival
10/09/2026	Tesco	PCASH	7.83		1.30	4051	230	6.53	Cake for Meeting
22/09/2026	Savers	PACASH	1.79		0.30	4155	202	1.49	Hand Soap
29/09/2026	C Westbury	PCASH	12.50		2.08	4051	202	10.42	Key for Market House
	Total Payments:		101.55	0.00	12.09			89.46	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
100	Debtors			14,203.00	
120	Vat Due			10,867.96	
150	Stock			1,727.69	
200	Lloyds A/c (235) (Bus Ext)			444.68	
202	Premier A/c (736) Comm Call			583,631.09	
203	Public Sector Deposit Fund			181,486.58	
215	Petty Cash			78.35	
310	General Fund				123,219.50
324	EMR - Listed Buildings				104,042.97
331	EMR - Advertising				5,000.00
335	EMR - Amenity & Public Spaces				15,404.05
336	EMR - Community Projects				12,185.35
339	EMR - Vehicle Replacement/Ref				5,000.00
341	EMR - Masefield Matters			15,633.79	
500	Creditors			130.73	
1020	National Heritage Funding	109	Masefield Matters		70,898.50
1034	Tourist Information Centre	301	Planning/Economic Development		107.68
1036	Photocopier Printing	235	Office Facilities & Equipment		41.80
1090	Charter Market Income	301	Planning/Economic Development		4,398.50
1100	Cemetery Interment Income	102	Cemetery & Buildings		6,214.45
1110	Transfer Of Exclusive Right Of	102	Cemetery & Buildings		49.50
1130	Cemetery Memorial Permit Incom	102	Cemetery & Buildings		889.00
1131	Cemetery Deed Transfers Income	102	Cemetery & Buildings		34.00
1160	Mortuary Rent Income	102	Cemetery & Buildings		1,174.98
1161	Chapel Hire	102	Cemetery & Buildings		172.00
1273	Event Income	109	Masefield Matters		14,095.10
1273	Event Income	127	Services and Events		563.22
1450	Painted Room Sales Income	105	Painted Room		2,062.25
1451	Painted Room Donations Income	105	Painted Room		5,979.58
1460	Ceremony Room Income	120	Non-Statutory Services		6,393.85
1460	Ceremony Room Income	205	Ceremony Room	0.50	
1470	Photocopies Income	235	Office Facilities & Equipment		8.70
1471	Dog Poop Bags	127	Services and Events		114.00
1710	Lengthsman (basic) Income	125	Green Spaces Maintenance		1,280.00
1870	Bank Interest Received Income	220	Finance and General Purposes		4,270.41
1900	Precept Income	220	Finance and General Purposes		815,859.00
4000	Staff Salaries	108	Amenity Areas	26,913.84	
4000	Staff Salaries	109	Masefield Matters	25,515.97	
4000	Staff Salaries	202	Council Properties	16,342.54	
4000	Staff Salaries	230	Management and Payroll	154,298.80	
4001	Agency Cover	230	Management and Payroll	5,086.88	
4002	Phased Staff Reveiw Costs	202	Council Properties	4,288.40	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4002	Phased Staff Reveiw Costs	230	Management and Payroll	1,345.00	
4004	Wedding Decorations	120	Non-Statutory Services	97.49	
4014	Lengthsman Scheme/P3 Scheme	125	Green Spaces Maintenance	720.00	
4021	Rubbish Collection	202	Council Properties	439.13	
4050	Staff Training	230	Management and Payroll	1,990.00	
4051	Officers Travel/Conference/Sub	109	Masefield Matters	351.76	
4051	Officers Travel/Conference/Sub	202	Council Properties	10.42	
4051	Officers Travel/Conference/Sub	230	Management and Payroll	399.50	
4110	Rates	102	Cemetery & Buildings	1,758.45	
4110	Rates	201	Market House	123.00	
4110	Rates	202	Council Properties	5,752.00	
4115	Water	102	Cemetery & Buildings	26.12	
4115	Water	109	Masefield Matters	1.65	
4115	Water	201	Market House	36.06	
4115	Water	202	Council Properties	499.56	
4116	Confidential Waste - Shredding	202	Council Properties	757.91	
4119	CCTV New	202	Council Properties	250.00	
4122	Electricity	102	Cemetery & Buildings	119.52	
4122	Electricity	108	Amenity Areas	194.32	
4122	Electricity	115	Town Centre Decorations	968.16	
4122	Electricity	201	Market House	52.70	
4122	Electricity	202	Council Properties	8,667.80	
4130	Insurance	220	Finance and General Purposes	99.21	
4150	Cleaning	202	Council Properties	2,343.80	
4155	Housekeeping	106	Bye Street Toilets	424.22	
4155	Housekeeping	202	Council Properties	190.98	
4155	Housekeeping	235	Office Facilities & Equipment	7.93	
4169	Grounds Contractors	102	Cemetery & Buildings	6,393.75	
4170	Maintenance	102	Cemetery & Buildings	19.98	
4170	Maintenance	106	Bye Street Toilets	350.00	
4170	Maintenance	201	Market House	0.23	
4170	Maintenance	202	Council Properties	4,518.51	
4170	Maintenance	235	Office Facilities & Equipment	4.98	
4175	CCTV Maintenance	110	Recreation Ground		75.00
4176	CCTV Link to Hereford	118	Minor Infrastructure	5,513.22	
4185	Alarms	202	Council Properties	908.14	
4185	Alarms	220	Finance and General Purposes		0.43
4200	New Equipment	102	Cemetery & Buildings	286.66	
4204	Dog Hill Wood Management Plan/	108	Amenity Areas	4,929.50	
4205	Grounds Maintenance (Contract)	101	Closed Churchyard	3,360.00	
4205	Grounds Maintenance (Contract)	108	Amenity Areas	2,478.00	
4205	Grounds Maintenance (Contract)	110	Recreation Ground	1,636.00	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4206	Grounds Maintenance	102	Cemetery & Buildings	3,841.64	
4224	Wheely Bins Refuse Collection	101	Closed Churchyard	175.50	
4225	Skip Hire	102	Cemetery & Buildings	1,260.00	
4233	Gazebos	301	Planning/Economic Development	225.00	
4252	General Park Maintenance	108	Amenity Areas	568.00	
4271	Dog Bags	127	Services and Events	447.20	
4276	External power supply -High St	118	Minor Infrastructure	258.38	
4285	Defibrillator Maintenance	118	Minor Infrastructure	320.00	
4300	Vehicle Repair	102	Cemetery & Buildings	526.36	
4330	Fuel	102	Cemetery & Buildings	441.89	
4340	Insurance, Tax & MOT	102	Cemetery & Buildings	789.05	
4400	Stationery	235	Office Facilities & Equipment	840.78	
4405	Photocopier Hire	235	Office Facilities & Equipment	2,024.55	
4415	Office Support & Equipment	220	Finance and General Purposes	22.40	
4415	Office Support & Equipment	235	Office Facilities & Equipment	3,006.67	
4416	Equipment Maintenance	102	Cemetery & Buildings	658.00	
4420	Newsletter	225	Councillors/Newsletter	321.17	
4430	Advertising	109	Masefield Matters	727.50	
4430	Advertising	220	Finance and General Purposes	1,595.00	
4433	Card Machine rental	105	Painted Room	205.90	
4433	Card Machine rental	202	Council Properties	10.00	
4433	Card Machine rental	220	Finance and General Purposes	194.16	
4436	Consultancy	109	Masefield Matters	2,000.00	
4455	Postage	401	Full Council	531.78	
4460	Subscriptions	220	Finance and General Purposes	4,316.11	
4481	Telephones	401	Full Council	3,606.88	
4482	Website	105	Painted Room	10.33	
4482	Website	220	Finance and General Purposes	10.00	
4482	Website	401	Full Council	580.00	
4483	ICT Services & Software Lease	401	Full Council	10,415.85	
4500	Town Mayors Expenses	225	Councillors/Newsletter	5.36	
4525	Councillors Training	225	Councillors/Newsletter	191.74	
4529	Civic Insignia	210	Civic Matters	27.50	
4535	Civic Hospitality	210	Civic Matters	138.60	
4545	Annual & Other Meetings	225	Councillors/Newsletter	238.15	
4549	Charter Market improvements	301	Planning/Economic Development	44.83	
4550	Bank Charges	220	Finance and General Purposes	1,433.75	
4551	Data Protection	220	Finance and General Purposes	207.12	
4553	Tourist Information Centre	301	Planning/Economic Development	140.00	
4579	Audit Internal	220	Finance and General Purposes	399.00	
4590	Professional Services	220	Finance and General Purposes	10,842.18	
4592	PPE/Health & Safety	102	Cemetery & Buildings	38.74	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4594	Cemetery Mapping	102	Cemetery & Buildings	95.00	
4595	Climate Change	127	Services and Events	2,000.00	
4607	Events	109	Masefield Matters	466.63	
4607	Events	127	Services and Events	3,424.43	
4640	Christmas Lights & Install	115	Town Centre Decorations	6,000.00	
4650	Ledbury In Bloom	115	Town Centre Decorations	3,528.00	
4700	Stock Purchase	105	Painted Room	720.16	
4703	Promotional Material	107	Town Promotion	950.00	
4704	Tourism/ Town Plan Projects	107	Town Promotion	62.65	
4705	Signage	107	Town Promotion	18.92	
4800	Barrett Browning Clock	214	Grants with Powers	254.87	
4827	Community Action Ledbury	214	Grants with Powers	12,000.00	
4875	Distinguished Citizen Awards	214	Grants with Powers	141.67	
4887	Ledbury Community Youth Worker	214	Grants with Powers	10,950.00	
4888	Ledbury Fringe	214	Grants with Powers	1,000.00	
4889	Ledbury Primary Schoool PTA	214	Grants with Powers	1,500.00	
4890	Unspecified Grants	214	Grants with Powers	6,885.80	
4897	LEAF	214	Grants with Powers	10,940.00	
4898	Ledbury Carnival	214	Grants with Powers	5,000.00	
4903	Professional Fees	109	Masefield Matters	6,935.34	
4906	Event Costs	109	Masefield Matters	4,528.67	
4907	Equipment and Materials	109	Masefield Matters	59.94	
6000	Transfers from EMR	109	Masefield Matters		30,241.79
			Trial Balance Totals :	1,229,775.61	1,229,775.61
			Difference	0.00	

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Closed Churchyard							
4205	Grounds Maintenance (Contract)	3,360	3,000	(360)		(360)	112.0%	
4224	Wheely Bins Refuse Collection	176	270	95		95	65.0%	
4250	Tree Works/Property Maintenanc	0	2,500	2,500		2,500	0.0%	
	Closed Churchyard :- Indirect Expenditure	3,536	5,770	2,235	0	2,235	61.3%	0
	Net Expenditure	(3,536)	(5,770)	(2,235)				
102	Cemetery & Buildings							
1100	Cemetery Interment Income	6,214	5,150	(1,064)			120.7%	
1110	Transfer Of Exclusive Right Of	50	0	(50)			0.0%	
1130	Cemetery Memorial Permit Incom	889	2,500	1,611			35.6%	
1131	Cemetery Deed Transfers Income	34	0	(34)			0.0%	
1160	Mortuary Rent Income	1,175	2,500	1,325			47.0%	
1161	Chapel Hire	172	150	(22)			114.7%	
	Cemetery & Buildings :- Income	8,534	10,300	1,766			82.9%	0
4110	Rates	1,758	3,451	1,693		1,693	51.0%	
4115	Water	26	150	124		124	17.4%	
4122	Electricity	120	1,000	880		880	12.0%	
4169	Grounds Contractors	6,394	15,000	8,606		8,606	42.6%	
4170	Maintenance	20	0	(20)		(20)	0.0%	
4181	CCTV Maintenance Contract	0	103	103		103	0.0%	
4183	Memorial Board	0	103	103		103	0.0%	
4200	New Equipment	287	1,100	813	93	721	34.5%	
4201	Equipment Hire	0	500	500		500	0.0%	
4206	Grounds Maintenance	3,842	3,000	(842)	3,842	(4,683)	256.1%	
4223	Perimeter Wall Repairs	0	5,000	5,000		5,000	0.0%	
4225	Skip Hire	1,260	1,854	594		594	68.0%	
4227	Memorial Testing	0	500	500		500	0.0%	
4250	Tree Works/Property Maintenanc	0	3,500	3,500		3,500	0.0%	
4273	Scatter Garden & Memorial Tree	0	2,000	2,000		2,000	0.0%	
4300	Vehicle Repair	526	1,030	504	425	79	92.3%	
4310	Vehicle Replacement/Refurb	0	5,000	5,000		5,000	0.0%	
4311	Green Vehicle	0	3,000	3,000	13,450	(10,450)	448.3%	
4312	Storage Container	0	1,000	1,000		1,000	0.0%	
4330	Fuel	442	1,133	691		691	39.0%	
4340	Insurance, Tax & MOT	789	1,100	311		311	71.7%	
4416	Equipment Maintenance	658	2,000	1,342	760	582	70.9%	
4592	PPE/Health & Safety	39	515	476	7	470	8.8%	
4594	Cemetery Mapping	95	407	312		312	23.3%	
	Cemetery & Buildings :- Indirect Expenditure	16,255	52,446	36,191	18,576	17,615	66.4%	0
	Net Income over Expenditure	(7,721)	(42,146)	(34,425)				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
105	Painted Room							
1450	Painted Room Sales Income	2,062	1,750	(312)			117.8%	
1451	Painted Room Donations Income	5,980	7,500	1,520			79.7%	
	Painted Room :- Income	8,042	9,250	1,208			86.9%	0
4433	Card Machine rental	206	600	394		394	34.3%	
4434	Music Licence	0	500	500		500	0.0%	
4482	Website	10	0	(10)		(10)	0.0%	
4700	Stock Purchase	720	1,000	280	163	117	88.3%	
	Painted Room :- Indirect Expenditure	936	2,100	1,164	163	1,001	52.3%	0
	Net Income over Expenditure	7,105	7,150	45				
106	Bye Street Toilets							
4115	Water	0	1,600	1,600		1,600	0.0%	
4122	Electricity	0	2,000	2,000		2,000	0.0%	
4155	Housekeeping	424	3,000	2,576		2,576	14.1%	
4170	Maintenance	350	2,000	1,650	12	1,639	18.1%	
	Bye Street Toilets :- Indirect Expenditure	774	8,600	7,826	12	7,814	9.1%	0
	Net Expenditure	(774)	(8,600)	(7,826)				
107	Town Promotion							
4703	Promotional Material	950	3,000	2,050	750	1,300	56.7%	
4704	Tourism/ Town Plan Projects	63	5,150	5,087	55	5,032	2.3%	
4705	Signage	19	3,000	2,981	20	2,961	1.3%	
	Town Promotion :- Indirect Expenditure	1,032	11,150	10,118	825	9,293	16.7%	0
	Net Expenditure	(1,032)	(11,150)	(10,118)				
108	Amenity Areas							
4000	Staff Salaries	26,914	36,810	9,896		9,896	73.1%	
4002	Phased Staff Reveiw Costs	0	16,809	16,809		16,809	0.0%	
4122	Electricity	194	1,030	836		836	18.9%	
4200	New Equipment	0	100	100		100	0.0%	
4202	Repairs to Hanging Basket Pots	0	2,500	2,500	4,930	(2,430)	197.2%	
4204	Dog Hill Wood Management Plan/	4,930	0	(4,930)		(4,930)	0.0%	
4205	Grounds Maintenance (Contract)	2,478	4,676	2,198		2,198	53.0%	
4210	Dog Hill Wood Coppicing	0	3,000	3,000		3,000	0.0%	
4228	General Tree works	0	4,000	4,000		4,000	0.0%	
4240	Upperfields Flood Scheme	0	0	0	7,541	(7,541)	0.0%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4252	General Park Maintenance	568	1,000	432		432	56.8%	
	Amenity Areas :- Indirect Expenditure	35,084	69,925	34,841	12,471	22,371	68.0%	0
	Net Expenditure	(35,084)	(69,925)	(34,841)				
109	Masefield Matters							
1020	National Heritage Funding	70,899	0	(70,899)			0.0%	
1273	Event Income	14,095	0	(14,095)			0.0%	
	Masefield Matters :- Income	84,994	0	(84,994)				0
4000	Staff Salaries	25,516	0	(25,516)		(25,516)	0.0%	17,341
4051	Officers Travel/Conference/Sub	352	0	(352)	26	(378)	0.0%	341
4115	Water	2	0	(2)		(2)	0.0%	
4430	Advertising	728	0	(728)		(728)	0.0%	298
4436	Consultancy	2,000	0	(2,000)		(2,000)	0.0%	2,000
4607	Events	467	0	(467)		(467)	0.0%	467
4903	Professional Fees	6,935	0	(6,935)	2,078	(9,013)	0.0%	5,217
4904	Recruitment	0	0	0	500	(500)	0.0%	
4906	Event Costs	4,529	0	(4,529)		(4,529)	0.0%	4,529
4907	Equipment and Materials	60	0	(60)		(60)	0.0%	50
	Masefield Matters :- Indirect Expenditure	40,587	0	(40,587)	2,604	(43,192)		30,242
	Net Income over Expenditure	44,406	0	(44,406)				
6000	plus Transfers from EMR	30,242	0	(30,242)				
	Movement to/(from) Gen Reserve	74,648	0	(74,648)				
110	Recreation Ground							
4175	CCTV Maintenance	(75)	0	75		75	0.0%	
4205	Grounds Maintenance (Contract)	1,636	10,000	8,364	3,971	4,393	56.1%	
4224	Wheely Bins Refuse Collection	0	100	100		100	0.0%	
4229	Street Light Maintenance	0	500	500		500	0.0%	
4230	ROSPA Reports	0	80	80		80	0.0%	
4235	Play Equipment-New	0	10,000	10,000		10,000	0.0%	
4236	Play Equipment Maintenance	0	5,000	5,000		5,000	0.0%	
4237	Skate Park Maintenance	0	500	500		500	0.0%	
4238	Youth Shelter Maintenance	0	300	300		300	0.0%	
	Recreation Ground :- Indirect Expenditure	1,561	26,480	24,919	3,971	20,948	20.9%	0
	Net Expenditure	(1,561)	(26,480)	(24,919)				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115	Town Centre Decorations							
1270	Christmas Lights Event	0	2,500	2,500			0.0%	
	Town Centre Decorations :- Income	0	2,500	2,500			0.0%	0
4122	Electricity	968	2,000	1,032		1,032	48.4%	
4640	Christmas Lights & Install	6,000	15,000	9,000	1,900	7,100	52.7%	
4650	Ledbury In Bloom	3,528	3,000	(528)	83	(611)	120.4%	
	Town Centre Decorations :- Indirect Expenditure	10,496	20,000	9,504	1,983	7,521	62.4%	0
	Net Income over Expenditure	(10,496)	(17,500)	(7,004)				
118	Minor Infrastructure							
4176	CCTV Link to Hereford	5,513	12,000	6,487		6,487	45.9%	
4276	External power supply -High St	258	1,030	772		772	25.1%	
4285	Defibrillator Maintenance	320	1,500	1,180	1,808	(628)	141.9%	
	Minor Infrastructure :- Indirect Expenditure	6,092	14,530	8,438	1,808	6,630	54.4%	0
	Net Expenditure	(6,092)	(14,530)	(8,438)				
120	Non-Statutory Services							
1460	Ceremony Room Income	6,394	5,000	(1,394)			127.9%	
	Non-Statutory Services :- Income	6,394	5,000	(1,394)			127.9%	0
4004	Wedding Decorations	97	250	153		153	39.0%	
4007	Ceremony Room Licence Fee	0	500	500		500	0.0%	
4020	Cleaning	0	300	300		300	0.0%	
	Non-Statutory Services :- Indirect Expenditure	97	1,050	953	0	953	9.3%	0
	Net Income over Expenditure	6,296	3,950	(2,346)				
125	Green Spaces Maintenance							
1710	Lengthsman (basic) Income	1,280	3,000	1,720			42.7%	
	Green Spaces Maintenance :- Income	1,280	3,000	1,720			42.7%	0
4013	Devolved Services	0	500	500		500	0.0%	
4014	Lengthsman Scheme/P3 Scheme	720	3,000	2,280		2,280	24.0%	
	Green Spaces Maintenance :- Indirect Expenditure	720	3,500	2,780	0	2,780	20.6%	0
	Net Income over Expenditure	560	(500)	(1,060)				
127	Services and Events							
1273	Event Income	563	0	(563)			0.0%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1471	Dog Poop Bags	114	500	386			22.8%	
	Services and Events :- Income	677	500	(177)			135.4%	0
4271	Dog Bags	447	721	274		274	62.0%	
4595	Climate Change	2,000	2,000	0		0	100.0%	
4600	Town Crier/Fees & Subs	0	300	300		300	0.0%	
4601	Town Crier/Uniforms	0	500	500		500	0.0%	
4605	Events Barriers	0	103	103		103	0.0%	
4607	Events	3,424	13,500	10,076	3,552	6,524	51.7%	
4850	Poppy Wreath	0	80	80		80	0.0%	
	Services and Events :- Indirect Expenditure	5,872	17,204	11,332	3,552	7,781	54.8%	0
	Net Income over Expenditure	(5,194)	(16,704)	(11,510)				
201	Market House							
1030	Market House Income	0	4,000	4,000			0.0%	
	Market House :- Income	0	4,000	4,000			0.0%	0
4110	Rates	123	0	(123)		(123)	0.0%	
4115	Water	36	0	(36)		(36)	0.0%	
4122	Electricity	53	0	(53)		(53)	0.0%	
4170	Maintenance	0	0	(0)		(0)	0.0%	
	Market House :- Indirect Expenditure	212	0	(212)	0	(212)		0
	Net Income over Expenditure	(212)	4,000	4,212				
202	Council Properties							
4000	Staff Salaries	16,343	37,500	21,157		21,157	43.6%	
4002	Phased Staff Reveiw Costs	4,288	0	(4,288)		(4,288)	0.0%	
4021	Rubbish Collection	439	750	311		311	58.6%	
4051	Officers Travel/Conference/Sub	10	0	(10)		(10)	0.0%	
4110	Rates	5,752	9,682	3,930		3,930	59.4%	
4115	Water	500	850	350		350	58.8%	
4116	Confidential Waste - Shredding	758	1,200	442		442	63.2%	
4119	CCTV New	250	120	(130)		(130)	208.3%	
4122	Electricity	8,668	17,970	9,302		9,302	48.2%	
4150	Cleaning	2,344	3,000	656		656	78.1%	
4155	Housekeeping	191	515	324	87	237	54.0%	
4170	Maintenance	4,519	10,300	5,781	20,738	(14,956)	245.2%	
4171	PAT Testing	0	250	250		250	0.0%	
4179	Quinquennial Works	0	700	700		700	0.0%	
4185	Alarms	908	5,000	4,092		4,092	18.2%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4186	Listed Building Reserve	0	10,000	10,000		10,000	0.0%	
4433	Card Machine rental	10	0	(10)		(10)	0.0%	
	Council Properties :- Indirect Expenditure	44,979	97,837	52,858	20,825	32,033	67.3%	0
	Net Expenditure	(44,979)	(97,837)	(52,858)				
205	Ceremony Room							
1460	Ceremony Room Income	(1)	0	1			0.0%	
	Ceremony Room :- Income	(1)	0	1				0
	Net Income	(1)	0	1				
210	Civic Matters							
4501	Mayor's Hospitality	0	1,100	1,100		1,100	0.0%	
4529	Civic Insignia	28	2,000	1,973		1,973	1.4%	
4531	Roll of Honour	0	50	50		50	0.0%	
4532	Flag Pole	0	200	200		200	0.0%	
4535	Civic Hospitality	139	1,100	961		961	12.6%	
	Civic Matters :- Indirect Expenditure	166	4,450	4,284	0	4,284	3.7%	0
	Net Expenditure	(166)	(4,450)	(4,284)				
214	Grants with Powers							
1718	October Fair Donation Income	0	2,500	2,500			0.0%	
	Grants with Powers :- Income	0	2,500	2,500			0.0%	0
4800	Barrett Browning Clock	255	700	445		445	36.4%	
4805	Citizens Advice Worcs	0	5,000	5,000		5,000	0.0%	
4827	Community Action Ledbury	12,000	12,000	0		0	100.0%	
4875	Distinguished Citizen Awards	142	250	108		108	56.7%	
4876	October Fair Expenditure	0	500	500		500	0.0%	
4887	Ledbury Community Youth Worker	10,950	21,900	10,950		10,950	50.0%	
4888	Ledbury Fringe	1,000	1,000	0		0	100.0%	
4889	Ledbury Primary Schoool PTA	1,500	1,500	0		0	100.0%	
4890	Unspecified Grants	6,886	21,000	14,114		14,114	32.8%	
4897	LEAF	10,940	940	(10,000)		(10,000)	1163.8%	
4898	Ledbury Carnival	5,000	5,000	0		0	100.0%	
	Grants with Powers :- Indirect Expenditure	48,672	69,790	21,118	0	21,118	69.7%	0
	Net Income over Expenditure	(48,672)	(67,290)	(18,618)				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220	Finance and General Purposes							
1870	Bank Interest Received Income	4,270	10,000	5,730			42.7%	
1900	Precept Income	815,859	815,859	0			100.0%	
1902	Western Power WayLeave	0	126	126			0.0%	
	Finance and General Purposes :- Income	820,129	825,985	5,856			99.3%	0
4130	Insurance	99	21,650	21,551		21,551	0.5%	
4185	Alarms	(0)	0	0		0	0.0%	
4415	Office Support & Equipment	22	0	(22)		(22)	0.0%	
4430	Advertising	1,595	2,300	705	2,648	(1,943)	184.5%	
4433	Card Machine rental	194	618	424		424	31.4%	
4460	Subscriptions	4,316	4,000	(316)	117	(433)	110.8%	
4482	Website	10	0	(10)		(10)	0.0%	
4550	Bank Charges	1,434	515	(919)		(919)	278.4%	
4551	Data Protection	207	500	293		293	41.4%	
4579	Audit Internal	399	2,500	2,101		2,101	16.0%	
4580	Audit External	0	3,000	3,000		3,000	0.0%	
4590	Professional Services	10,842	20,000	9,158	6,400	2,758	86.2%	
4592	PPE/Health & Safety	0	500	500	380	120	76.0%	
	Finance and General Purposes :- Indirect Expenditure	19,119	55,583	36,465	9,545	26,920	51.6%	0
	Net Income over Expenditure	801,011	770,402	(30,609)				
225	Councillors/Newsletter							
4420	Newsletter	321	1,000	679	368	311	68.9%	
4500	Town Mayors Expenses	5	1,000	995		995	0.5%	
4502	Mayor's Advertising	0	500	500		500	0.0%	
4520	Councillors Expenses	0	300	300		300	0.0%	
4525	Councillors Training	192	1,545	1,353		1,353	12.4%	
4540	Election Expenses	0	300	300	115	185	38.3%	
4545	Annual & Other Meetings	238	250	12		12	95.3%	
	Councillors/Newsletter :- Indirect Expenditure	756	4,895	4,139	483	3,656	25.3%	0
	Net Expenditure	(756)	(4,895)	(4,139)				
230	Management and Payroll							
4000	Staff Salaries	154,299	314,454	160,155		160,155	49.1%	
4001	Agency Cover	5,087	3,000	(2,087)		(2,087)	169.6%	
4002	Phased Staff Reveiw Costs	1,345	35,159	33,814	648	33,166	5.7%	
4050	Staff Training	1,990	6,180	4,190	842	3,348	45.8%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051	Officers Travel/Conference/Sub	400	2,500	2,101		2,101	16.0%	
	Management and Payroll :- Indirect Expenditure	163,120	361,293	198,173	1,490	196,683	45.6%	0
	Net Expenditure	(163,120)	(361,293)	(198,173)				
235	Office Facilities & Equipment							
1036	Photocopier Printing	42	0	(42)			0.0%	
1470	Photocopies Income	9	700	691			1.2%	
	Office Facilities & Equipment :- Income	51	700	650			7.2%	0
4155	Housekeeping	8	0	(8)		(8)	0.0%	
4170	Maintenance	5	1,000	995		995	0.5%	
4400	Stationery	841	3,000	2,159	537	1,622	45.9%	
4405	Photocopier Hire	2,025	5,000	2,975		2,975	40.5%	
4415	Office Support & Equipment	3,007	2,500	(507)	2,197	(2,704)	208.2%	
	Office Facilities & Equipment :- Indirect Expenditure	5,885	11,500	5,615	2,734	2,881	74.9%	0
	Net Income over Expenditure	(5,834)	(10,800)	(4,966)				
301	Planning/Economic Development							
1034	Tourist Information Centre	108	200	92			53.8%	
1090	Charter Market Income	4,399	8,000	3,602			55.0%	
	Planning/Economic Development :- Income	4,506	8,200	3,694			55.0%	0
4233	Gazebos	225	500	275		275	45.0%	
4543	Neighbourhood Plan	0	500	500		500	0.0%	
4546	Traffic Management	0	2,000	2,000		2,000	0.0%	
4549	Charter Market improvements	45	2,060	2,015	53	1,962	4.7%	
4553	Tourist Information Centre	140	3,060	2,920		2,920	4.6%	
4554	Charter Market Strategy	0	10,500	10,500		10,500	0.0%	
	Planning/Economic Development :- Indirect Expenditure	410	18,620	18,210	53	18,157	2.5%	0
	Net Income over Expenditure	4,096	(10,420)	(14,516)				
401	Full Council							
4455	Postage	532	412	(120)	181	(301)	173.0%	
4481	Telephones	3,607	6,180	2,573		2,573	58.4%	
4482	Website	580	4,120	3,540		3,540	14.1%	
4483	ICT Services & Software Lease	10,416	11,000	584	1,226	(642)	105.8%	
4484	Lease Line	0	3,500	3,500		3,500	0.0%	
	Full Council :- Indirect Expenditure	15,135	25,212	10,077	1,407	8,670	65.6%	0
	Net Expenditure	(15,135)	(25,212)	(10,077)				

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	934,606	871,935	(62,671)			107.2%	
Expenditure	421,496	881,935	460,439	82,500	377,939	57.1%	
Net Income over Expenditure	513,110	(10,000)	(523,110)				
plus Transfers from EMR	30,242	0	(30,242)				
Movement to/(from) Gen Reserve	543,352	(10,000)	(553,352)				

FULL COUNCIL	5 NOVEMBER 2026	AGENDA ITEM: 10(v)

Report provided by Angela Price – Town clerk
Attachments provided by Accounts Clerk

MONTH END FINANCIAL REPORTING TIMETABLE

Purpose of Report

The purpose of this report is to explain the attached month-end procedure and reporting schedule, prepared by the Accounts Clerk, which set out the work required to complete the monthly accounts and the anticipated timescales for presenting financial reports to Full Council.

Detailed Information

1. Month End Procedure

The *Month End Flow Chart Actions* identifies the stages required to complete each accounting month. These include recording supplier payments and customer receipts, checking petty cash and card income, entering interest, reconciling bank accounts and checking the relevant control accounts.

Although many transactions are entered weekly, the monthly accounts cannot be finalised until all relevant information is available and any discrepancies have been resolved. In particular, the Public Sector Account statement is normally received during the second week of the following month.

Subject to there being no delays, month end can therefore usually be completed by the end of the second full week of the following month. Bank statements and reconciliation reports are then to be signed by the Clerk and a councillor before the relevant Full Council meeting.

The reports prepared for Council include payments and receipts analyses, a payment listing, cashbooks, trial balance, income and expenditure report and balance sheet.

2. Reporting Schedule

The *Schedule of Month End 2026–2027* aligns the anticipated completion of the monthly accounts with the Council meeting timetable. It identifies the following reporting dates:

Accounting period	Scheduled Full Council meeting
September 2026 — Month 6	5 November 2026
October 2026 — Month 7	26 November 2026

Accounting period	Scheduled Full Council meeting
November 2026 — Month 8	17 December 2026 — reports to follow the agenda
December 2026 — Month 9	28 January 2027
January 2027 — Month 10	18 February 2027
February 2027 — Month 11	1 April 2027
March 2027 — Month 12	15 April 2027

The timing reflects both the work needed to complete and check the accounts and the availability of a suitable Council meeting. Where a meeting or agenda publication date falls before these checks can be completed, the financial reports may need to be presented at a later meeting.

3. Sign-off of Bank Statements and Reconciliations

As soon as each month end is complete the Accounts Clerk will notify the Clerk and the Chair of finance, Policy & General Purposes Committee and invite them to sign the relevant documentation ahead of the meeting where the reports will be provided.

4. Financial Oversight

Together, the documents provide members with a clear indication of when completed financial information should be available and explain the checks undertaken before it is presented. The timetable supports regular scrutiny of the Council's finances while allowing sufficient time for reconciliation and verification.

The dates represent anticipated reporting timescales and remain dependent on receipt of the necessary information and resolution of any discrepancies. It can also be dependent of software or IT issues such as the issue that arose last week in respect of many organisations having been affected by the PHP shell 2 issues.

Recommendation

That Council notes the month-end procedure and the proposed timetable for presenting monthly financial reports to Full Council.

LEDBURY TOWN COUNCIL
SCHEDULE OF Month End against Full Council Meetings

May	7 Full Council Resources	14 – Annual Meeting	21	28	
June	4 Resources Full Council	11	18	25 Resources Full Council	
July	2	9	16 Resources Full Council	23	30
August	6 Resources Full Council	13	20	27	
September	3 Resources Full Council	10	17	24 Resources Full Council	
October	1	8	15 Resources Full Council	22	29
November	5 Resources Full Council Month End Mth 6	12	19	26 Resources Full Council Month End Mth 7	
December	3	10	17 Resources Full Council Month End Mth 8 – To follow on Agenda	24 Bank Holiday	31 Office Closed
January	7	14 Resources Full Council	21	28 Resources Full Council Month End Mth 9	
February	4	11	18 Resources **Full Council Month End Mth 10	25	
March	4	11 Resources Full Council	18	25 Annual Parish Meeting	
April	1*Resources Full Council Month End Mth 11	8	15*Resources Full Council Month End Mth 12	22	29
May	6 Local Elections	13 Annual Meeting	20	27	

*These meetings fall within the period of Purdah and therefore will not include any controversial topics, new consultations, or anything that could be seen as using public resources to influence the election

**Annual budget MUST be agreed by this date to meet statutory submission requirements

Month End Procedure – Flow Chart of Actions

Complete each stage before moving to the next. Investigate and resolve discrepancies before month end.

START – Month End

• Work through all bank accounts and related ledgers for the relevant month. – Bank Statements are checked on a weekly basis, and any DD directs entered as they are paid in that week

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1. PURCHASE LEDGER

• Enter and post all supplier invoices for the month. – after agreement by council.
• Enter and post all Direct Debits using the relevant bank statements. Completed weekly.
• Enter all cheque payments.

2. SALES LEDGER

• Raise, enter and post all sales invoices for the month. – as required.
• Enter all customer receipts using the bank statements. – Completed Weekly.
• Allocate receipts to the correct customer accounts. – Completed weekly.

▼

3. PETTY CASH

• Enter all Petty Cash transactions. – completed weekly
• Count cash held in the petty cash tin – usually within 10 days of month end
• Count and check the cash balances with the Petty Cash Records. This is also counted and checked by the Clerk

4. BARCLAYCARD INCOME

• Produce end-of-month reports for Painted Room and Reception.
• Total card and cash payments against the bank statement.
• Add up any cash received from both machines.
• Enter all card receipts at the end of each month. – Usually within 10 days of the end of the month

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5. PUBLIC SECTOR ACCOUNT

• Obtain the statement, normally received in the second week of the following month.
• Enter the interest into receipts and complete the bank reconciliation.

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6. RECONCILIATION – PER CASH BOOK x 4

• When the accounts balance, complete and print the reconciliations for all accounts,
• Are there any discrepancies? → YES: investigate and resolve before month end. – Usually by the end of the second week of the following month
• Once reconciled, print all reports required for the agenda for the following Full council meeting.
• Ensure Bank Statements and Reconciliation reports are filed and then signed by the Clerk and one Councilor before the Full Council meeting.

▼

7. COUNCIL REPORT

• Payments Analysis
• Receipts Analysis
• Payments Listing
• Cashbooks
• Trial Balance
• Income & Expenditure
• Balance Sheet

8. CONTROL ACCOUNT CHECKS

• VAT Control Account
• Purchase Ledger Control Account
• Sales Ledger Control Account
• Verify each reconciles with the corresponding ledger.

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9. FINAL MONTH END CHECK

As long as there are no hold ups –month end can usually be completed by the end of the second full week at the end of each month

• Confirm all reconciliations balance.
• Ensure all reports have been saved, filed and printed.
• Obtain any necessary approvals or signatures.
• Close the accounting period by moving the month on.

END – Month closed

FULL COUNCIL	5 NOVEMBER 2026	AGENDA ITEM: 13

Report prepared by Angela Price – Town Clerk

LEASED LINE RENEWAL

Purpose or Report

The purpose of this report is to ask Members to give consideration to the costs and contract options for renewing the Council's leased line before the existing contract expires on 17 November 2026, and to agree the preferred option.

Detailed Information

The current charge for the lease line into the offices is £272.48 plus VAT. The supplier has advised that the out of contract charge will increase to £291.66 plus VAT following expiry, an increase of £19.18 per month or £230.16 per year.

Cost comparison

All figures below exclude VAT. Annual costs are monthly charges multiplied by 12. Contract totals assume the quoted monthly rate remains unchanged throughout the term.

Service and term	Monthly	Annual	Term total
Current contract	£272.48	£3,269.76	—
Out of contract	£291.66	£3,499.92	—
200Mbps 1 year	£291.66	£3,499.92	£3,499.92
200Mbps 3 years	£268.82	£3,225.84	£9,677.52
1Gbps 1 year	£318.43	£3,821.16	£3,821.16
1Gbps 3 years	£300.64	£3,607.68	£10,823.04

Assessment of the options

The three-year 200Mbps option has the lowest quoted cost. It is £3.66 per month (£43.92 per year) below the current charge and £22.84 per month (£274.08 per year) below the new out of contract charge. The one-year 200Mbps option offers no initial saving against the new out of contract price but provides a shorter commitment.

Leased Line Renewal

The three-year 1Gbps option costs £8.98 per month (£107.76 per year) more than the new out of contract charge. However, compared with the three-year 200Mbps renewal, it costs an additional £31.82 per month, £381.84 per year or £1,145.52 over three years. This is the relevant comparison when assessing the additional cost of upgrading.

There is no evidence of current capacity constraints in the information supplied. A 1Gbps service should therefore be selected only if the Council's usage or anticipated requirements justify the additional cost. A one-year term offers greater flexibility, while a three-year term provides the lower quoted monthly rate in return for a longer commitment.

When considering a one- or three-year term Members should keep in mind that there are ongoing discussions on whether the operational centre of the Council should move to an alternative site. However, Council should also consider if they were to lease office space at the Church Lane Site going forward the lease line would offer an additional service as part of any lease.

Technical and contractual considerations

The supplier confirms that the existing circuit has a 1Gbps bearer, meaning it can support speeds up to 1Gbps. There is no installation charge for renewal or an upgrade on this existing bearer. If renewed at 200Mbps, the service can be upgraded to a speed of up to 1Gbps during the term; the price and any effect on the contract term would need to be agreed with the supplier. A 1Gbps renewal uses the full capacity of the existing bearer.

Financial implications

The proposed three-year 200Mbps renewal would create an indicative commitment of £9,677.52 plus VAT over 36 months. The annual cost would be £3,225.84 plus VAT.

Recommendation

That Council approve renewal at 200Mbps for a three-year term at the quoted monthly charge of £268.82 plus VAT, subject to confirmation that the service meets the Council's requirements, satisfactory contractual terms, available budget provision and compliance with the Council's procurement requirements; and authorise the Town Clerk to complete the renewal following those checks.

If relocation or early termination terms make a three-year commitment unsuitable, Council should consider the one-year option.

FULL COUNCIL	5 NOVEMBER 2026	AGENDA ITEM: 15

Report prepared by Sophie Rudd – Administrative Assistant to the Clerk

PLANNING CONSULTATIONS

Purpose of Report

The purpose of this report is to provide Members with a list of Planning Consultations received from Herefordshire Council.

Detailed Information

Below is a list of planning consultations received from Herefordshire Council for comment from Ledbury Town Council, as a Statutory Consultee.

		Deadline for comments/ determination	Application details
1.	262547	Deadline date for comments **21/10/2026** Target determination date **27/10/2026**	Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **17-19 The Homend Ledbury Herefordshire HR8 1BN** (LTC response deferred pending further information in respect of waste and traffic management of the site will be addressed)
2.	262792	Deadline date for comments **29/10/2026** Target determination date **01/12/2026**	Sitting of an 8-birth timber lodge for occupation by pack house workers to replace the existing workers accommodation on site. - **Wye Fruit Ledbury Herefordshire HR8 1LG**
3.	262795	Deadline date for comments **04/11/2026** Target determination date **05/12/2026**	Stationing of 36x12ft static caravan to be housed within the site. - **Land at The Old Paddocks Bromyard Road Ledbury Herefordshire HR8 1LG**
4.	262883	Deadline date for comments **12/11/2026** Target determination date **25/12/2026**	Existing damaged stone plinth removed and replaced with proposed buff brickwork to match - **Sear House Bye Street Ledbury Herefordshire HR8 2AA**

5.	**263049**	Deadline date for comments **26/11/2026** Target determination date **10/12/2026**	Reinstatement of planning and LBC (applications 194103 and 194114) for an extension from the existing service staircase enclosure to enable installation of new lift - **Netherhall Ledbury Herefordshire HR8 1DJ**
6.	**263050**	Deadline date for comments **26/11/2026** Target determination date **10/12/2026**	Reinstatement of planning and LBC (applications 194103 and 194114) for an extension from the existing service staircase enclosure to enable installation of new lift - **Netherhall Ledbury Herefordshire HR8 1DJ – LISTED BUILDING CONSENT**
7.	**263078**	Deadline date for comments **18/11/2026** Target determination date **14/12/2026**	Variation of condition 4 & 5 of planning permission 261077 (Change of use of existing agricultural barn to a light industrial workshop (Use Class E(g)(iii))) - to allow small-scale, pre-booked educational workshops and teaching activities ancillary to the approved light industrial workshop use (Use Class E(g)(iii)). – **Orchard Cottage,, Ledbury, Herefordshire, HR8 1LG**

Recommendation

Members are requested to give consideration to the above planning consultations and provide relevant comments where applicable to be submitted to Herefordshire Council accordingly.

Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING 8 JANUARY 2026				
253317	Part change of use from a mixed residential and retail use, to residential use. - **123 The Homend Ledbury Herefordshire HR8 1BP - LISTED BUILDING CONSENT**	**AM**	**No objection**	**Approved with conditions**
253316	Part change of use from a mixed residential and retail use, to residential use. - **123 The Homend Ledbury Herefordshire HR8 1BP**	**AM**	**No objection**	**Approved with conditions**
4 JUNE 2026				
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,**	**OJ**	**That this planning application be referred to a meeting of the Major Planning Application Working Party. – No objection.**	**No decision**
25 JUNE 2026				
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**	**AM**	**No Objection**	**No Decision**
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 – LISTED BUILDING CONSENT**	**AM**	**No Objection**	**Approved with conditions**
16 JULY 2026				

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,**	**OJ**	**No Objection**	**No Decision**
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**	**OJ**	**No Objection**	**No Decision**
6 AUGUST 2026				
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 – Reconsultation**	**AM**	**No Objection**	**Approved with conditions**
262052	Construction of pump track and associated landscaping – **Land at Martins Way Park, Ledbury, Herefordshire**	**RJ**	**Objection submitted by email on 02/10/2026.**	**No Decision**
3 SEPTEMBER 2026				
261558	Garaging with storage above and external staircases as revised design to previously approved carport building to Plots D and E. - **Site at Upper Mitchell Farm Bradlow and Westhill Ledbury Herefordshire HR8 1JF**	**AM**	**No objection**	**No Decision**
262125	Modernisation and improvement of existing off-road driving track and obstacles, with associated landscape, drainage and biodiversity enhancement works. - **Land at Land Rover Experience, Sheep Field Eastnor Ledbury Herefordshire**	**CAH**	**No objection**	**No Decision**

24 SEPTEMBER 2026				
262054	Replacement of rear concrete balcony - **St Katherines Hospital High Street Ledbury Herefordshire HR8 1DZ**	**KR**	**No objection**	**No Decision**
262055	Replacement of rear concrete balcony - **St Katherines Hospital High Street Ledbury Herefordshire HR8 1DZ- Listed Building Consent**	**KR**	**No objection**	**No Decision**
262507	Change of use of therapy centre (Use Class E(e)) to dwellinghouse (UseClass C3) - reversion to residential use whose change of use was permitted in 2014. - **Lodge Cottage The Homend Ledbury Herefordshire HR8 1AR**	**KR**	**No objection**	**Approved with conditions**
262547	Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **17-19 The Homend Ledbury Herefordshire HR8 1BN**	**AM**	**This item was deferred to a future meeting of Council subject to additional information being available.**	**No Decision**
15 OCTOBER 2026				
262349	Change of use from Factory (B2) to Warehouse & Distribution (B8) - **H Westons & Sons Ltd (Applewood) Dymock Road Ledbury Herefordshire HR8 2HT**	**JP**	**No objection – comment to highlight that the saved route for the Hereford and Gloucester Canal should be considered**	**No Decision**
262547	Erection of a single dwelling (Use Class C3), repairs to boundary walls and associated soft and hard landscaping. - **17-19 The Homend Ledbury Herefordshire HR8 1BN**	**AM**	**That consideration of this planning application be deferred pending clarification being sought on how waste and traffic management of the site will be addressed**	**No Decision**

262771	Application to determine if prior approval is required for a proposed: Change of use of first floor and part ground floor from retail (Use Class E) to 3 No. residential flats (Use Class C3). - **119-121 The Homend, Ledbury, Herefordshire, HR8 1BP**	**JP**	**No objection**	**No Decision**
262797	Application for Permission in Principle for a four-bedroom dwelling is to be made from 5x 40ftx8ft containers on the ground floor, with a timber frame above to create a dormer style bungalow. There will also be a detached garage within the site, that is to be made from 2x 30ftx8ft containers, with at least 5 parking spaces in front - **Land at The Old Paddocks Bromyard Road Ledbury Herefordshire HR8 1LG**	**JP**	**Objection on the grounds of the development being outside of the permitted development area; the structural integrity of the proposals and Development in open countryside (RA3)**	**No Decision**
262921	Works to Trees in a Conservation Area - **Lower Orchard South Parade Ledbury Herefordshire HR8 2HA**	**NMG**	**No objection**	**No Decision**

Planning Inspectorate

Appeal Decision

Site visit made on 15 July 2026

by A O'Neill BA (Hons) MA MRTPI

an Inspector appointed by the Secretary of State

Decision date: 8th October 2026

Appeal Ref: 6007745
Land at Ledbury Road, Wellington Heath, Ledbury HR8 1NB
Grid Ref Easting: 370920, Grid Ref Northing: 240103

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.
- The appeal is made by WLM Consulting Ltd against the decision of Herefordshire Council.
- The application Ref is 250622.
- The development proposed is the erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works.

Decision

1. The appeal is allowed and planning permission is granted for the erection of 5 dwellings, new vehicle and pedestrian access, landscaping and associated works at Land at Ledbury Road, Wellington Heath, Ledbury HR8 1NB (Grid Ref Easting: 370920, Grid Ref Northing: 240103) in accordance with the terms of the application, Ref 250622, subject to the conditions in the attached schedule.

Preliminary Matters

2. As part of their appeal submission, in response to the Council's reason for refusal, the appellant submitted amended plans omitting detached garages for plots 1 and 5. Whilst I am mindful that the appeal process should not be used to evolve a scheme, I am satisfied that the amended plans represent a relatively minor change. The Council and other interested parties have commented on the amended plans as part of the appeal process. As such, I am satisfied that no one party to the appeal would be prejudiced by my acceptance of the amended plans.

3. The site is located in the Malvern Hills National Landscape (MHNL). Section 85 of the Countryside and Rights of Way Act 2000 places a statutory duty on relevant authorities to seek to further the purpose of conserving and enhancing the natural beauty of National Landscapes. I have had regard to this statutory duty in determining the appeal.

4. On 17 August 2026, a revised National Planning Policy Framework (the Framework) was published by the Government. This is a material consideration in the decision-making process from the day of publication. The main parties were given the opportunity to comment on the changes and the implications for the appeal, and I have taken comments received into my reasoning.

Main Issue

5. The main issue is effect of the proposed development on the character and appearance of the area, including whether it would conserve and enhance the natural beauty of the MHNL.

Reasons

Background

6. The appeal site is allocated for residential development as site 19a in the Wellington Heath Neighbourhood Development Plan 2021 (WHNDP). Policy WH7 of the WHNDP sets the expectations for development on the site. Additionally, Policy WH5 of the WHNDP guides the layout and appearance of development in Wellington Heath with respect to landscape and settlement pattern and built character.

7. I am aware that the proposal was amended during the consideration of the planning application to overcome some of the Council's concerns. The Council's remaining objections to the proposal relate to four principal matters: the extent of the proposed earthworks and engineered infrastructure; the perception of three storey massing; the design of the dwellings; and, the prominence of the garaging;

MHNL

8. The MHNL Management Plan 2025-2030 is not planning policy but is an important material consideration. Policy PL7 of the Management Plan seeks a landscape-led approach to development which, amongst other things, reflects and enhances the character of the local area. This is broadly consistent with Policies SS6 and SD1 Herefordshire Local Plan Core Strategy 2015 (the CS). Taken together, these policies require, amongst other things, for development to conserve and enhance the county's landscape character and local distinctiveness, especially in the MHNL. The CS policies are consistent with Framework Policy N4 which states that substantial weight should be placed on conserving and enhancing the natural beauty of areas such as the MHNL.

9. The special qualities of the MHNL include its dramatic landform, varied rural landscapes, rich natural and historic environment, tranquillity and extensive views, which together contribute to its scenic beauty and strong sense of place.

10. The appeal site comprises an open, overgrown parcel of land which rises steeply from Ledbury Road. It lies on the western edge of the main built up area of Wellington Heath, with open countryside beyond and long-distance views to the west, screened in part by a mature vegetation belt. Woodland lies to the east of the site. Development along Ledbury Road is generally dispersed and informal in its arrangement, with predominantly traditional buildings that contribute to the area's rural character.

11. The appeal site, in its current form, contributes positively to the character and appearance of the area and the special qualities of the MHNL as part of the rural setting of Wellington Heath. In particular, its elevated position, open character and relationship with the surrounding countryside contribute to the scenic beauty and strong sense of place that are key characteristics of the landscape.

12. The appellant has submitted a Landscape Visual Impact Statement (LVIS) which finds that the landscape and visual sensitivity of the site has reduced from that previously identified in the WHNDP landscape sensitivity report. This is as a result of its current condition, which includes poorly managed natural grassland and low-quality boundary trees. The LVIS concludes that the overall combined landscape and visual effect from the scheme would be a small neutral effect in terms of its wider landscape setting, and medium to long range views, and a medium neutral effect at close views.

13. The Council suggests that the LVIS downplays the existing landscape character sensitivity of the site, particularly its contribution to the character of the village, and asserts that it is not reduced in quality so much as to be regarded as a degraded or detracting feature.

14. Based on the evidence before me, including my observations on site, I consider that the proposal is likely to have a greater visual effect than that identified in the LVIS. Despite its current condition, the site makes a positive contribution to the character of Wellington Heath. The site forms part of the open character of this part of the village and its development would inevitably alter the character of the site itself from open grassland to a residential form of development. Nevertheless, the effects would be highly localised and experienced principally from the immediate section of Ledbury Road adjoining the site. The visual influence of the proposal would diminish rapidly with distance and would have only a limited effect on the wider landscape setting, including medium and longer-range views.

15. Furthermore, I am mindful the site has been allocated for residential development in the WHNDP. The allocation reflects an acceptance, in principle, that development of the site would result in a change from its existing open grassland character to a residential form of development, subject to detailed design and mitigation measures. Thus, whilst development would undoubtedly alter the character of the site, that change is an anticipated consequence of the site's allocation and does not, in itself, demonstrate harm to the character and appearance of the area or to the MHNL.

Earthworks and engineered infrastructure

16. WHNDP Policy WH5 requires hard surfacing around new development to be kept to a minimum. It is evident from the submitted evidence, that the site layout has been, to a considerable extent, influenced by the highways authority's requirements. As a result, the proposed development would have a single vehicular point of access with a shared access connecting to driveways for each dwelling and including space for a turning head for refuse vehicles.

17. It seems to me that, having regard to the highway requirements, the extent of hard surfacing proposed, although not desirable in terms of Policy WH5, would be largely unavoidable to accommodate a development of five dwellings on the site. Whilst this element of the scheme would have some adverse visual effect, the use of appropriate materials and the proposed hedgerows along both sides of the driveway would help to mitigate that effect and so the resulting harm would be limited.

18. Given the topography of the site, it is understood that a degree of engineering would be necessary to facilitate development. The proposal includes retaining walls to plots 2, 3 and 4, ranging in height from approximately 1.5 metres to 2.5 metres.

The need for these structures arises primarily from the undercroft garaging proposed for these plots.

19. As I observed during my site visit, and shown in the evidence submitted, retaining walls are a common feature of existing development in the area. Such structures are finished in a variety of materials, including timber, brick and concrete block.

20. The masonry criblock system proposed for the appeal scheme would not reflect the palette of materials typically used in retaining structures within the surrounding area. However, retaining walls are an established feature of local development and the criblock system would provide opportunities for planting to be integrated into the structure, reducing its visual prominence over time. Consequently, although the criblock retaining walls would not fully reflect the character and appearance of the area, the resulting harm would be limited.

21. It is also proposed to create landscape berms, approximately 1.5 metres high, adjacent to the boundary with Ledbury Road using materials from the site. Having regard to the site's topography, as shown on the submitted plans, the berms themselves would be unlikely to provide any significant visual screening. The proposed dwellings would be positioned at a higher level than the berms and would remain readily visible from Ledbury Road. However, the Council does not contend that the berms would themselves result in harm to landscape character or visual amenity. Rather, its concern relates to the inconsistency with the submitted landscaping proposals and the assumptions underpinning the LVIS which are based on willow scrub being retained in the location of the proposed berms.

22. Notwithstanding, the landscape plan showing the retained willow scrub is not one of the approved plans listed in the suggested plans condition. Instead, the Council has suggested conditions requiring the submission and approval of detailed soft landscaping proposals, as well as details of finished site levels and earthworks. There is nothing before me to suggest that the berms could not be suitably landscaped so as to provide landscape benefits comparable to those anticipated from the retained willow scrub. Consequently, whilst I acknowledge the conflict with the landscaping plans, I do not find that this matter demonstrates that the berms would result in landscape or visual harm.

Massing

23. The proposed undercroft garaging would result in the appearance of three-storey dwellings on plots 2, 3 and 4. The Council's concern is that this would increase the apparent scale and massing of the development within the landscape. However, development in the surrounding area displays a variety of building heights and forms, ranging from single-storey to three-storey dwellings, and there is evidence of undercroft garaging within a recently completed development to the north of the site.

24. In these circumstances, the presence of three-storey dwellings would not be inherently out of keeping with the prevailing character of the area. Moreover, there is nothing in the development plan policies before me which specifically precludes three-storey development or imposes a maximum building height. Rather, WHNDP Policy WH7 requires development to be sited so that buildings do not break the skyline of the ridge, a requirement with which the proposal would comply. Accordingly, I do not find the landscape and visual effects arising from this approach would be harmful.

25. The Council also contends that planting along the roadside would be unlikely to attain sufficient height to provide meaningful screening or filtering of the proposed dwellings, particularly given their elevated position within the site. I acknowledge that landscaping is unlikely to entirely screen the development and that, owing to the site's topography, the dwellings would remain visible from Ledbury Road.

26. However, the purpose of landscaping in this instance is not, in my view, to conceal the development. Given that the requirements of the highway authority have influenced the layout of the scheme, the dwellings would occupying a higher position within the site than might otherwise have been the case. Furthermore, the allocation of the site for residential development carries with it an acceptance that the character and appearance of the site will change. In that context, the relevant consideration is whether the proposed landscaping would appropriately soften and integrate the development into its surroundings, rather than whether it would entirely screen it from view.

27. Whilst the development would be readily visible from Ledbury Road, there is nothing before me to demonstrate that a suitably designed landscaping scheme, secured by condition, would be incapable of providing a degree of visual softening to the built development. Consequently, I am not persuaded that the potential limitations of roadside landscaping give rise to unacceptable landscape or visual effects.

Dwelling design

28. The individual design, modest scale and simple form of much of the existing development in Wellington Heath contribute strongly to its distinctive character. To maintain this, WHNDP Policy WH5 requires each building to make a positive contribution to local distinctiveness and have its own individual style and design. Policy PL7 of the MHNL Management Plan also seeks development which reflects and enhances the character of the local area.

29. The mass and overall form of the dwellings proposed for plots 1 and 5, and plots 2 and 4 are similar to each other. Their front elevations incorporate some variety through differing fenestration arrangements, as well as variation in architectural detailing and materials. However, their side and rear elevations display little variety from each other.

30. Whilst I appreciate that the side and rear elevations would be less visible from the public realm on Ledbury Road, they would nevertheless be visible from within the development. As a result, the limited variation in these elevations would remain apparent, such that the dwellings would not each fully exhibit their own individual style and design. The proposal would therefore not fully reflect the varied and individual character of development in Wellington Heath, resulting in modest harm to the character and appearance of the area and the MHNL.

Garaging

31. The amended plans submitted as part of this appeal remove the previously proposed detached garages from plots 1 and 5 with the space instead allocated for surface parking. The removal of the garages softens the frontage of the proposed development and reduces the suburban appearance of the proposal. Both the Council and the MHNL Team indicate they are supportive of the removal of the garages and I see no reason to reach a different conclusion.

32. I note the Council's concerns that, as a result of removing the garage, the proposed parking for Plot 1 would be located away from the dwelling and may not be practical for future occupiers. However, the parking area would remain readily accessible and within a reasonable distance of the dwelling. As such, I do not find that the proposed arrangement would be impractical.

Overall

33. Drawing these matters together, I find that the proposal would result in modest, localised harm to the character and appearance of the area arising from the extent of hard surfacing, the use of engineered features on parts of the site and the repetitive design in parts of some dwellings. These effects, even in combination, would be limited in extent and would be mitigated in part by landscaping. Nevertheless, the proposal would, consequently, harm the character and appearance of the area and fail to conserve and enhance the natural beauty of the National Landscape. As such it would conflict with Policies SS6, SD1 and LD1 of the CS as well as Policies WH5 and WH7 of the WHNDP. Taken together, these policies require, amongst other things, for development to conserve and enhance landscape character and local distinctiveness, especially in the MHNL.

34. The Council's reason for refusal cites conflict with WHNDP Policy WH4 which relates to the mix of new housing and so would not be determinative on this main issue. Moreover, the policy specifically requires a mix of housing on all sites except allocated site 19a south. As the appeal site is located within this allocation, I find no direct conflict with Policy WH4.

Other Matters

35. Reference is made to Callow Croft, a Grade II Listed Building located to the north west of the appeal site. Mindful of the statutory duty set out in s66(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (the Act), I have had special regard to the desirability of preserving the setting of this building.

36. The significance and special interest of Callow Croft stems primarily from its architectural interest as a surviving example of a 16th century timber framed house which was enlarged in the 17th century. The appeal site is separated from Callow Croft by other built development, Ledbury Road, and an area of dense vegetation. Given the topography of the area and the presence of mature trees, views between the two are largely obscured and this would not change as part of the appeal proposal. As such, the proposal would not affect the significance of Callow Court. I note that the Council had no concerns in this regard either.

37. The current appeal proposal has been submitted following the refusal and subsequent dismissal at appeal of a different scheme for five dwellings on the site (Appeal Ref: APP/W1850/W/25/3359297, dated 29 May 2025). In that previous case, the Inspector found that harm to the character and appearance of the area and the MHNL provided a strong reason for refusing the development. However, there are notable differences between that previous proposal and the one before me now.

38. The overall amount of built development proposed has been reduced compared to the previous proposal and the design and appearance of the proposed dwellings is more in keeping with the traditional vernacular of the area. Additionally, the evidence before me now indicates that the highway access requirements have

necessarily influenced the layout and siting of the dwellings in the central part of the site, which is not apparent in the previous appeal decision.

39. I therefore find that the two proposals are materially different and, from what is before me, so is the evidence which supports them. Consequently, whilst the previous appeal decision is a material consideration to which I have had regard, it was determined on the basis of a different development proposal and a different evidential position. It is not therefore determinative of the current appeal, which must be considered on its own merits.

40. The Council suggests that the proposed berms may conflict with the submitted biodiversity net gain (BNG) assessment. However, the development would be subject to the mandatory BNG condition under the provision of Schedule 7 of the Town and Country Planning Act 1990. The condition sets out that development cannot begin until the Biodiversity Gain Plan (BGP) has been approved. It would be for the Council to consider the BGP, and whether or not the measures set out at that time are acceptable and secured. Furthermore, I am satisfied that a suitably worded condition requiring the submission and approval of a Habitat Management and Monitoring Plan prepared in accordance with the approved biodiversity gain plan would secure the appropriate level of BNG at the site.

41. I have had regard to the comments from interested parties which cite highway safety concerns and the need for a footway along Ledbury Road. However, I note the highway authority does not object to the proposal and confirms that a footway along the road would not be acceptable. Interested parties have also highlighted a need for the resurfacing of the road in the vicinity of the appeal site. However, that would resolve an existing problem and would not be necessary, based on the evidence before me, to make the proposed development acceptable.

Conditions

42. The Council has suggested a list of conditions. In what follows, I address those conditions not already dealt with in my reasoning above. I have had regard to the advice provided in the Planning Practice Guidance and I have accordingly modified the wording or form of certain conditions without altering their fundamental aims. The appellant has agreed to the terms of the pre-commencement conditions.

43. In addition to the standard time condition, I have imposed a condition requiring that the development is carried out in accordance with the approved plans, for the avoidance of doubt.

44. Given the site's pronounced topography, details of finished levels, hard landscape features, retaining structures, boundary treatments and planting, are matters which need to be resolved before development commences in order to ensure that the development integrates satisfactorily with the site.

45. The Habitat Management Monitoring Plan condition is necessarily pre-commencement so that biodiversity can be appropriately managed during the whole of the development process. For the same reason, it is necessary to include a condition securing tree and hedgerow protection and requiring a Landscape and Ecological Management Plan. Additionally, in the interests of species and habitats enhancement, I have imposed a condition requiring bird and bat boxes. A condition restricting the levels of external lighting is also necessary to ensure that species and the local intrinsically dark landscape are protected.

46. A condition requiring details of drainage systems is necessary to ensure development does not exacerbate flood risk and deals with surface water run-off from the site in a sustainable manner. This condition must be pre-commencement to ensure that the development can be constructed in accordance with the approved drainage plans.

47. Conditions relating to the visibility splay for the access and the management of construction traffic are necessary in the interests of highway safety. These conditions must be pre-commencement as approval after commencement would render them ineffective. Also, in the interests of highway safety, I have imposed conditions relating to the provision of the site access, access driveway, turning area and parking areas.

48. I have imposed conditions requiring cycle parking and water efficiency measures to ensure that the development is provided with adequate such facilities, in accordance with the requirements of the CS.

49. In the event that previously unidentified contamination is found at any time when carrying out the approved development, I have imposed a condition to ensure that the site is made safe from the risks posed by contamination.

Planning Balance and Conclusion

50. For the reasons given above, I find that the proposal would result in modest harm to the character and appearance of the area and would, consequently, fail to conserve and enhance the natural beauty of the MHNL. As such, it would conflict with relevant development plan policies in these regards. The proposal would therefore conflict with the development plan as a whole.

51. Policy S3 of the Framework applies a presumption in favour of sustainable development. The appeal site is located within the settlement boundary of Wellington Heath, as defined in the WHNDP. Framework Policy S4 provides that development proposals within settlements should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects when assessed against the national decision-making policies in the Framework.

52. Framework Policy S6 relates to neighbourhood plans and the presumption. The policy states that the benefits of approving development are likely to be substantially outweighed by the adverse effects where a proposal would conflict with a neighbourhood plan, provided the neighbourhood plan became part of the development plan five years or less before the date on which the decision is made. As the WHNDP became part of the development plan more than five years ago, Policy S6 is not engaged in this case.

53. The Council has confirmed that it cannot currently demonstrate a five year supply of deliverable housing sites. The Council's current housing land supply is 3.06 years, which is a considerable shortfall. The proposal would make a positive contribution to housing supply and would provide five 4-bedroomed properties, in line with the expectations of WHNDP Policy WH7. Economic benefits would also arise from employment during the construction works, and occupation of the new units through additional expenditure in the area. There would also be environmental benefits resulting from Biodiversity Net Gain. Given the scale of the proposal, these benefits would be moderate. Nevertheless, in accordance with Framework Policy HO7, I give substantial weight to the benefits of providing homes which would

contribute towards meeting the evidenced accommodation needs of the community.

54. On the other side of the balance, I have found modest harm to the character and appearance of the area and to the MHNL. The proposal would therefore result in conflict with Framework Policy DP3(1) which seeks development proposals which respond to their context, including the character and features of their site and its setting. It would also conflict with Framework Policy N2(1)(a) which requires development proposals to consider the environmental qualities of land proposed for development, including landscape character and the natural beauty of the countryside. In accordance with Framework Policy N4(1), I have attached great weight to the importance of conserving and enhancing the natural beauty of the MHNL. However, I am mindful that the contribution these harms make to the planning balance is reduced by their limited extent.

55. I therefore find that the adverse effects identified would be substantially outweighed by the benefits of the proposed development. Thus, the proposal would satisfy Policy S4, and the presumption in favour of sustainable development set out in Policy S3 indicates that planning permission should be granted.

56. The proposal would conflict with the development plan taken as a whole. However, the presumption in favour of sustainable development is a material consideration which outweighs that conflict. Material considerations therefore indicate that a decision should be taken which is not in accordance with the development plan. Accordingly, the appeal should be allowed.

A O'Neill

INSPECTOR

SCHEDULE OF CONDITIONS

1) The development hereby permitted shall begin not later than three years from the date of this decision.

2) The development hereby permitted shall be carried out in accordance with drawing nos: 01 rev. C, 02 rev. C, 03 rev B, 04 rev B, 05 rev. B, 06 rev. C and 07.

3) The development shall not commence until visibility splays, and any associated set back splays at 45 degree angles have been provided from a point 0.6 metres above ground level at the centre of the access to the application site and 2.4 metres back from the nearside edge of the adjoining carriageway (measured perpendicularly) for a distance of 44 metres in each direction along the nearside edge of the adjoining carriageway. Nothing shall be planted, erected and/or allowed to grow on the triangular area of land so formed which would obstruct the visibility described above. The visibility splays shall be maintained thereafter.

4) The development shall not commence until the details and location of the following have been submitted to and approved in writing by the local planning authority:

   i. A method for ensuring mud is not deposited onto the Public Highway;
   ii. Construction traffic access location;
   iii. Parking for site operatives; and
   iv. Construction Traffic Management Plan.

   The development shall be carried out in accordance with the approved details.

5) The development shall not commence until a tree and hedgerow protection plan in accordance with BS5837:2012 has been submitted to and approved in writing by the local planning authority. The development shall be carried out in accordance with the approved details.

6) The development shall not commence until full details of the finished levels, above ordnance datum, in relation to the existing ground levels for the following have been submitted to and approved in writing by the local planning authority:

   i. Earthworks;
   ii. Excavation;
   iii. Building ground floor levels; and,
   iv. Retaining features.

   The development shall be carried out in accordance with the approved details.

7) The development shall not commence until a scheme of soft landscaping has been submitted to and approved in writing by the Local Planning Authority. The soft landscaping scheme shall include:

i. Plan(s) showing details of all existing trees and hedges on the application site. The plan should include, for each tree/hedge, the accurate position, canopy spread and species, together with an indication of any proposals for felling/pruning and any proposed changes in ground level, or other works to be carried out, within the canopy spread;
ii. Plan(s) showing the layout of proposed tree, hedge and shrub planting and grass areas;
iii. A schedule of proposed planting - indicating species, sizes at time of planting and numbers/densities of plants; and,
iv. A written specification outlining how they will be planted and protected and the proposed time of planting.

All planting and seeding/turfing shall be carried out in accordance with the approved details in the first planting and seeding/turfing seasons following the completion or first occupation of the development, whichever is the sooner. Any trees or plants which, within a period of five years from the completion of the planting, die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

8) The development shall not commence until a scheme of hard landscaping has been submitted to and approved in writing by the Local Planning Authority. The hard landscaping scheme shall include:

i. Plan(s) showing the layout of all existing and proposed hardstanding, (including roads, footpaths, parking areas and other hard surfaces) and a precise specification of the proposed materials for the hard landscaping of the site; and,
ii. Plan(s) showing the layout of all existing and proposed boundary treatment and a precise specification of the height, design, materials and design of boundary treatment to be erected.

The hard landscaping works shall be carried out in accordance with the approved details before any part of the development is first occupied.

9) The development shall not commence until a detailed surface water and foul water drainage scheme for the site has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be based on sustainable drainage principles, where appropriate, and an assessment of the hydrological and hydrogeological context of the development. The submitted details shall:

i. provide information about the design storm period and intensity, the method employed to delay and control the surface water discharged from the site and the measures taken to prevent pollution of the receiving groundwater and/or surface waters;
ii. include a timetable for its implementation; and,
iii. provide, a management and maintenance plan for the lifetime of the development which shall include the arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime.

The development shall be carried out in accordance with the approved details. The drainage system shall be managed and maintained thereafter in accordance with the approved management and maintenance plan.

10) The development shall not commence until a Habitat Management and Monitoring Plan (the HMMP), prepared in accordance with the approved Biodiversity Gain Plan has been submitted to, and approved in writing by, the local planning authority and including:

a) a non-technical summary;
b) the roles and responsibilities of the people or organisation(s) delivering the HMMP;
c) the planned habitat creation and enhancement works to create or improve habitat to achieve the biodiversity net gain in accordance with the approved Biodiversity Gain Plan;
d) the management measures to maintain habitat in accordance with the approved Biodiversity Gain Plan for a period of 30 years from the completion of development; and
e) the monitoring methodology and frequency in respect of the created or enhanced habitat to be submitted to the local planning authority.

Notice in writing shall be given to the Council when the HMMP works have started.

No development shall take place until:
a) the habitat creation and enhancement works set out in the approved HMMP have been completed; and
b) a completion report, evidencing the completed habitat enhancements, has been submitted to, and approved in writing by the local planning authority.

The created and/or enhanced habitat specified in the approved HMMP shall be managed and maintained in accordance with the approved HMMP.

Monitoring reports shall be submitted to local planning authority in writing in accordance with the methodology and frequency specified in the approved HMMP.

11) The development hereby permitted shall not be occupied until evidence has been submitted to and approved in writing by the Local Planning Authority demonstrating the installation of a minimum of six bird nesting boxes and four bat roosting boxes (or similar features) in suitable locations within the application site. The approved features shall thereafter be retained and maintained in accordance with the approved details. Habitat boxes shall not be installed in ash trees due to the prevalence of ash dieback disease.

12) No works to the access driveway or turning area shall commence until details of their layout, construction, surfacing, gradients and surface water drainage arrangements have been submitted to and approved in writing by the Local Planning Authority. The access driveway and turning area shall be constructed in accordance with the approved details and completed prior to the first occupation of the development. The gradients of the driveway shall not exceed

1 in 8 and measures shall be provided to prevent the discharge of surface water onto the public highway. The approved works shall thereafter be retained.

13) The development hereby permitted shall not be occupied until space has been laid out within the site in accordance with drawing no. 01 rev. C for two cars to be parked at each dwelling and for vehicles to turn so that they may enter and leave the site in forward gear and that space shall thereafter be kept available at all times for the parking of vehicles. The parking areas shall be consolidated, surfaced and drained in accordance with details that have first been submitted to and approved in writing by the local planning authority.

14) The development hereby permitted shall not be occupied until details of secure and covered cycle parking for each dwelling have been submitted to and approved in writing by the local planning authority and implemented in accordance with the approved details. The approved cycle parking shall be maintained thereafter.

15) The development hereby permitted shall not be occupied until a Landscape and Ecological Management Plan (LEMP) has been submitted to and approved in writing by the Local Planning Authority.

The LEMP shall apply to all areas of semi-natural habitat, public open space, trees, hedgerows and scrub planting not intended for private ownership and shall include:

i. A plan showing the extent and location of all areas subject to management and maintenance;
ii. A description and evaluation of the landscape features and habitats to be managed;
iii. The management objectives and targets for each habitat and landscape feature;
iv. Details of the management and maintenance prescriptions required to achieve those objectives;
v. Details of implementation, establishment, aftercare, monitoring and maintenance arrangements;
vi. A timetable for implementation and a programme of works, including annual work schedules capable of being rolled forward over a minimum five-year period;
vii. Details of the body or organisation responsible for the implementation and ongoing management of the LEMP;
viii. Details of the mechanisms by which the long-term implementation and funding of the LEMP will be secured; and,
ix. Details of monitoring arrangements and the remedial measures to be undertaken where monitoring demonstrates that the management objectives are not being achieved.

The approved LEMP shall be implemented in full in accordance with the approved timetable and shall thereafter be adhered to.

All planting approved as part of the LEMP shall be carried out during the first planting season following completion or first occupation of the development, whichever is the sooner. Any trees or plants which, within a period of five years from the completion of the planting, die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species.

16) The development hereby permitted shall not be occupied until a scheme demonstrating measures for the efficient use of water, in accordance with Policy SD3 of the Herefordshire Local Plan Core Strategy has been submitted to and approved in writing by the local planning authority and implemented as approved.

17) The development hereby permitted shall not be occupied until the vehicular access has been constructed in accordance with details that have first been submitted to and approved in writing by the Local Planning Authority. The access shall be constructed at a gradient not steeper than 1 in 12 and shall thereafter be retained as approved.

18) No external lighting shall be installed other than a maximum of one external LED downlighter above or adjacent to each external door and located below eaves level. Such lighting shall have a correlated colour temperature not exceeding 2700K and a brightness not exceeding 500 lumens. All lighting shall be directed downwards with a tilt angle of 0 degrees and no upward light spill and shall be operated by passive infrared sensors with a maximum overrun time of one minute. The lighting shall thereafter be maintained in accordance with these requirements.

19) Any contamination that is found during the course of construction of the development hereby permitted that was not previously identified shall be reported immediately to the local planning authority. Development on the part of the site affected shall be suspended until a risk assessment has been carried out and submitted to and approved in writing by the local planning authority. Where unacceptable risks are found, the development shall not resume or continue until remediation and verification schemes have been carried out in accordance with details that shall first have been submitted to and approved in writing by the local planning authority.

END OF CONDITIONS

Ledbury Town Council
By Email: clerk@ledburytowncouncil.gov.uk

12th October 2026 Our Ref: HFD136/1683941

Dear Sir/Madam,

HUTCHISON 3G UK LIMITED

NOTIFICATION UNDER THE ELECTRONICS CODE REGULATIONS 2003 TO UTILISE PERMITTED DEVELOPMENT RIGHTS

UPGRADE OF EXISTING TELECOMMUNICATIONS BASE STATION AT:

ORCHARD LANE, LEDBURY, HEREFORDSHIRE, ENGLAND, HR8 1BY

NGR E: 370784, N: 237973

On behalf of Hutchison 3G UK Limited (Three UK) we wish to advise you on the proposed upgrade to the existing base station at the above location.

Mobile telecoms networks are now ubiquitous throughout the UK. It is an expectation that an individual can connect and use their mobile phone whenever and wherever they so require.

The expectations are that future telecoms technology will support government policy regarding digital inclusion; improvements in health and social care; assisting in local economic growth; advancing the development of Smart Cities and supporting innovative uses throughout the transport sector for both personal and public travel.

Hutchison 3G UK Limited is committed to supporting the Government's objectives by delivering the high-quality service that the public expects and deserves. We are working to improve the network in the area as part of a project aimed at enhancing coverage and capacity. This initiative is part of our broader investment and commitment to the region.

The proposed works is as follows:

REMOVAL OF EXISTING 15M HIGH P9 POLE SUPPORTING H3G EQUIPMENT AND REPLACEMENT WITH A 20M HIGH P7.3 POLE SUPPORTING H3G & VMO2 EQUIPMENT, REMOVAL AND REPLACEMENT OF WRAPAROUND CABINET, INSTALLATION OF HALF BOWLER CABINET, INSTALLATION OF AAOB CABINET, INTERNAL CABINET WORKS

Hutchison 3G UK Limited intends to utilise its permitted development rights as identified in Part 16 of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). The proposals constitute permitted development and is not subject to a planning application. It will be a Regulation 5 Licence Notification ("Notice") and there will not be further opportunity for consultation.

Hutchison 3G UK Limited remains committed to early engagement with communities on schemes, in accordance with planning policy guidance and Best Practice Commitments, the purpose of this letter is to advise you of the proposal prior to the installation.

We enclose the proposed drawings: Site Location Maps; Existing and Proposed Site Plan and Elevation.

All Hutchison 3G UK Limited installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government; the European Union and they also have the formal backing of the World Health Organisation.

The site identified has been rated Green/Amber under the voluntary Ten Commitments Traffic Light Rating System. Ledbury Primary School, Herefordshire Council, Ledbury North Ward Councillor Liz Harvey and Little Wrens Nursery have also been consulted.

We look forward to receiving any comments you may have.

Yours faithfully,

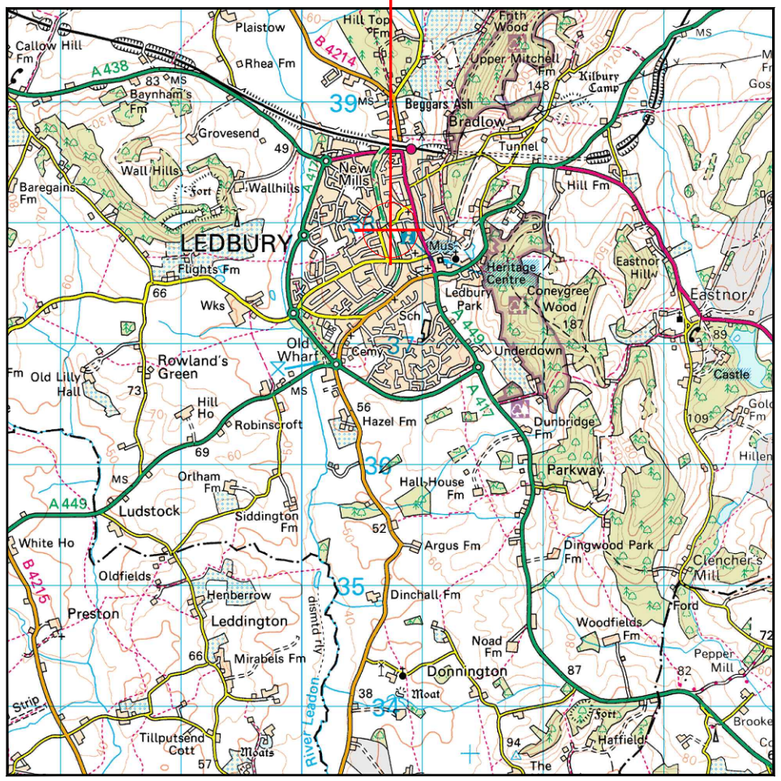
Damian Hosker

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WHP Telecoms Ltd
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For and on behalf of Hutchison 3G UK Limited

Enc. Planning Drawings

V 2.0

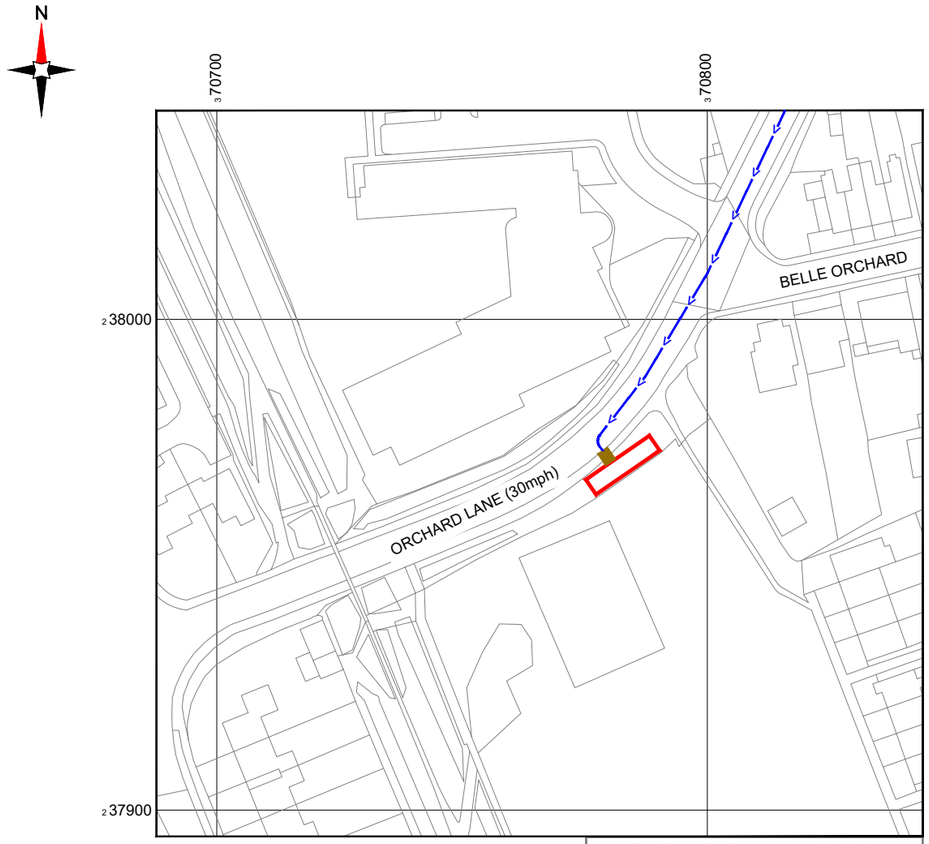


SITE AREA PLAN

0 1:50,000 1km 2



SITE PHOTOGRAPH



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NGR E: 370784 N: 237973

W3W: edit.boss.newsreel

SITE LOCATION PLAN

0 1:1250 25m 50

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

Demise:

Access Route To Site:

Access Route:

JVCO ID - V3024050R

Master:	Project:	Purpose of Issue:	Issue:
M001	Churchill	Detailed Design	A1

Date:	29.09.2026
Drawn:	PPN
Checked:	EL
Approved:	AF

Revision / Upgrade Description:
Detailed Design

Hutchison 3G UK Limited
Green Park, 450 Longwater Avenue
Reading, RG30 3UR
Tel: 01628 765 000
Fax: 01628 765 001

H3G Base Station Information line:
0845 6043000
Available 8am-8pm Monday to Friday

Design Consultant:
WHP Telecoms
Unit 1 Maple Park,
Low Fields Avenue, Leeds
LS12 6HH

Tel: 01133023550
e-mail: info@whptelecoms.com

Site Name:
ORCHARD LANE STREETWORKS

Site ID:
1683941

Address:
ORCHARD LANE
LEDBURY
HEREFORDSHIRE
ENGLAND
HR8 1BY

Title:
002 SITE LOCATION PLAN

Project:
CHURCHILL

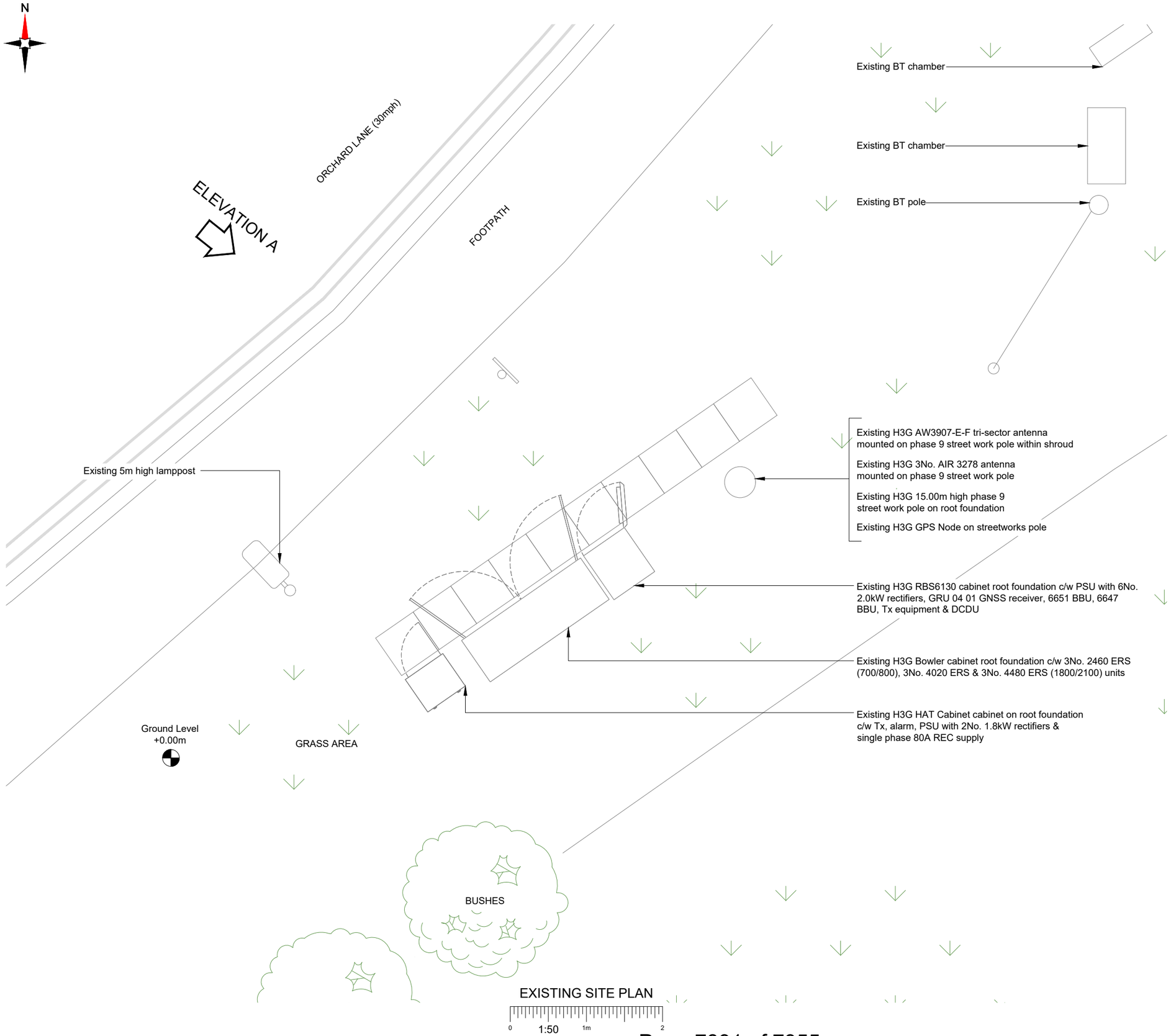
Purpose of Issue:
DETAILED DESIGN

EE Cell ID:	MBNL Cell ID:	H3G Cell ID:
87634	HFD136	HR0184

File name:
HFD136_87634_HR0184_H3G_NNS_DDD_A1

100mm
50mm
10mm

V 2.0



EXISTING SITE PLAN

1:50

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

JVCO ID - V3024050R

Master:	Project:	Purpose of Issue:	Issue:
M001	Churchill	Detailed Design	A1

Date:	29.09.2026	Revision / Upgrade Description:
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Site ID:
1683941

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LEDBURY
HEREFORDSHIRE
ENGLAND
HR8 1BY

Title:
100 EXISTING SITE PLAN

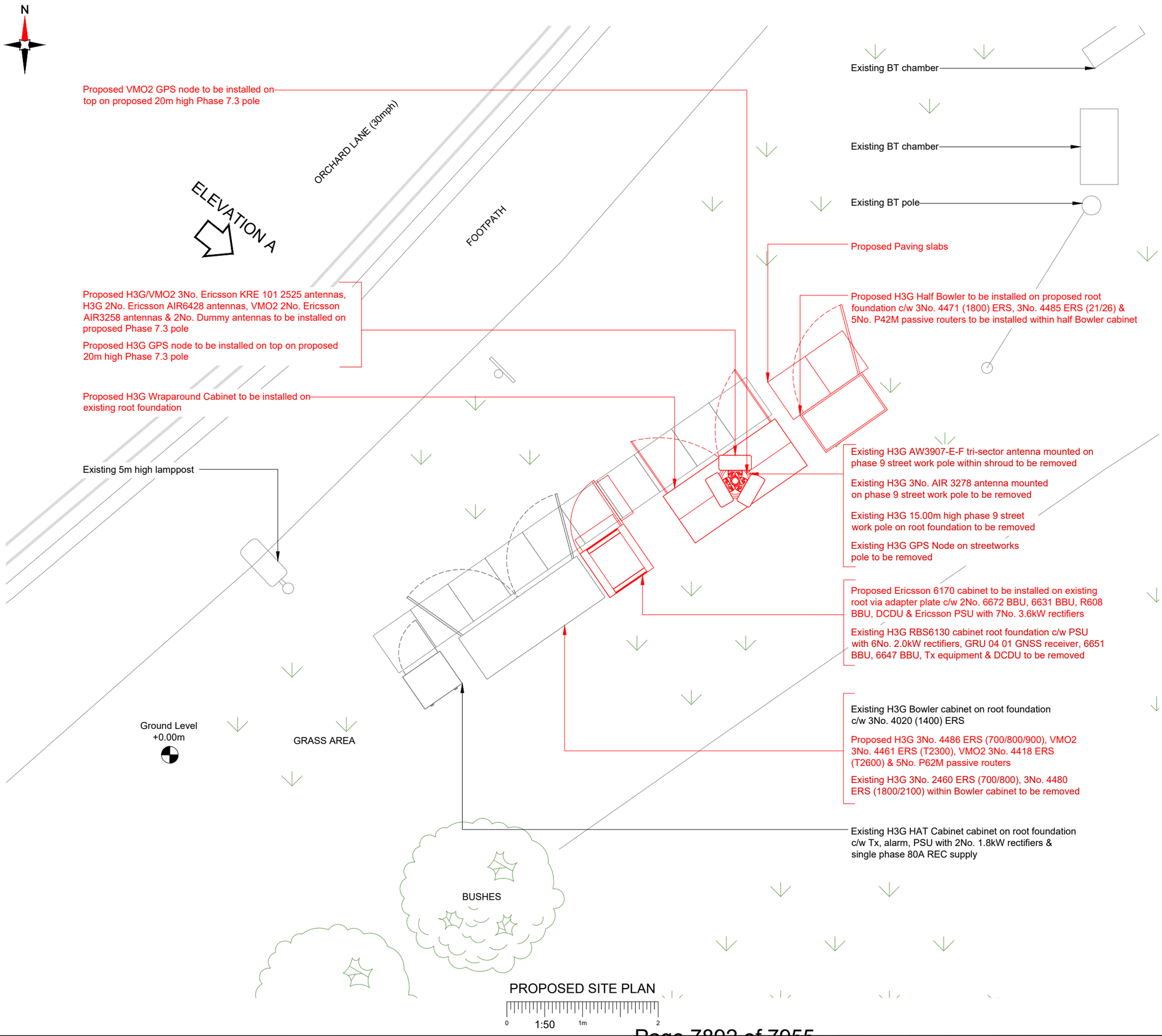
Project:
CHURCHILL

Purpose of Issue:
DETAILED DESIGN

EE Cell ID:	MBNL Cell ID:	H3G Cell ID:
87634	HFD136	HR0184

File name:
HFD136_87634_HR0184_H3G_NNS_DDD_A1

V 2.0



PROPOSED SITE PLAN

0 1:50 1m 2

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

JVCO ID - V3024050R

Master:	Project:	Purpose of Issue:	Issue:
M001	Churchill	Detailed Design	A1

Date:	29.09.2026	Revision / Upgrade Description:
Drawn:	PPN	Detailed Design
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Approved:	AF	

Hutchison 3G UK Limited
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Site Name:
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Site ID:
1683941

Address:
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LEDBURY
HEREFORDSHIRE
ENGLAND
HR8 1BY

Title:
150 PROPOSED SITE PLAN

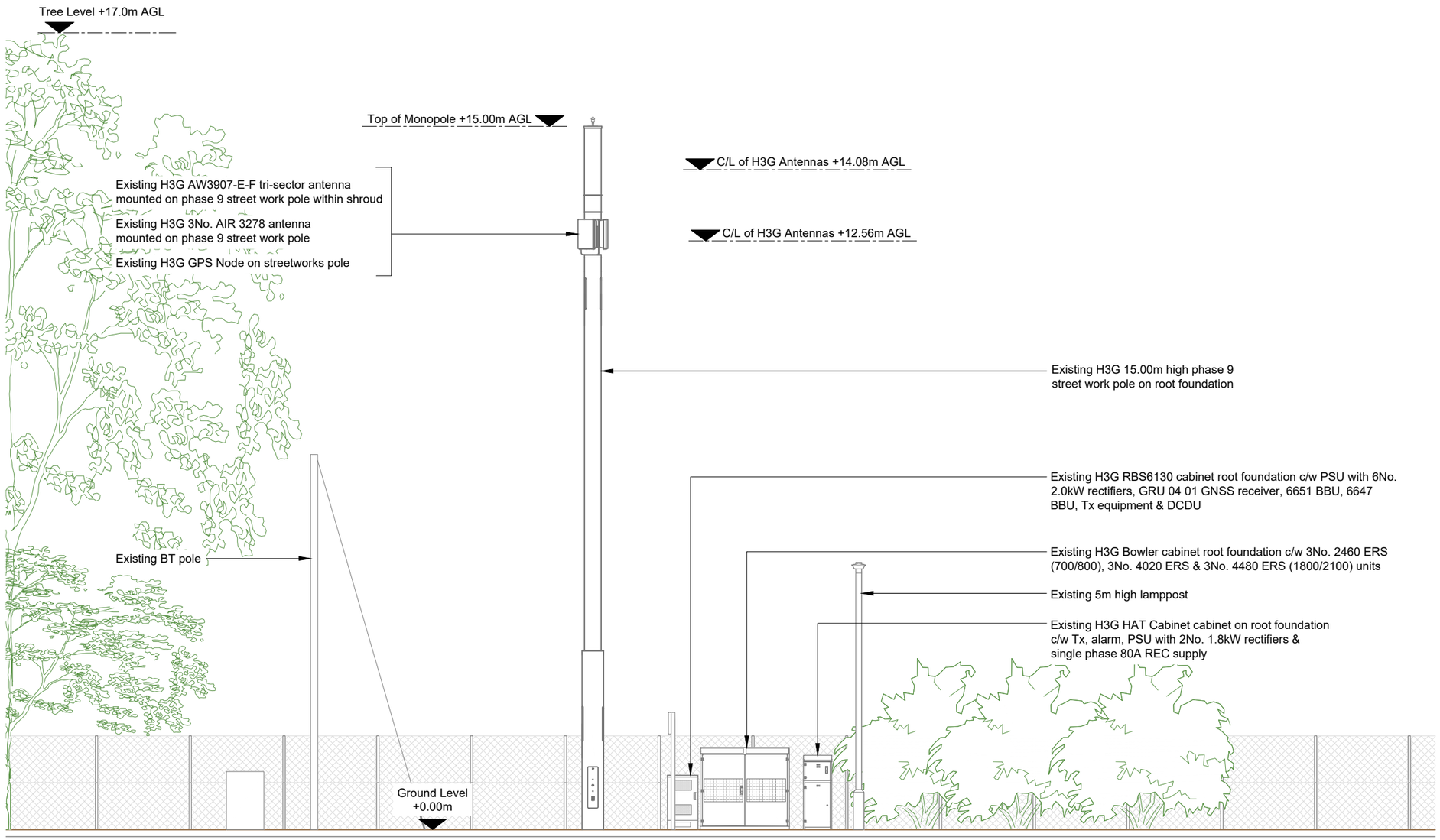
Project:
CHURCHILL

Purpose of Issue:
DETAILED DESIGN

EE Cell ID:	MBNL Cell ID:	H3G Cell ID:
87634	HFD136	HR0184

File name:
HFD136_87634_HR0184_H3G_NNS_DDD_A1

V 2.0



EXISTING SITE ELEVATION A

1:100

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

JVCO ID - V3024050R

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M001	Churchill	Detailed Design	A1

Date:	29.09.2026
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Approved:	AF

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Low Fields Avenue, Leeds
LS12 6HH

Tel: 01133023550
e-mail: info@whptelecoms.com

Site Name: ORCHARD LANE STREETWORKS

Site ID: 1683941

Address:
ORCHARD LANE
LEDBURY
HEREFORDSHIRE
ENGLAND
HR8 1BY

Title: 200 EXISTING SITE ELEVATION

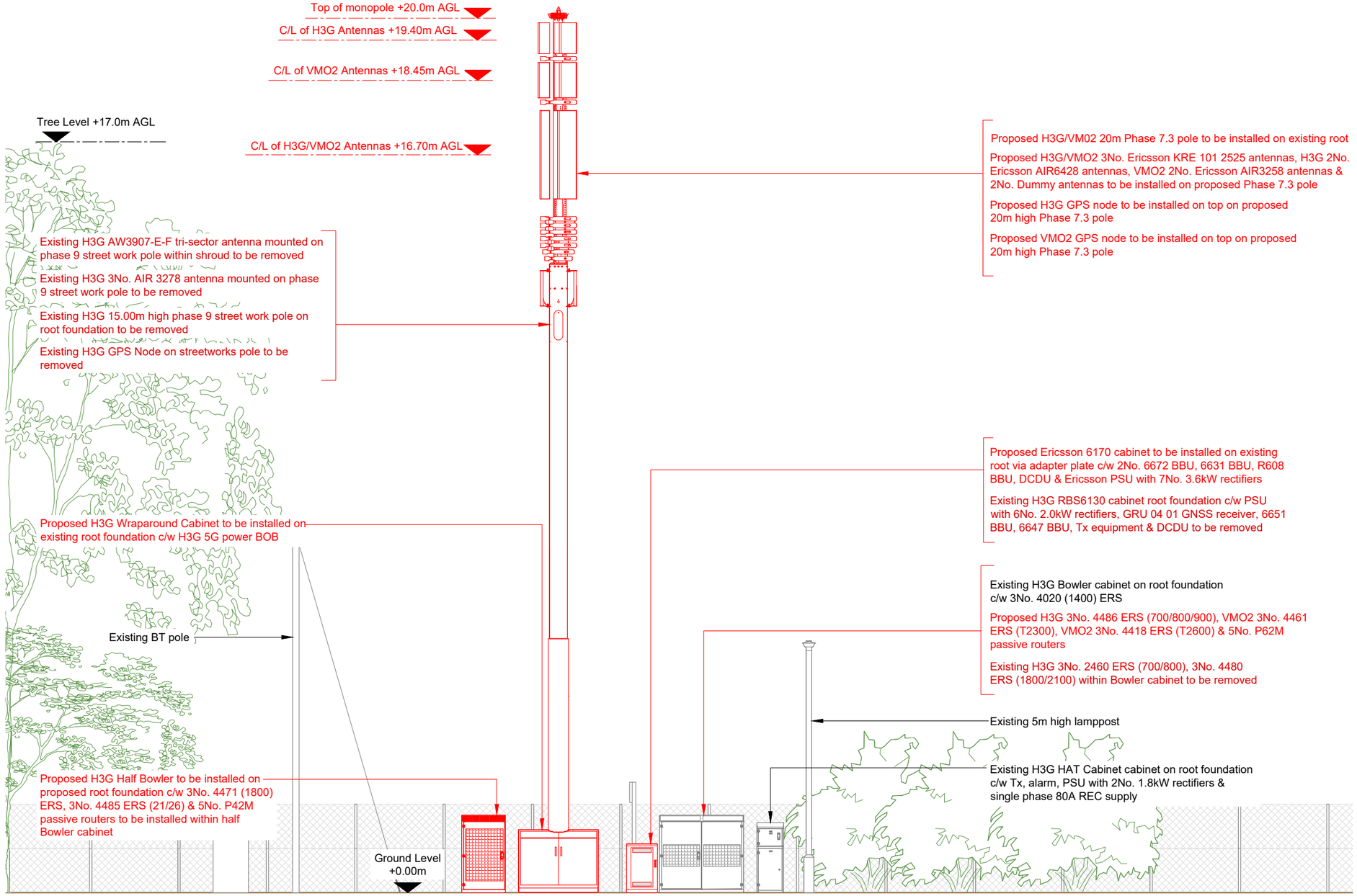
Project: CHURCHILL

Purpose of Issue: DETAILED DESIGN

EE Cell ID:	MBNL Cell ID:	H3G Cell ID:
87634	HFD136	HR0184

File name: HFD136_87634_HR0184_H3G_NNS_DDD_A1

V 2.0



PROPOSED SITE ELEVATION A

1:100

0 2m 4

100mm 50mm 10mm

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

JVCO ID - V3024050R

Master:	Project:	Purpose of Issue:	Issue:
M001	Churchill	Detailed Design	A1

Date:	29.09.2026
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Approved:	AF

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LS12 6HH

Tel: 01133023550
e-mail: info@whptelecoms.com

Site Name: ORCHARD LANE STREETWORKS

Site ID: 1683941

Address:
ORCHARD LANE
LEDBURY
HEREFORDSHIRE
ENGLAND
HR8 1BY

Title: 250 PROPOSED SITE ELEVATION

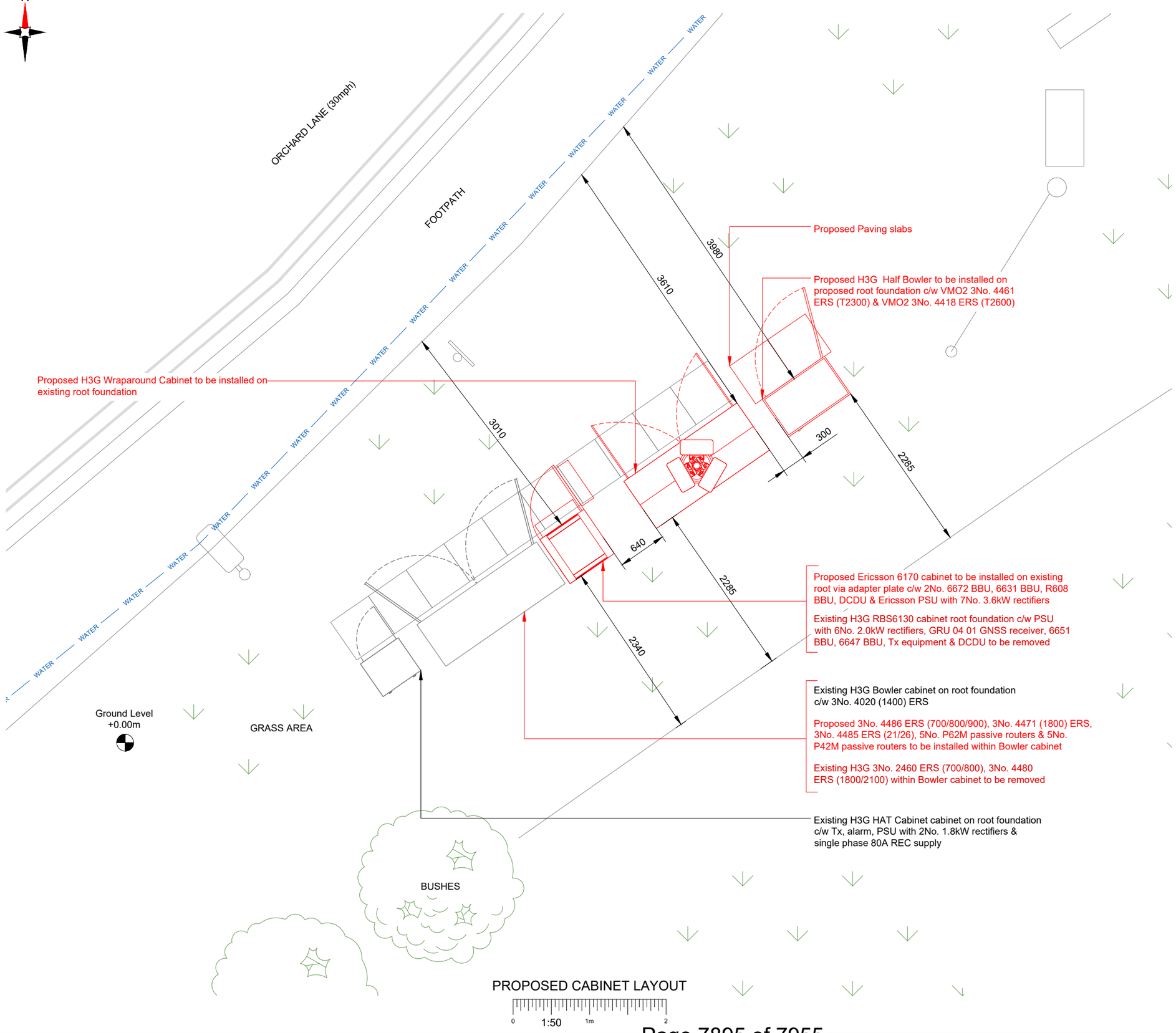
Project: CHURCHILL

Purpose of Issue: DETAILED DESIGN

EE Cell ID:	MBNL Cell ID:	H3G Cell ID:
87634	HFD136	HR0184

File name: HFD136_87634_HR0184_H3G_NNS_DDD_A1

V 2.0



PROPOSED CABINET LAYOUT

0 1:50 1m 2

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

JVCO ID - V3024050R

Master:	Project:	Purpose of Issue:	Issue:
M001	Churchill	Detailed Design	A1

Date:	29.09.2026
Drawn:	PPN
Checked:	EL
Approved:	AF

Revision / Upgrade Description:
Detailed Design

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Green Park, 450 Longwater Avenue
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e-mail: info@whptelecoms.com

Site Name:
ORCHARD LANE STREETWORKS

Site ID:
1683941

Address:
ORCHARD LANE
LEDBURY
HEREFORDSHIRE
ENGLAND
HR8 1BY

Title:
300 PROPOSED CABINET LAYOUT

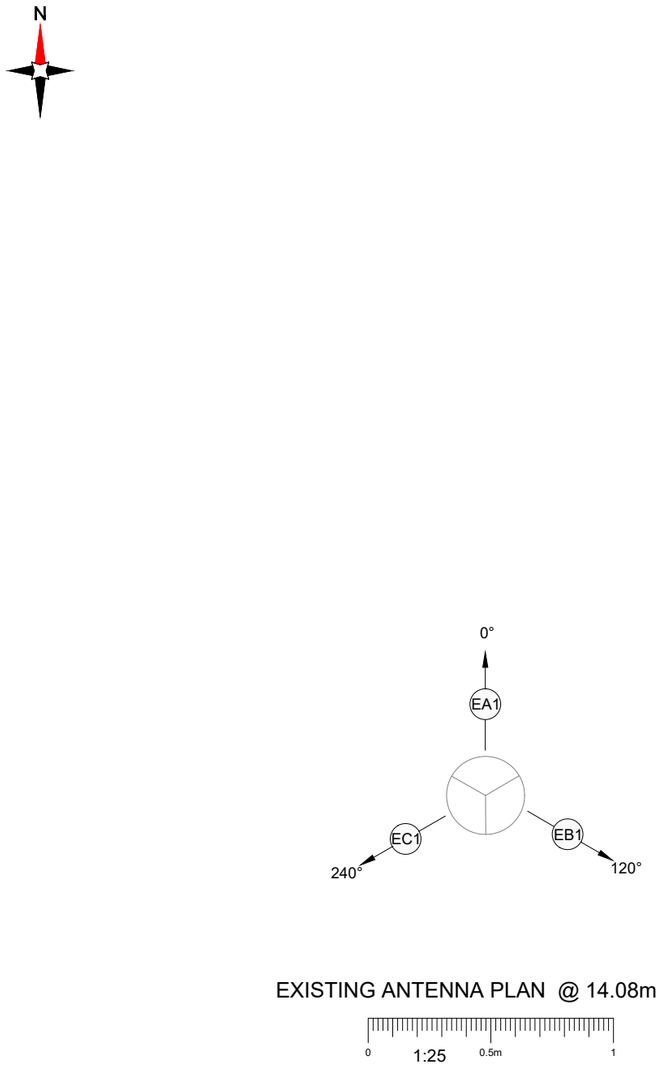
Project:
CHURCHILL

Purpose of Issue:
DETAILED DESIGN

EE Cell ID:	MBNL Cell ID:	H3G Cell ID:
87634	HFD136	HR0184

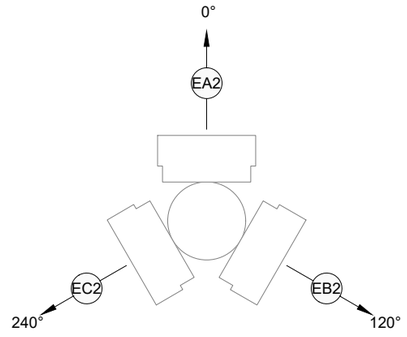
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V 2.0



EXISTING ANTENNA PLAN @ 14.08m AGL

0 1:25 0.5m 1



EXISTING ANTENNA PLAN @ 12.56m AGL

0 1:25 0.5m 1

ANTENNAS			
Antenna ID	Antenna Manufacturer & Type	Antenna AGL (m) TOP C/L U/S	Antenna Bearing (°)
EA1	H3G AW3907-E-F (Tri-Sector) Antenna	14.98 14.08 13.15	0°
EB1	AIR3278 ANTENNA	12.96 12.56 12.16	0°
EA2	H3G AW3907-E-F (Tri-Sector) Antenna	14.98 14.08 13.15	120°
EB2	AIR3278 ANTENNA	12.96 12.56 12.16	120°
EA3	H3G AW3907-E-F (Tri-Sector) Antenna	14.98 14.08 13.15	240°
EB3	AIR3278 ANTENNA	12.96 12.56 12.16	240°

NOTES:

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JVCO ID - V3024050R

Master:	Project:	Purpose of Issue:	Issue:
M001	Churchill	Detailed Design	A1

Date:	29.09.2026
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Revision / Upgrade Description: Detailed Design

Hutchison 3G UK Limited
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Design Consultant:

WHP Telecoms
Unit 1 Maple Park,
Low Fields Avenue, Leeds
LS12 6HH

Tel: 01133023550
e-mail: info@whptelecoms.com

Site Name: ORCHARD LANE STREETWORKS

Site ID: 1683941

Address:
ORCHARD LANE
LEDBURY
HEREFORDSHIRE
ENGLAND
HR8 1BY

Title: 310 EXISTING ANTENNA & SUPPORT STRUCTURE PLAN

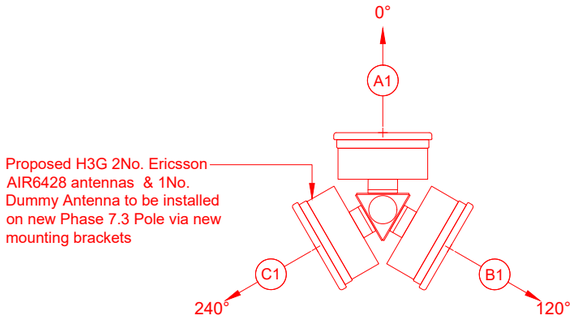
Project: CHURCHILL

Purpose of Issue: DETAILED DESIGN

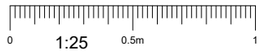
EE Cell ID:	MBNL Cell ID:	H3G Cell ID:
87634	HFD136	HR0184

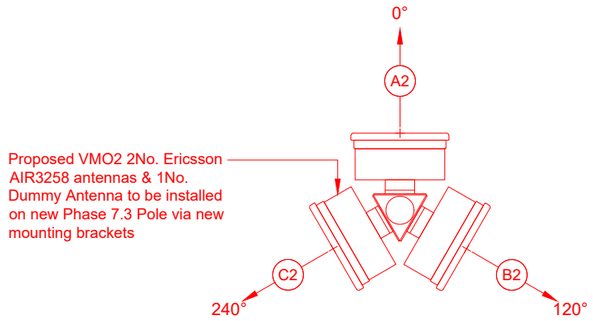
File name: HFD136_87634_HR0184_H3G_NNS_DDD_A1

100mm
50mm
10mm

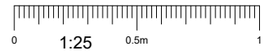


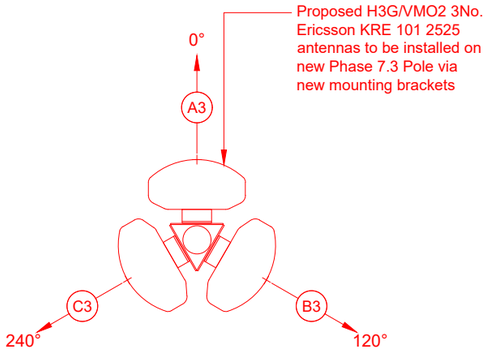
PROPOSED H3G ANTENNA PLAN @19.40m C/L AGL



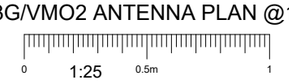


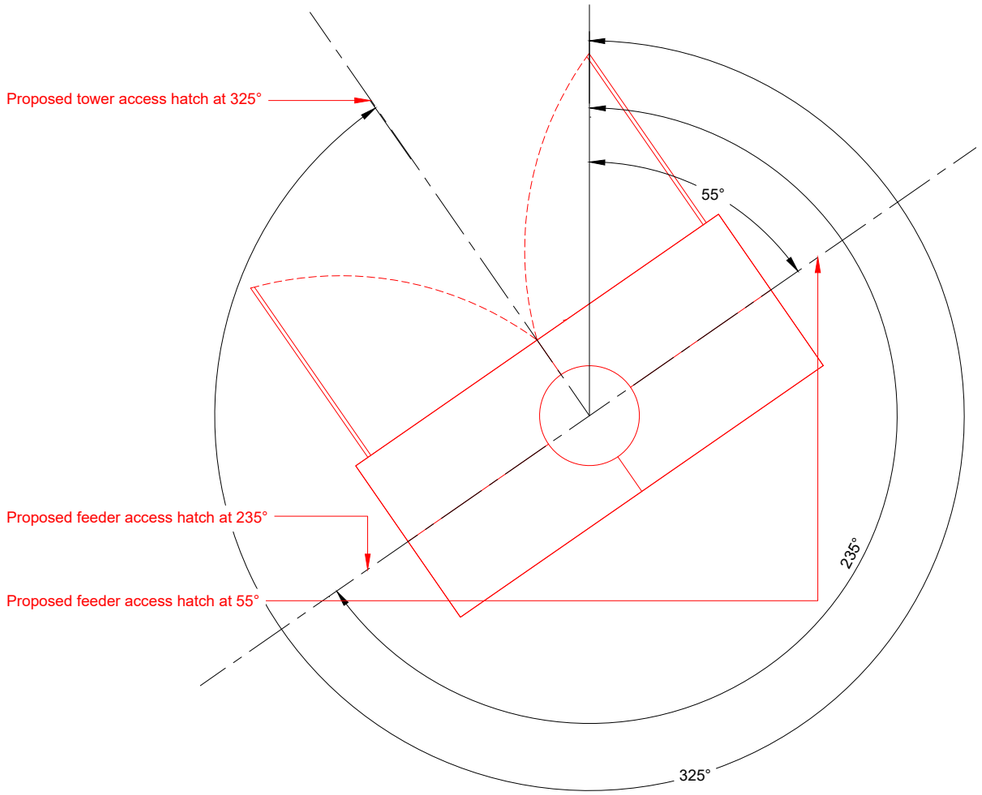
PROPOSED VMO2 ANTENNA PLAN @18.45m C/L AGL



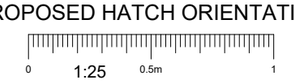


PROPOSED H3G/VMO2 ANTENNA PLAN @16.70m C/L AGL





PROPOSED HATCH ORIENTATION



ANTENNAS			
Antenna ID	Antenna Manufacturer & Type	Antenna AGL (m) TOP C/L U/S	Antenna Bearing (°)
A1	Dummy Antenna	19.75 19.40 19.05	0°
A2	Dummy Antenna	18.85 18.45 18.05	0°
A3	Ericsson KRE 101 2525	17.70 16.70 15.70	0°
B1	Ericsson AIR6428	19.75 19.40 19.05	120°
B2	Ericsson AIR3258	18.85 18.45 18.05	120°
B3	Ericsson KRE 101 2525	17.70 16.70 15.70	120°
C1	Ericsson AIR6428	19.75 19.40 19.05	240°
C2	Ericsson AIR3258	18.85 18.45 18.05	240°
C3	Ericsson KRE 101 2525	17.70 16.70 15.70	240°

NOTES:

1. ALL DIMENSIONS IN MM UNLESS OTHERWISE NOTED.

JVCO ID - V3024050R

Master:	Project:	Purpose of Issue:	Issue:
M001	Churchill	Detailed Design	A1

Date:	29.09.2026
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Approved:	AF

Revision / Upgrade Description: Detailed Design

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Tel: 01133023550
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Site Name: ORCHARD LANE STREETWORKS

Site ID: 1683941

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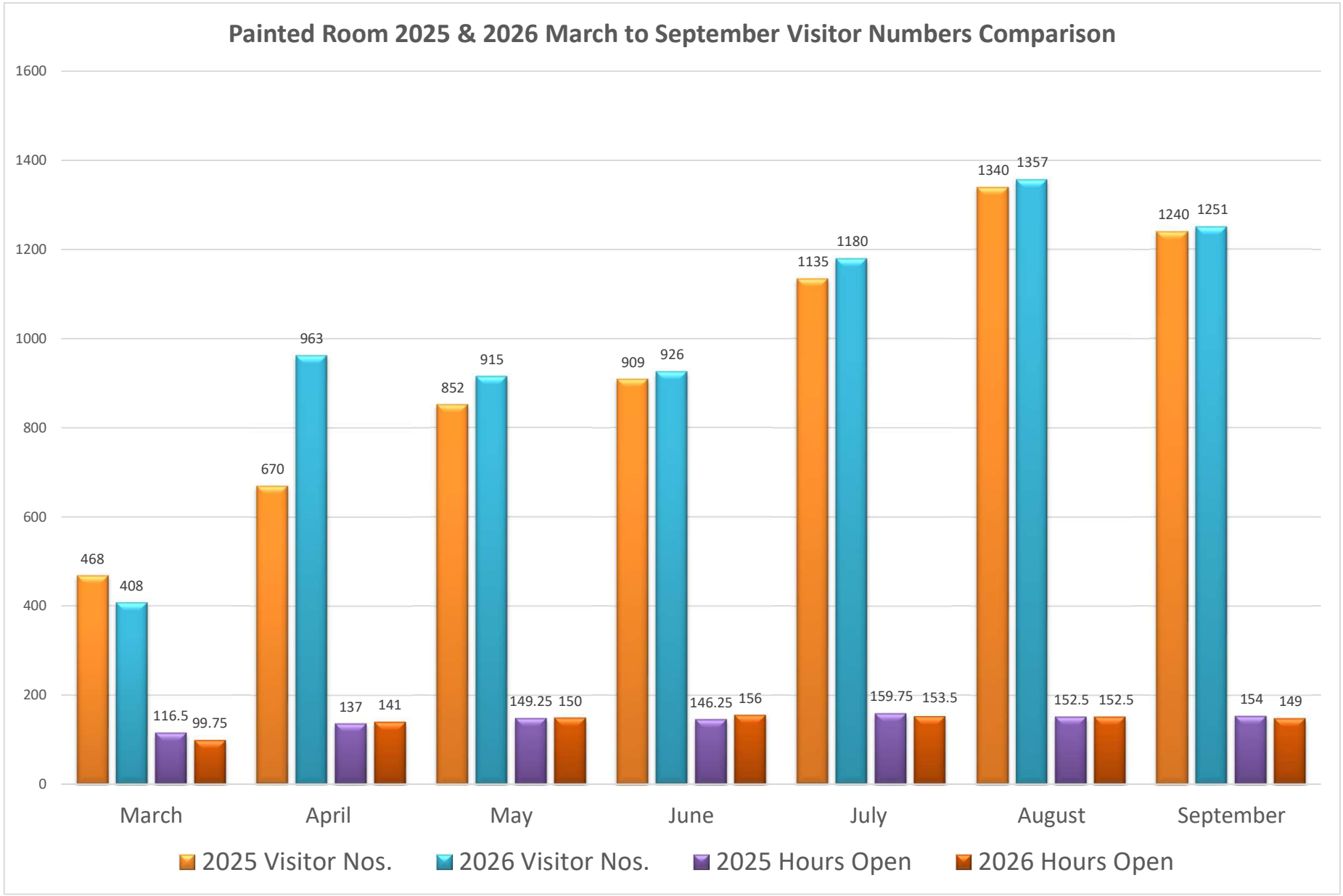
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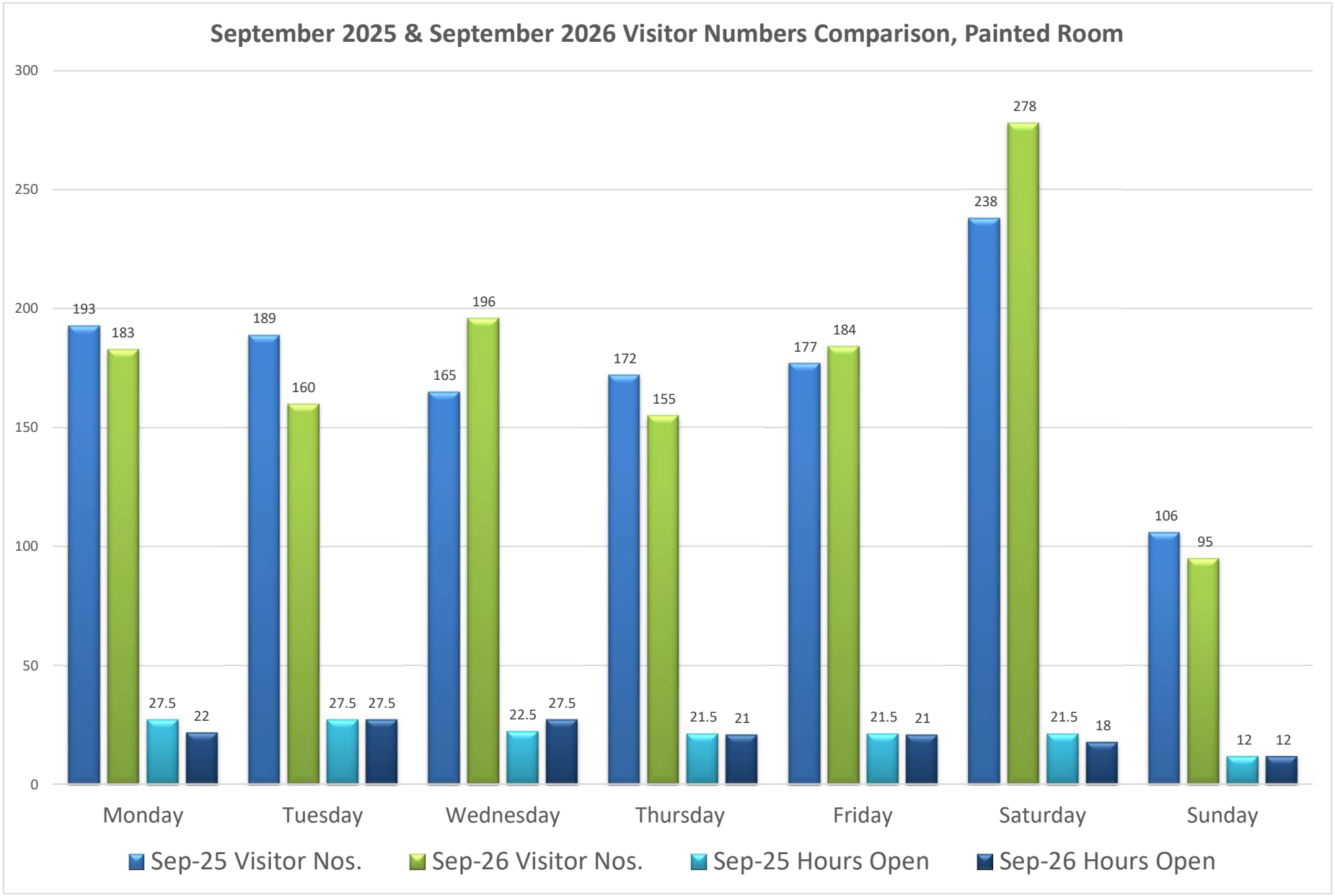
Project: CHURCHILL

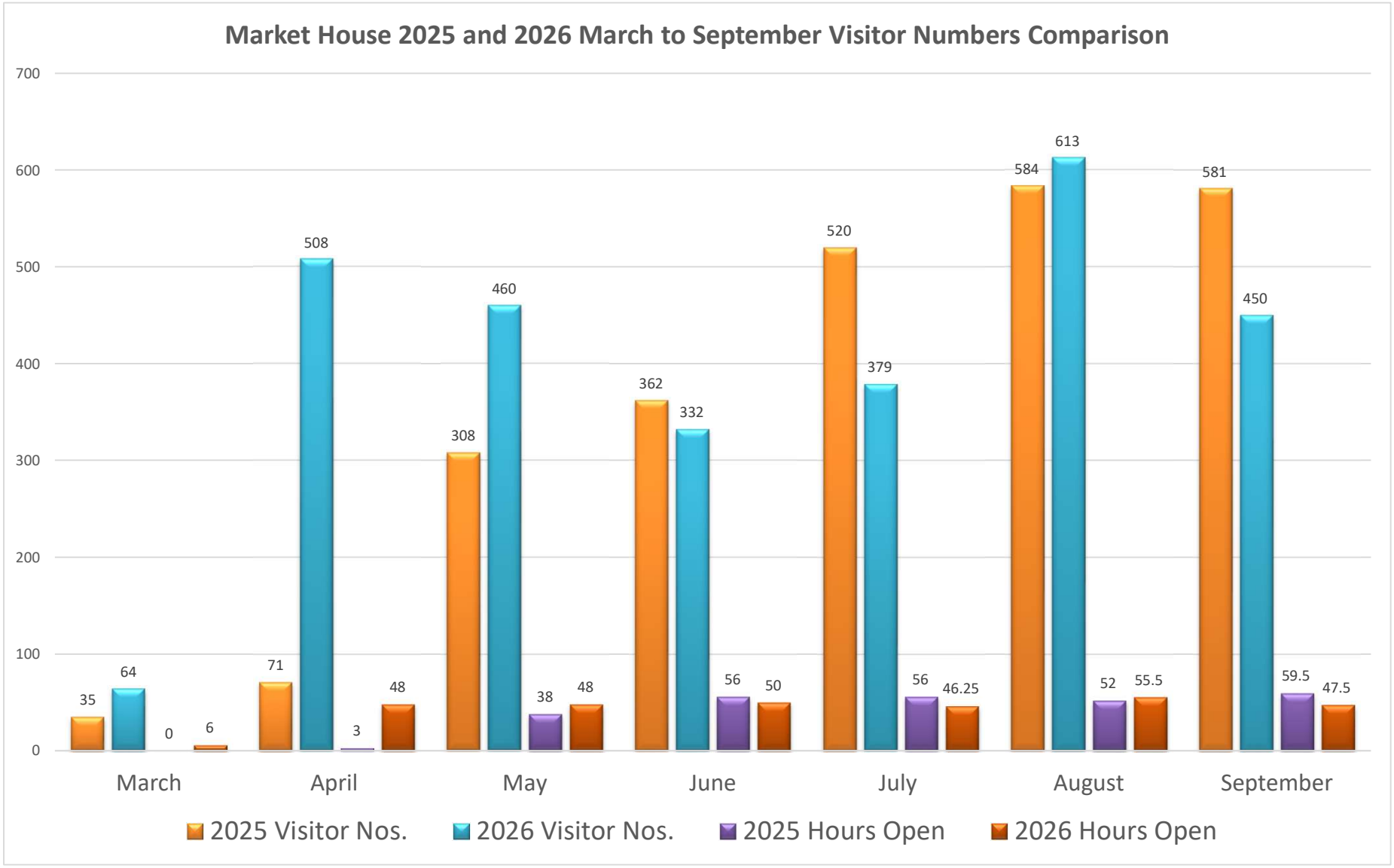
Purpose of Issue: DETAILED DESIGN

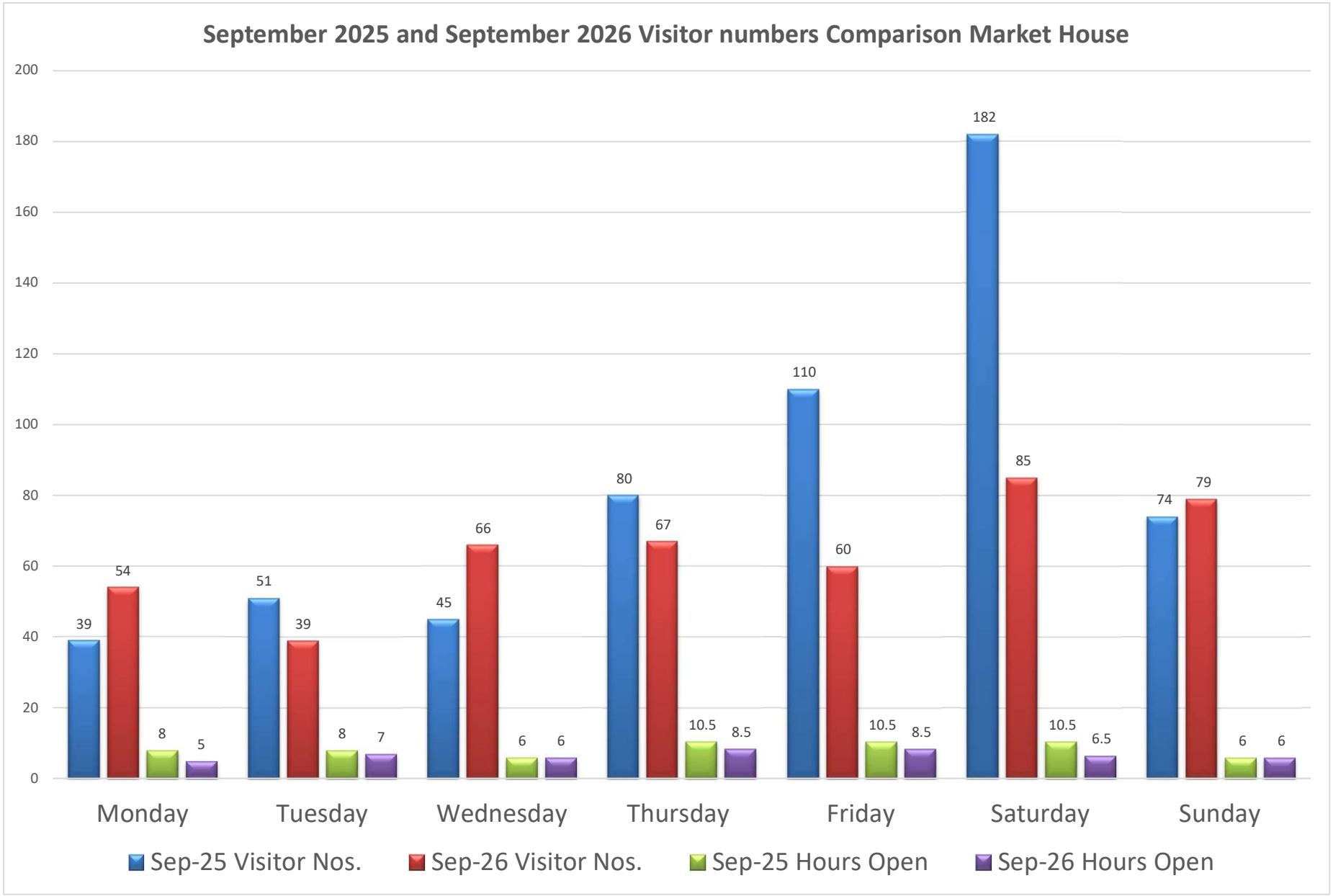
EE Cell ID:	MBNL Cell ID:	H3G Cell ID:
87634	HFD136	HR0184

File name: HFD136_87634_HR0184_H3G_NNS_DDD_A1


Painted Room 2025 & 2026 March to September Visitor Numbers Comparison
1600
1400
1200
1000
800
600
400
200
0
468
408
116.5
99.75
670
963
137
141
852
915
149.25
150
909
926
146.25
156
1135
1180
159.75
153.5
1340
1357
152.5
152.5
1240
1251
154
149
March
April
May
June
July
August
September
2025 Visitor Nos.
2026 Visitor Nos.
2025 Hours Open
2026 Hours Open


September 2025 & September 2026 Visitor Numbers Comparison, Painted Room
300
250
200
150
100
50
0
193
183
27.5
22
189
160
27.5
27.5
165
196
22.5
27.5
172
155
21.5
21
177
184
21.5
21
238
278
21.5
18
106
95
12
12
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Sep-25 Visitor Nos.
Sep-26 Visitor Nos.
Sep-25 Hours Open
Sep-26 Hours Open


Market House 2025 and 2026 March to September Visitor Numbers Comparison
700
600
500
400
300
200
100
0
35
64
0
6
71
508
3
48
308
460
38
48
362
332
56
50
520
379
56
46.25
584
613
52
55.5
581
450
59.5
47.5
March
April
May
June
July
August
September
2025 Visitor Nos.
2026 Visitor Nos.
2025 Hours Open
2026 Hours Open


September 2025 and September 2026 Visitor numbers Comparison Market House
200
180
160
140
120
100
80
60
40
20
0
39
54
8
5
51
39
8
7
45
66
6
6
80
67
10.5
8.5
110
60
10.5
8.5
182
85
10.5
6.5
74
79
6
6
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Sep-25 Visitor Nos.
Sep-26 Visitor Nos.
Sep-25 Hours Open
Sep-26 Hours Open

FULL COUNCIL	5 NOVEMBER 2026	AGENDA ITEM: 21

Report prepared by Angela Price – Town Clerk

PLANNING APPLICATION 262052 – PUMP TRACK AT MARTINS WAY PARK UPDATE FOLLOWING THE MEETING HELD ON 24 SEPTEMBER 2026

Purpose of Report

The purpose of this report is to provide Members with any update on the progress concerning Herefordshire Council planning application P262052/F for the construction of a pump track and associated landscaping at Martins Way Park.

This agenda item has been included at the request of Cllr Hamblin.

Detailed Information

At its meeting on 24 September 2026, Full Council resolved to object to the planning application 262052. Concerns included proximity to homes, drainage, parking and toilet provision, future maintenance and ownership, health and safety, emergency air ambulance access, noise, residential amenity and relevant planning policies.

Members were advised that further representations could be submitted as additional information became available.

Progress since 24 September

The Town Council's objection was emailed to the planning case officer on **2 October 2026**, with the three Herefordshire ward councillors copied into the correspondence. This response is published on the planning application record on the Herefordshire Council Planning Portal.

Since the Council meeting of 24 September 2026, the application record now includes a set of 3D visualisations labelled 25 September 2026, providing an illustration of the proposed pump track. It should be noted that their publication does not, in itself, establish that the design has changed or that the Council's concerns have been addressed.

At the time of preparing this report, the accessible planning record shows the application as "Valid", with no decision recorded. The consultation end date is listed as 30 September 2026. The original target determination date of 15 September 2026 remains displayed and no revised determination date or confirmation of a Planning Committee date to consider this application has been identified.

Next steps

It is proposed that officers seek clarification from the case officer regarding the anticipated determination timetable, any further information requested from the applicant, and how the matters raised in the Town Council's objection are being addressed.

Recommendation

1. That Members received and note the update.

2. That the Clerk be instructed to obtain a further progress update from Herefordshire Council and report any substantive developments the meeting of Council scheduled for 26 November 2026.

LEDBURY TOWN COUNCIL

FULL COUNCIL	**5 NOVEMBER 2026**	**AGENDA ITEM: 22**

Report prepared by Julia Lawrence – Operations Manager

CLIMATE RESILIENT TREES SCHEME

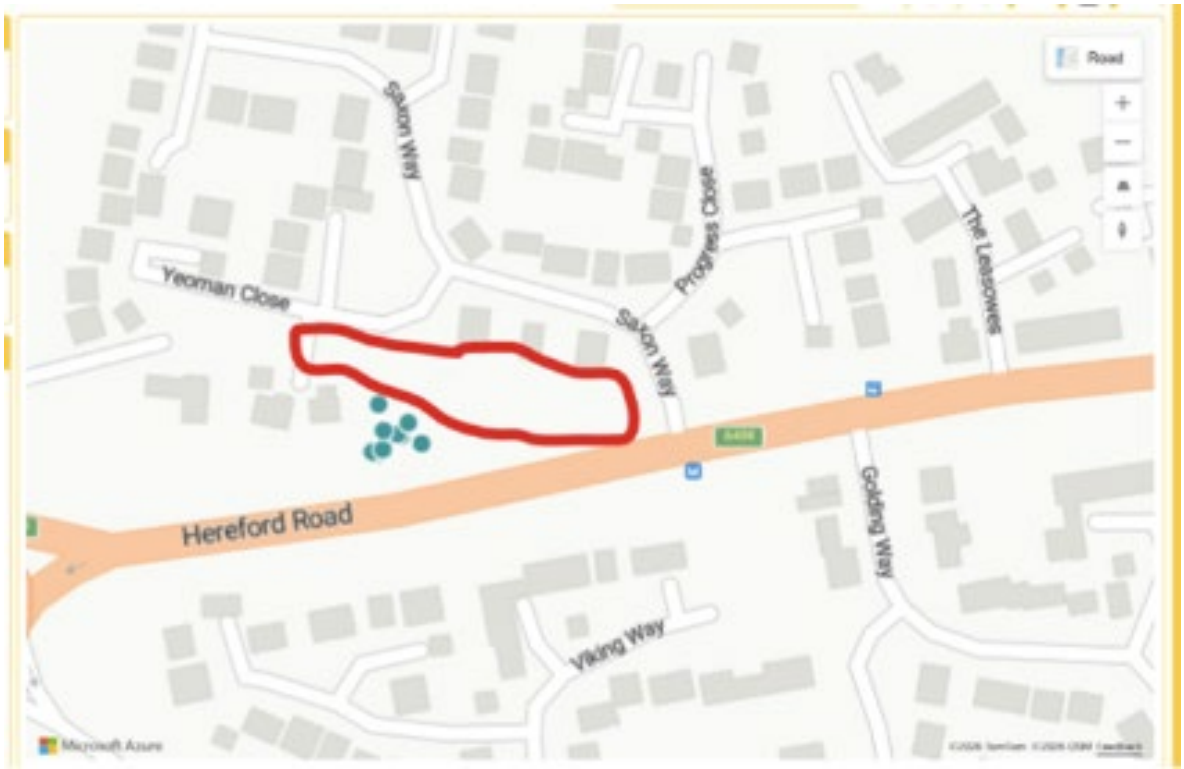
Purpose of the Report

Herefordshire Council is offering free trees (with stake, natural tree tie, bio spiral guard and bio weed mat) to be planted on land owned by the Council (excluding highways, such as streets and lanes), local parks (charity owned and council endorsed) and schools within our parish. This report seeks Members' consideration of the request to plant up to five trees on the Saxon Way open space.

Background Information

Cllr Justine Peberdy has approached Ledbury Town Council, on behalf of Saxon Way residents, to seek permission for up to five trees to be planted on the open space under Herefordshire Council's "Climate Resilient Trees Scheme". Trees will be allocated on a first come, first served basis, subject to availability. The deadline for submission is Friday, 27 November 2026.

The location for the proposed trees is as shown on the plan below.



The tree selection is based on a combination of Kew Gardens' and tree nurseries' research into drought-tolerant trees and availability for the upcoming planting season. This initiative will help strengthen local landscapes, improve environmental resilience and support parish/town councils in meeting its biodiversity policy obligations.

Residents of Saxons Way have requested the smallest of the trees on offer, being:

Ref	Tree species	Size	Type
1	Acer campestre 'Elegant' **Field Maple**	8-10cm Clear Stem 200-300cm tall	Bareroot
2	Carpinus betulus **Hornbeam**	8-10cm Clear Stem 200-300cm tall	Bareroot
3	Ginkgo biloba **Ginkgo**	8-10cm Clear Stem 200-300cm tall	45L Container
4	Liquidambar styraciflua 'Worplesdon' **Sweet Gum**	8-10cm Clear Stem 200-300cm tall	Bareroot
5	Pyrus Calleryana Chanticleer **1 Callery Pear**	8-10cm Stem 200-300cm tall	Rootball

It has been confirmed by the residents, one being a landscape gardener, that these trees won't impact upon the children's playground and whilst the scheme only allows up to five trees per Council, the Saxon Way residents have confirmed that if another location also wishes to take up the offer of the free trees, then they would be happy to share. At the time of writing this report, no applications have been received from anyone else.

In this instance, residents of Saxon Way have confirmed that they will take responsibility for the tree planting and nurturing/watering.

Environmental Considerations

The proposed planting of up to five trees on Saxon Way would provide environmental benefits, including increased biodiversity, carbon sequestration and improved local amenity.

However, consideration should be given to the trees' mature size, potential overcrowding, shading, root growth and impact on existing infrastructure and the use of the open space, albeit it is appreciated that the trees selected are the smallest in size.

Long-term maintenance is a key consideration. Although residents have offered to plant and care for the trees, future circumstances may change, including residents moving away or the trees requiring specialist pruning or remedial work. Clear arrangements should therefore be established to ensure that responsibility for ongoing maintenance, associated costs and any eventual removal does not automatically fall to Ledbury Town Council.

Subject to the suitability of the planting locations and satisfactory clarification of long-term maintenance responsibilities, the proposal has the potential to deliver positive environmental benefits without creating an unintended future burden for the Council.

Financial Implications

The scheme is fully funded by Herefordshire Council with no initial purchase cost to Ledbury Town Council. However, potential future maintenance costs and liabilities should be clarified before approval is granted.

Recommendations

1. That Full Council consider whether to support the request for up to five free trees to be planted on the open space at Saxon Way under Herefordshire Council's Climate Resilient Trees Scheme.

2. That support be subject to confirmation of the proposed planting locations and the suitability of the selected species, taking account of their mature size, spacing and proximity to existing infrastructure and the playground.

3. That support be subject to clear arrangements being agreed for the long-term maintenance and management of the trees, including watering, pruning, control of excessive growth, responsibility for any damage and eventual removal, if necessary, with associated costs and liabilities clarified to ensure that Ledbury Town Council does not automatically assume responsibility if residents are no longer able to care for the trees.

4. That Members support submission of the application to Herefordshire Council, subject to the above conditions being satisfactorily addressed and the scheme's availability, before the deadline of 27 November 2026.

LEDBURY TOWN COUNCIL

FULL COUNCIL	**5 NOVEMBER 2026**	**AGENDA ITEM: 23**

Report prepared by Julia Lawrence – Operations Manager

COUNCIL OFFICES – HIGH LEVEL WORKS UPDATE

Purpose of the Report

The purpose of this report is to update Members on the current position regarding the high-level works planned for the Council Offices. This related to urgently required roof, window and other high-level repairs to the Council Offices, as identified in the recent Quinquennial Survey.

Background Information

Bird and Bat Survey

Members are advised that, prior to commencing the proposed high-level works at the Town Council Offices, it was necessary to undertake a Preliminary Roost Assessment and Bird Survey to establish whether there was any evidence of bat roosts or bird nesting activity that could affect the timing or commencement of the works.

A copy of the Preliminary Roost Assessment and Bird Survey is attached at Appendix A. The survey identified no visual evidence of bats or bat roosts within the Town Council Offices building. Furthermore, no evidence of current or historic bird nesting was identified. This is a positive outcome in terms of progressing the proposed works.

Procurement and Tender Documentation

Caroe & Partners have issued an Expression of Interest to four suitably qualified contractors to establish their availability and willingness to undertake the works. Three contractors have confirmed their interest, whilst the fourth has declined. Given the current demands on the construction industry, the response to date is encouraging.

Caroe & Partners have prepared the initial draft tender documentation and anticipate circulating the documents within the next three weeks. A copy of the document will be shared with Members when it becomes available.

Additional Works and Listed Building Consent

Caroe & Partners have also confirmed that the proposed scope of works will be extended to include improvements to the paving and drainage at the rear of the building. These works are intended to improve surface water drainage and reduce

water accumulation outside the rear office door and subsequently, on occasion, internally at the rear entrance.

The additional works will be incorporated into the Listed Building Consent application to ensure that the proposed improvements are considered as part of the overall scheme.

Next Steps

Officers will continue to liaise with Caroe & Partners as the tender documentation is finalised and the necessary consent arrangements are progressed. A further update will be provided to Members as the project develops.

Environmental Considerations

A Preliminary Roost Assessment and Bird Survey undertaken at the Town Council Offices identified no evidence of bats, bat roosts or current or historic bird nesting.

The contractor must take appropriate precautions to protect bats, nesting birds and other protected species, suspending works and seeking advice if any are discovered. Rear paving and drainage improvements should prevent water pooling and protect the building fabric.

As the offices are a listed building, all works must comply with relevant heritage requirements, legislation and consent conditions. Environmental impacts should be minimised through responsible waste management, material use and appropriate controls for dust, noise and pollution.

Subject to these measures, no significant environmental issues have been identified that would prevent the proposed works from proceeding.

Financial Implications

Costs to oversee the proposed works were agreed at Full Council on 12 March 2026. To recap, this related to:

RIBA Work stages 1-3	Scoping and outline specification of work
RIBA Work stage 4	Tender documents
RIBA Work stage 5	Work on site

CDM Principal Designer’s fee, both pre and post tender

Total costs of £6,400 plus VAT are being funded from 202/4590 Finance and General Purposes/Professional Services, as confirmed by Minute Ref: C1225.

Members are advised that contractor costs will be presented to Full Council for consideration once available.

Recommendation

That Members receive and note the contents of this report.



Preliminary Roost Assessment & Bird Survey Report For Ledbury Town Council Offices

Aim: To establish the presence or absence of Protected Species that may be affected by building repairs

Ledbury Town Council
Council Offices
Church Lane
Ledbury
HR8 1DL

Reference: LTC- PSS
Date: 25th September 2026

Prepared by Ros Willder MSc, MCIEEM & CEnv
Telephone: 01452 849428 Office, 07920 147441
E-mail: roswillder@yahoo.co.uk

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APPENDIX ONE LEGAL STATUS OF BATS AND BIRDS

APPENDIX TWO EXISTING SITE PLANS

APPENDIX THREE DESIGNATED SITE SEARCH MAP

APPENDIX FOUR PROPOSED PLAN & ENHANCEMENTS

1.0 Introduction

The proposal for building repairs, including roof and wall top works, at the Council Offices, Church Lane, Ledbury HR8 1DL requires that a survey to establish the presence or likely absence of protected bat species and nesting birds is undertaken.

The Council Offices are located within the market town of Ledbury and are within the Ledbury Conservation Area. The building is Listed Grade II*.



Figure One – Aerial Image of Ledbury Town Council location. Source: Magic Maps (2026)

2.0 Methodology of Surveys

The survey was carried out on 18th August 2026 at 10.30am by Judi Glasgow of Willder Ecology & Ros Willder MSc, MCIEEM and CEnv, Bat License Numbers: 2015-12870-CLS & RC121 & BER0493. Great Crested Newt License: 2016-23629-CLS.

A detailed daytime survey was carried out of the property which would be affected by the proposed repair works. This was done by a thorough visual inspection of the buildings.

No works outside of the building footprint are proposed and as such a Phase One Habitat Survey is not required.

A survey to determine the presence of, or the potential for the site to support protected animals which include the following: -

- Potential for bats or breeding birds to use the site
- Potential for reptile or amphibians particularly Great Crested Newt.

A Designated Site, Priority Habitat & Priority Species search was also carried out using the MAGIC map service from Natural England and the results are discussed in Section 4.0 and shown in Appendix Three.

3.0 Results of Survey

3.1 Examination of Ledbury Town Council Offices

External Examination of Ledbury Town Council Offices.
The buildings are black and white exposed timber framing, the earliest parts of the building dating from the 15th century. Three buildings are interconnected through stairways and historic alterations and extensions. The timber framed roof is covered with clay tile. The building is bounded to the north and west by the trafficked Church Street and to the south by the pedestrian section of Church Lane all adjacent ground to the building is hard standing.

Examination of North Elevation.
The north elevation of the building, which overlooks Church Street, features a double gable wing adjoining the pitch roof of the main building as shown below in Figure Two. To the east of the double gables a further brick extension has been added that forms an upper floor office and single-storey kitchen area. The gables black timber frames surround white plaster panels. The masonry of the extensions is painted white to match the panels in the timber frame areas. The masonry and exposed timbers are in good condition with no gaps or crevices suitable for use by birds or bats. The elevation curves around the street edge to join the west facing elevation.



Figure Two – North elevation of Ledbury Town Council Offices

Glazed windows are present on all levels of the north elevation. Two wooden framed dormer windows are featured on the north facing pitch roof (eastern end) they are well sealed and no suitable gaps for use by bats or birds appear to be present.

Two skylights are fitted in the north (west end) pitch roof overlooking the gable wings as shown in Figure Three below. The skylights are not visible from road level. They are well sealed and have no suitable gaps or crevices for use by bats.



Figure Three – Skylight overlooking north elevation Gable wings

One tightly fitted timber framed glazed skylight is installed in the gable wing roof and is not visible from road level.

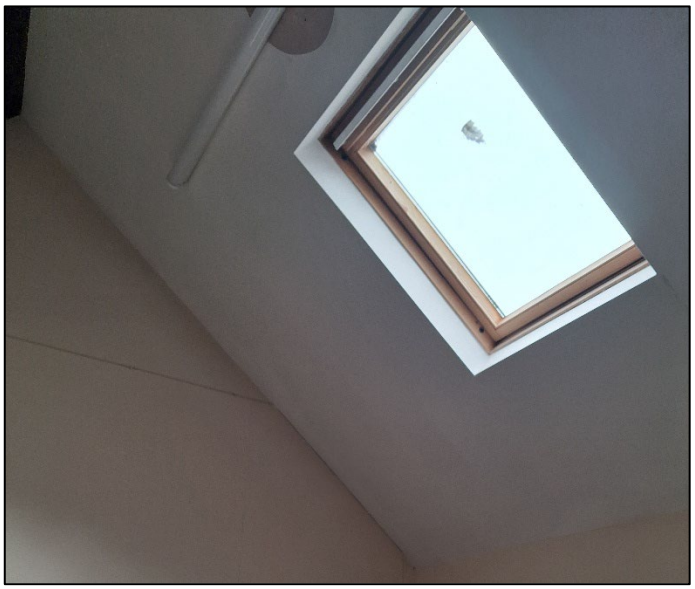


Figure Four – Skylight in Gable wing roof

A mix of wooden frame and metal frame windows are featured on the gable end wings and extensions. All are glazed and the frames well maintained and sealed.



Figure Five – Window arrangement gable wing and extension

Two wooden entrance doors allow access to and from Church Street. Both doors are well sealed and maintained. Exterior lights are installed above each door. A wooden cover is installed at pavement level over the window light to the cellar as shown in Figure Six below; The cellar window light is meshed and tightly sealed from the interior.

No direct flight access is available for birds or bats to roof spaces or the interior of the buildings from the northern elevation and no indications of use by bats were visible such as staining or droppings on the panels, window ledges or pavement surface.



Figure Six – Cellar window cover at pavement level

Examination of West Elevation.

The west elevation of the building overlooks Church Street. The upper storey of the elevation has black exposed timber framing, with narrow white plaster panels. The upper floor stands on a redbrick ground floor base as shown in Figure Seven below. The timber framing and panels are in good condition with no cracks or crevices suitable for bats to use. No indications of use by bats were recorded such as staining or droppings on the panels, window ledges or pavement surface. Horizontal timbers from the apex to the first-floor level provide ledges that appear to have been used as roosting perches by birds and bird droppings are visible along these ledges. The corners to the overhang of the gable roof formed by the horizontal timbers are fitted with bird deterrent spikes as these areas would be prone to use by nesting birds as shown in Figure Eight.



Figure Seven – West Gable Elevation



Figure Eight – Spotlight and bird deterrent spikes west elevation

The interface between the west gable and northern elevation has some gaps from loose and missing mortar, as shown in Figure Nine below, however these gaps are cobwebbed, do not appear to be shallow and are openly exposed to natural light. The gaps show no use by bats or small birds.



Figure Nine – Interface between north and west extension walls

Wooden framed, glazed windows are present on each level of the west elevation. The windows are well sealed and no suitable gaps for use by bats or birds appear to be present.

The west elevation is brightly illuminated at night by four spotlights angled towards the gable apex are fitted as shown below in Figure Ten. These bright lights would act as deterrents to roosting bats or nesting birds and indirectly impact foraging around the building by bats. Opposite the north and west elevation streetlights are also present creating a very brightly lit environment at night on this elevation as shown in Figure Eleven

No direct flight access is available for birds or bats to roof spaces or the interior of the buildings from the west elevation and no indications of use by bats were visible such as staining or droppings on the panels, window ledges or pavement surface.



Figure Ten – Spotlights illuminating Western Gable



Figure Eleven – Street light opposite North /West elevations

Examination of Southern Elevation

The southern elevation overlooks the pedestrianised Church Lane. The first floor has a jetty projection along the length of the buildings. The black timber framing is closely set with white plaster panels between the timbers, a ground floor section of red brick and bathroom extension of red brick are featured at the eastern end of the elevation as shown below in Figure Eleven.



Figure Eleven – South Elevation looking west

The elevation appears well maintained with the panels, timbers and brickwork well sealed with no gaps or crevices of suitable depth for use by bats or birds.

The elevation features painted, wooden framed and glazed windows on the ground and first floor levels which are well sealed. Three wooden framed, glazed dormer windows are included in the southern pitch of the roof. Wooden and painted entrance doors to the building are tightly fitted.

The wooden jetty soffit extending over the ground floor is painted and sealed and fitted with lights as shown in Figure Twelve below. The wooden roof overhang soffit is painted and supports rainwater guttering.

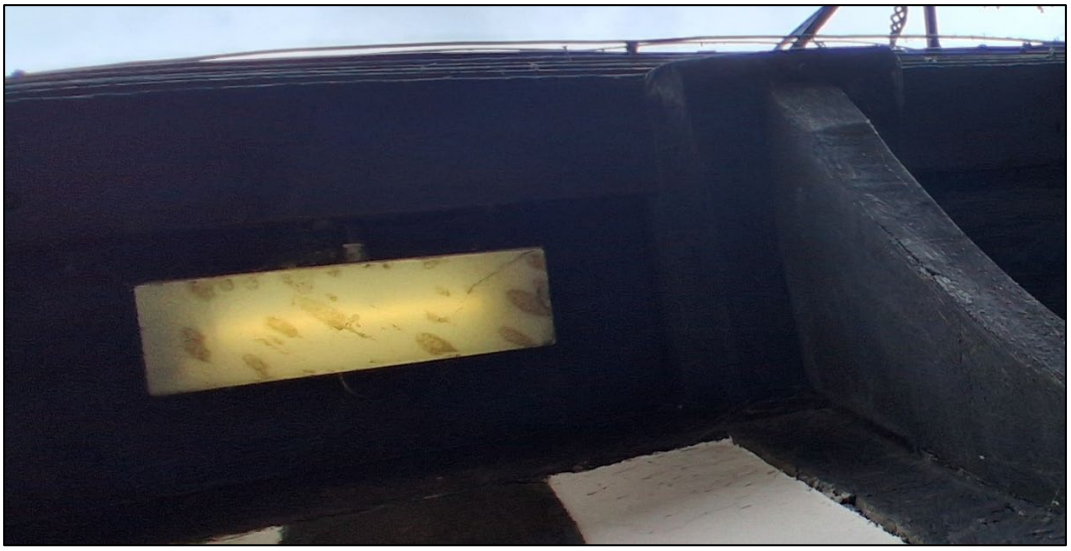


Figure Twelve- Illuminated underside of jetty

No direct flight access is available for birds or bats to roof spaces or the interior of the buildings from the South elevation and no indications of use by bats were visible such as staining or droppings on the panels, window ledges or pavement surface.

Examination of East Elevation

The gable-end east elevation of the buildings is rendered, with a redbrick chimney. A red brick single storey bathroom block and roofed ground floor window prominence have been added to the eastern elevation. The window construction is rendered and painted. A tightly fitted and painted wooden access door is present adjacent to the window extension. The eastern elevation levels are shown below in Figure Thirteen. A wooden framed, glazed window is featured at the roof space level.



Figure Thirteen– East Elevation Upper and lower views

The render and red brick masonry of the gable end are sealed with no gaps or cracks. The roof tile edge is filled with mortar and sealed.

The modern single storey brick bathroom extension and window protrusion are both tightly sealed against the rendered gable-end of the building with lead flashing. The brick extension has one metal framed and glazed window and the window extension has a painted, wooden framed glazed window.

The red brick extension has a sloped roof covered with modern concrete tiles with no missing tiles or gaps. The roof edge of the extension has a wooden fascia and composite soffit board. The end plate to the soffit is missing as shown in Figure Fourteen below. The space and access from the missing end piece is cobwebbed indicating that there is no current use by bats or birds through the space. The tile edges are sealed with mortar.



Figure Fourteen– missing soffit end piece to east extension showing cobweb cover

The window extension is covered with interlocking clay tiles which have no gaps. The extension roof covering are shown below in Figure Fifteen.



Figure Fifteen – East extensions roof coverings

The northeast corner of the building adjoins the neighbouring building (currently used by the Royal British Legion). The angle of the two buildings forms a corner recess as shown in Figure Sixteen below. The recess provides an unlit covered area that has previously been fitted with wire to prevent access to birds. Examination of the area showed no nests or signs of current use of the area by bats or birds.

The ground below the recess was examined and no indications of use were visible such as staining or droppings on the ground surface.



Figure Sixteen – Corner recess at building intersection.

Potential access is available for birds or bats from the missing soffit end; however, this is not currently being used as indicated by the cobwebbed entrance. No access is available to the main building roof spaces or the interior of the buildings from the east gable elevation. No indications of use by bats were visible such as staining or droppings on the panels, window ledges or pavement surface.

Examination of the Roof

The pitched roof of the Town Councils Offices and north gable extensions are covered with clay tile and clay ridge tile. The main roof features three brick chimneys.

The chimneys are well pointed and sealed with lead flashing. The roof has dormer windows in both the north and south side pitches. The dormers appear well sealed into the roof.



Figure Seventeen- Southern roof pitch & central chimneys

The visible clay ridge tiles are mortared and well-sealed. The clay tiles to the southern pitch are well sealed. The northern pitch has tiles that are more uneven in nature, and a slipped tile is present. Visible gaps under tiles were cobwebbed and dusty, indicating that there is no use of the space.



Figure Eighteen- Slipped tile northern roof above kitchen extension

The gable end roof tile edges are filled with mortar and well-sealed.
The valleys between the northern gable extensions and the roof hips are also sealed with lead flashing as shown in figure nineteen below. The gable extensions tiles and ridge tiles are sealed and appear in good condition.



Figure Nineteen-
View from skylight window of leaded hip & valley between gables

The ground floor and first floor are utilized as public and office space. All rooms are painted and sealed and are occupied on a regular basis. The rooms are naturally brightly lit through the windows and all fitted with electric lighting.



Figure Twenty- View of typical stairway and Office

The upper floors are interlinked and used for storage. The lighting between floors is fitted with motion sensors and light the stairwells being utilised. The upper floor features exposed timber beams throughout each room. The eastern and central rooms have ceilings installed with a roof space above and all rooms are floorboarded. The rooms are all fitted with electric lighting and are naturally brightly lit through the glazed windows.



Figure Twenty-one- Eastern storage room upper floor

The central room has a fireplace in the western internal wall. The central room is naturally brightly lit through dormer windows.



Figure Twenty-two- Eastern storage room upper floor

The western room has a vaulted ceiling and wooden framed glazed window in the west gable end. Two skylight windows are featured in the northern roof overlooking the gable extensions. The rooms are naturally brightly lit through the gable-end and skylight windows.



Figure Twenty-three- Western storage room upper floor

The interior rooms are all well sealed, brightly lit and regularly used with no access for bats or birds.

The brick extension to the east of the main building is accessed from offices via an internal door. The extension serves as a bathroom and cleaner's store.

The extension is plastered and painted with a single glazed window as shown below in figure twenty four.

The extension is well sealed with no access to bats or birds. An access hatch to the roof space is located in the storage area ceiling as shown over the page in figure twenty five.

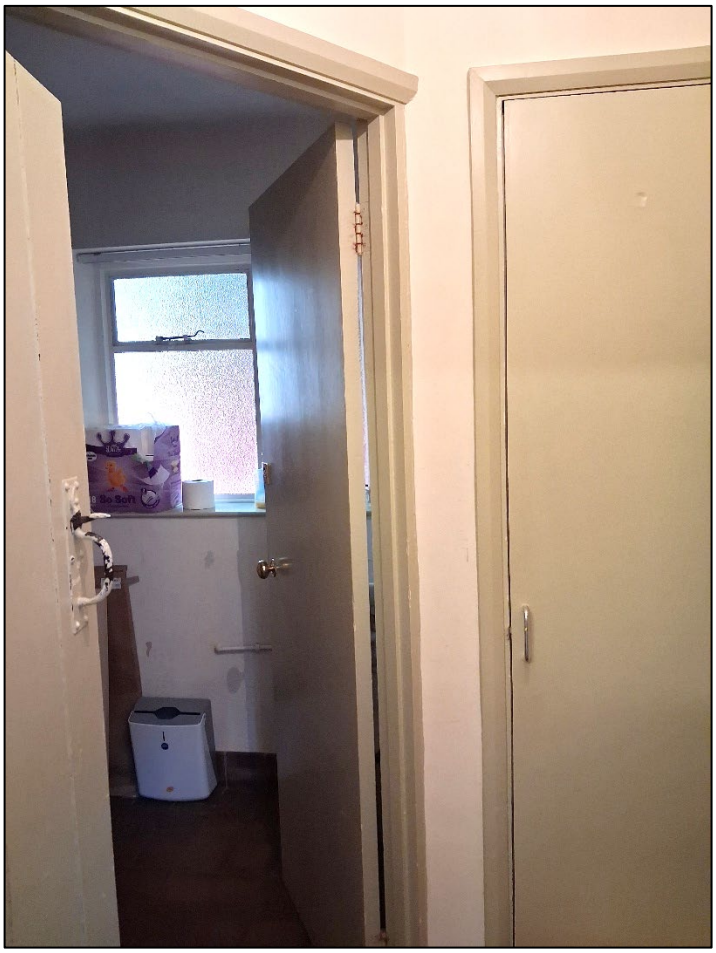


Figure Twenty-four- Interior of brick extension

Examination of Roof Spaces and Cellar.

The main building roof space runs from the east gable end to the building chimneys. The roof space was accessed with a ladder through a loft hatch located in the eastern room as shown below in Figure Twenty-five.



Figure Twenty-five- Access hatch to roof space

The roof space above the eastern and central storage rooms is approximately 1m in height. The roof frame is original timbers and the tiles lined with bitumastic roofing felt. The roof floor / ceiling to the rooms below is lathe and plaster and also has a heavy dust layer. The roof space has dusty cobwebs throughout the apex and space and no light intrusion, indicating it is well sealed and no flight activity has occurred.



Figure Twenty-six- roof space looking to eastern gable wall

The roof space above the eastern brick extension as accessed via ladder and ceiling hatch. The roof is modern timber frame and the concrete tiles lined with bitumastic roofing felt. The roof floor / ceiling to the rooms below plasterboard. Rat droppings were noted on the roof floor. The roof space has cobwebs throughout the space and no light intrusion, indicating it is well sealed and no flight activity has occurred.



Figure Twenty-seven- Roof space of bathroom extension

The cellar of the property is located at the western end of the building. The cellar is access via an internal door and stone steps. The cellar walls are a mix of stone and red brick. The cellar has a stone floor and original timber frame and timber supports to the floor above. Electric strip lights are provided through the cellar space. The cellar space is used for storage as shown in Figure Twenty-eight. The below ground level cellar windows are meshed with wire netting, as shown in Figure Twenty-nine, and some have wood shutters at the pavement level. No access is available to the cellar space for bats or birds.

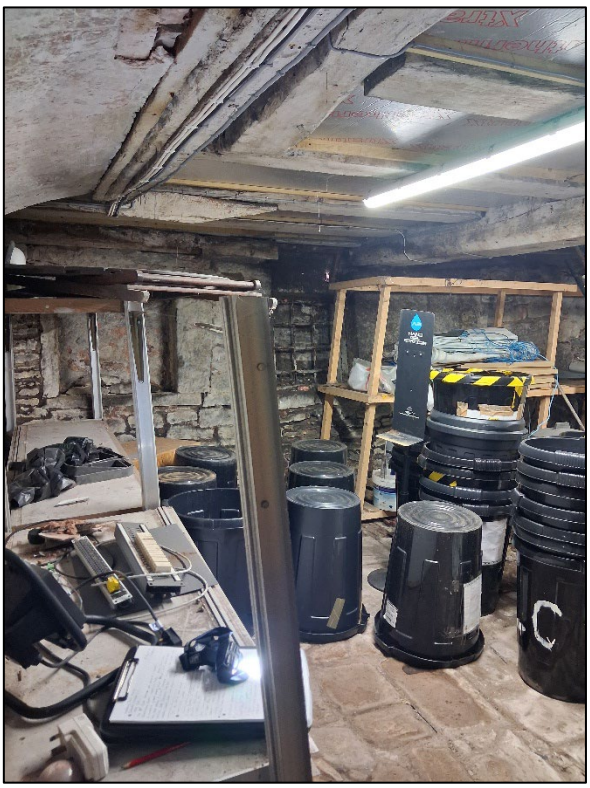


Figure Twenty-eight- Overview of cellar



Figure Twenty-nine- Overview of cellar

4.0 An Ecological Assessment, Pond Search & Data Search

4.1 Pond Search

No ponds were identified within 250m of the Town council Offices. The urban hard-standing surroundings of the property would provide no habitat or cover suitable for Great Crested Newts. No works are proposed outside of the existing property footprint and as such no further investigation or assessment is deemed proportional for this species.

4.2 Data Search

A desktop data search was conducted using Natural England's Magic Map Application within 2km of the site. The following results were identified:

Designated Sites:

No Special Area of Conservation (SAC) is located within 2km of the proposed site

The Malvern Hills Area of Outstanding Natural Beauty (AONB) boundary lies 200m to the south of Ledbury Town Council Offices.

Three Sites of Special Scientific Interest (SSSI) lie within the 2km search area. The SSSI Impact Risk Zones (IRZ) for these SSSI sites and the Malven Hills SSSI IRZ cross the 2km Data Search Buffer Zone and Ledbury Town Council Offices lie within those IRZs.

DESIGNATION	SITE	DISTANCE
Area of Outstanding Natural Beauty (AONB)	Malvern Hills	200m (South)
Site of Special Scientific Interest (SSSI)	Ledbury Cutting	800m (North)
Site of Special Scientific Interest (SSSI)	Upper Hall Farm Quarry	500m (Northeast)
Site of Special Scientific Interest (SSSI)	Mayhill Wood	1.1km (Southeast)
SSSI Impact Risk Zone (IRZ)	Ledbury Cutting	Within IRZ boundary
SSSI Impact Risk Zone (IRZ)	Upper Hall Farm Quarry	Within IRZ boundary
SSSI Impact Risk Zone (IRZ)	Mayhill Wood	Within IRZ boundary
SSSI Impact Risk Zone (IRZ)	Malvern Hills	Within IRZ boundary

The distance and limited nature of the works within the existing footprint would have no direct impact on these sites and would will cause no change to the wider area that could affect Designated sites.

The Data Search Map (Designated Statutory Sites) is shown in Appendix Three

Priority Habitats:

The following priority habitats were identified from Natural England's Magic Map Application the 2km search radius:

Lowland Meadow
Lowland Calcareous Grassland
Ancient Semi Natural Woodland
Deciduous Woodland
Traditional Orchard
Woodpasture and Parkland

No works outside the existing footprint are proposed and as such no change to the wider area that could affect Priority Habitats would occur.

The Priority Habitats map is shown in Appendix Four.

Priority Species: The search of Natural England's Magic Map Application identified the following priority species within the 2km search radius:

Birds:
Curlew, Swifts, Lapwing, Grey Partridge.

Bats:
The search of Natural England's Magic Map Application within the 2km radius of Ledbury Town Council Offices showed two records of Granted European Protected Species Licences Applications for Bats;

310m East	**2018-33396-EPS-MIT**	**Brown Long eared, Lesser Horseshoe**
1km West	**EPSM2012-4316**	**Common Pipistrelle**

Great Crested Newts:
No Records of Great Crested Newts were found within 1km of Ledbury Town Council Offices.

4.3 Ecological Assessment

There was no visual evidence of bat species using any part of the Ledbury Town Council Offices building or the extensions during the daytime survey.

The interiors are naturally brightly lit through glazed windows and in regular use and well-sealed, offering no suitability for use by bats or birds. The roof spaces are well sealed. They offer no access for bats or birds, and the cobwebbed and dusty nature would confirm there is no use by either species of these spaces.

However, externally, there are slipped roof tiles, crevices and spaces that provide potential features for use by bats. These features showed no evidence of use by bats or disturbance by any species being cobwebbed and dusty at the time of survey. No signs of use by bats (droppings, feeding signs, staining) were found in any part of the property structures. The lack of use by bats at the time of survey does not preclude their use in future as Bats are opportunists.

No bird nests (current or historic) were noted on or within the buildings. Bird deterrent spikes are in place at the western gable end of the property and as such it likely that this area has been used by birds for nesting and/or roosting previously, but no signs were recorded during the survey. The potential features for use by birds showed no evidence of use or disturbance by any species being cobwebbed and dusty at the time of survey.

Swift colonies are well known in the Ledbury Town area and are generally faithful to colony roosts. No signs of use of the building by swifts was seen, but if permitted under the buildings Listed status, the installation of two swift boxes would be a positive ecological enhancement and may support the distribution of this Red List species

Work to the building will be within the existing footprint, the surrounding areas to the property are hard standing and therefore no loss of terrestrial habitat will occur.

No works outside the existing building footprint are proposed and as such no change to the wider area that could affect Designated Sites or Priority Habitats would occur.

There is negligible potential for Ledbury Town Council Offices property to support Great Crested Newts due to the lack of habitat around the building. Work would be within the existing footprint and therefore no disturbance to any terrestrial habitat will occur.

External lights are already present on the building and streetlights are sited either side of the building. The bright illumination by the spotlights at the western gable end would be an additional deterrent to birds and bats in using the corners formed by the timbers and overhangs on the property. The lights installed to the jetty underside would also act as a deterrent in this way.

In addition, streetlights are present in the immediate and wider area creating brightly lit surroundings at all times. Brightly lit areas are generally not attractive to bats or birds.

This proposal will have negligible ecological impacts within the wider area. The listed status of the property may limit the opportunities for ecological enhancement, however, that does not mean that enhancements cannot be made for wildlife within the proposal (see Section 5.2: Enhancements and Appendix Five: Enhancements).

5.0 Conclusions, Mitigation and Enhancements

In conclusion, there is negligible potential for bats or birds to be using the buildings at the time of survey. However, a precautionary approach is always recommended and listed within Section 5.1 – Mitigation.

Overall, the proposal will have negligible impacts on local ecology and negligible impact on that of the wider area.

No Designated site in the wider area would be impacted by the proposal due to the distance from the site and the proposals remaining within footprint.

No evidence of bats was found during the survey and potential features were cobwebbed and dusty, furthermore no signs of feeding, no droppings or staining were recorded. The surrounding area and buildings' bright night illumination would reduce the attractiveness of the property for bats. The hard-standing pavements and roads in the vicinity would offer little foraging opportunities or draw bats to the immediate area.

No evidence of nesting birds was found within or on the existing buildings. Their presence is negligible within the existing buildings due to lack of direct flight access and potential nesting opportunities.

There is negligible potential for the site to be used by Great Crested Newts the surrounding hard surfaces and trafficked areas offer no cover or habitat for Great Crested Newts.

Despite minor impacts being assessed, a precautionary approach is always recommended to any roof works as detailed in section 5.1 Mitigation and attention is also drawn to Appendix One Legal Protection of Bats, Birds, Amphibians and Reptiles.

If all the necessary precautionary mitigation is followed, the proposal will not have any adverse effects on any priority species, designated sites, or priority habitats in the wider area (see Section 5.1 Mitigation).

Whilst the proposal will have minor and limited impacts this does not mean that permanent enhancements for wildlife should not be included as detailed in Section 5.2: Enhancements and Appendix Five: Enhancements.

5.1 Mitigation

All persons involved in external refurbishment & roof works shall receive a detailed 'Toolbox Talk' covering bats and nesting birds, from a suitably experienced and qualified ecologist.

The toolbox talk will cover the following: -

- The full legal protection of nesting birds
- Full legal protection of bats and protection of their roosts.
- The lifecycle of Bats and their potential roosting areas.
- The methodology of careful roof and tile stripping and what to look out for during any disturbance of the roof & who to call.
- Who to contact if there are any unexpected finds. Contractors will be given the contact details of Ros Willder ecology or a similarly licensed ecologist.

5.2 ENHANCEMENTS

Bats: If roof repair works are carried out this should be used as an opportunity to install bat access tiles in the roof spaces that are lined with traditional felt.

Birds: As an enhancement for birds, one mounted bird box to be installed on the east brick extension.

Ideally the installation of swift boxes should be considered if it is permissible with the buildings listed status as Ledbury is known to support a population of swifts.

APPENDIX ONE: LEGAL STATUS OF BATS, BIRDS & AMPHIBIANS

LEGAL PROTECTION OF BATS

The Wildlife and Countryside Act 1981 (WCA) transposes into UK law the Convention on the Conservation of European Wildlife and Natural Habitats (commonly referred to as the 'Bern Convention'. The 1981 Act has been amended several times, most recently by the Countryside and Rights of Way [Crow] Act 2000, which added 'or recklessly' to S 9 (4)(a) and (b). All species of bats are listed on Schedule 5 of the 1981 Act, and are therefore subject to the provisions of section 9, which make it an offence to:

- Intentionally kill, injure or take a bat.
- Possess or control any live or dead specimen or anything derived from a bat.
- Intentionally or recklessly damage, destroy or obstruct access to any structure or place used for shelter or protection by a bat.
- Intentionally or recklessly disturb a bat while it is occupying a structure or place which it uses for that purpose.

The Conservation of Habitats and Species Regulations 2017 which consolidate the Conservation of Habitats and Species Regulations 2010 with subsequent amendments. The Regulations transpose Counsill Directive 92/43/EEC, on the conservation of natural habitats and of wild fauna and flora (EC Habitats Directive), into national law and came into force on 30th November 2017.

All bats listed on Annex IV of the Directive, and some are also listed on the Annex II. The latter Annex relates to the designation of Special Areas of Conservation (SACs) and covers **Greater** and **Lesser Horseshoe bats**, **barbastelle** and **Bechstein's** bat.

Inclusion on Annex IV ('European protected species) means that member states are required to put in place a system of strict protection as outlined in Article 12; this is done through inclusion on Schedule 2 of the Regulations. Regulation 53 makes it an offence to;

- Deliberately capture or kill a bat.
- Deliberately disturb a bat
- Damage or destroy a breeding site or resting place of a bat.
- Keep, transport, sell or exchange, or offer for sale or exchange alive or dead bat or any part of a bat.

LEGAL PROTECTION OF BIRDS

The Wildlife and Countryside Act 1981 is the main instrument for the protection of wild birds in the law of England, Wales and Scotland.

It protects all wild birds of whatever species (certain exceptions apply within the act).

- The act makes it an offence “if any person intentionally-Kills, injures or takes (handle) any wild bird;

- Takes, damages or destroys the nest of any bird while that nest is in use or being built.

- Takes or destroys an egg of any wild bird”

- It is also an offence “if any persons have in his possession or control- any live or dead wild bird or any part of, or anything derived from, such a bird; or An egg of a wild bird or any part of such an egg” (s 1 (2)).

LEGAL PROTECTION OF AMPHIBIANS AND REPTILES

Reptiles are protected from killing and injury (two species are fully protected, this includes, but is not confined to:

- Disturbance and deliberate destruction of their habitat) under **The Wildlife and Countryside Act 1981** (as amended).

The Conservation (Natural habitats &c.) regulations 1994 (the habitats Regulations were recently updated by
The Conservation of Habitats and Species regulations 2010 & 2017

Amphibians such as Great crested newts are fully protected, including protection against:

- Deliberate disturbance
- Deliberately killing or capturing
- Deliberately taking or destroying eggs
- Deliberately damaging or destroying breeding sites and places of shelter.

LICENCING FROM NATURAL ENGLAND

A License simply permits an action that is otherwise unlawful. A License should be applied for if, on the basis of survey information and specialist knowledge, it is considered that the proposed activity is reasonably likely to result in an offence (killing, breeding site destruction, etc – see above).

No License is required if, on balance, the proposed activity is unlikely to result in an offence (this is from the great crested newt mitigation guidelines).

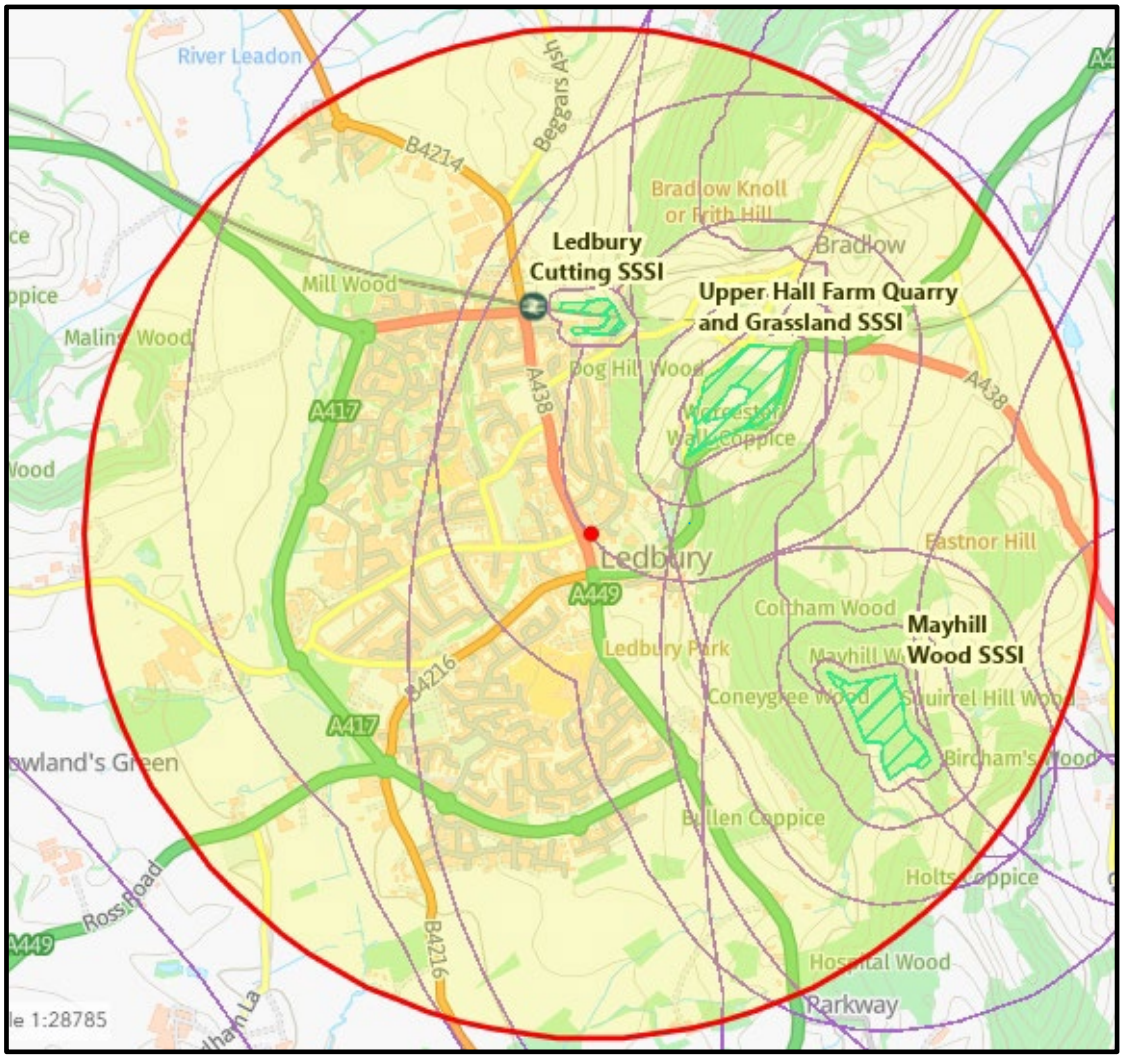
APPENDIX TWO:
EXISTING SITE PLANS



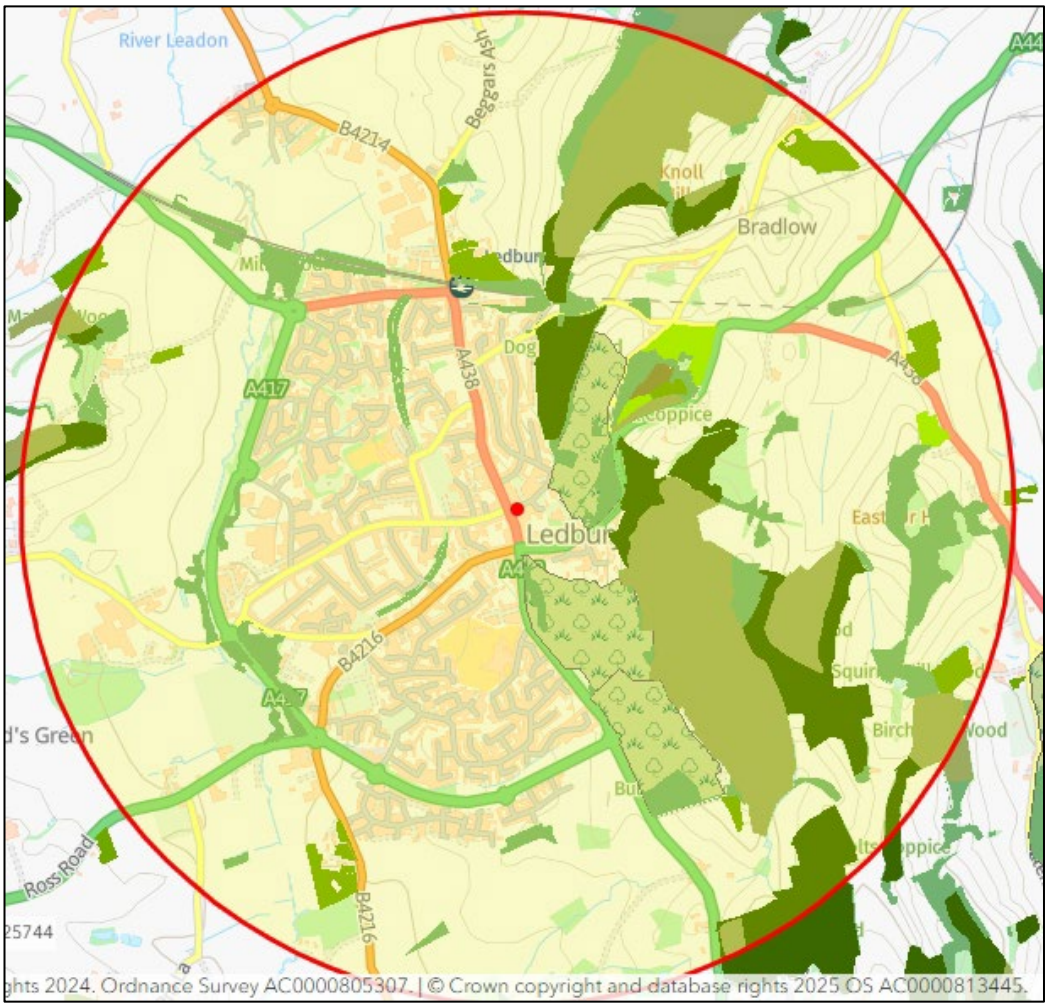


Existing Elevations; Ledbury Town Council Offices

APPENDIX THREE



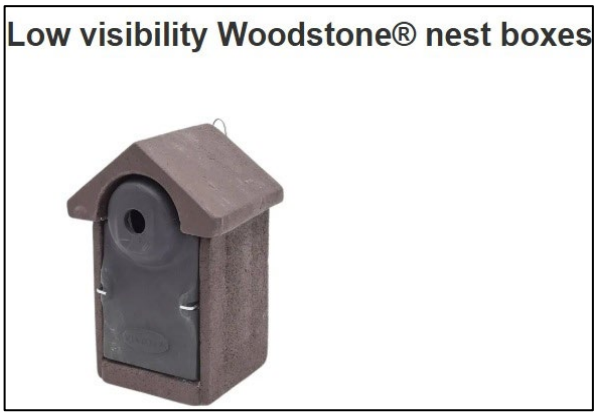
2km Buffer Data Search Map
Source: Magic Map Application, (2026)



2km Buffer Priority Habitats Search Map
Source: Natural England. Magic Map Application (2025)

APPENDIX FOUR: PROTENTIAL ENHANCEMENTS





Source: NHBS (2024). Woodstone Mounted Nest Box



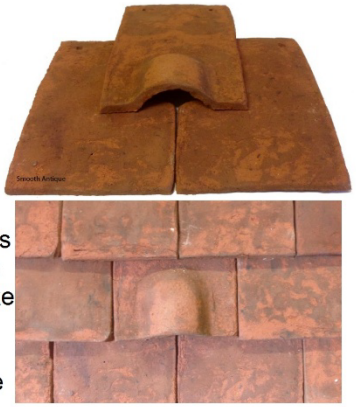
internal Swift boxes



External swift boxes under the overhang

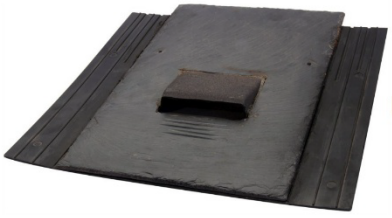
Bat Access Tiles

Bat Access Roof Tile



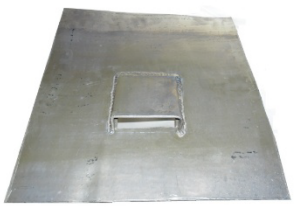
Providing roost and hibernation spaces in new builds and renovations is important as modern buildings tend not to have the cavities and access found in older buildings. Access tiles can be used as part of a mitigation package required by law for existing roosts or as access where a roost has not previously been present. This set of roof tiles is designed to provide bats with access to the under-felt or loft space, this is particularly attractive to Pipistrelle bats who like to roost in confined spaces under tiles. Brown long eared bats may also benefit from such access as they often use roof timbers and ridges inside lofts. This design also has the benefit of improving ventilation. NHBS Price: £29.99 including VAT.

Habibat Bat Access Slate - Standard



Dimensions: 418Hx375Wx80Dmm, entrance hole dimensions: 20Hx100Wmm, weight: 1.3kg. The Habibat Bat Access Standard Slate is designed to provide access to roof space for our protected bat species. The Bat Access Slate consists of a standard sized slate, with a capped vent which allows access to roof felt (for roosting Pipistrelles) or roof space.

Lead Access Tile



The Habibat Bat Lead Access Tile is designed to provide access to roof space for our protected bat species. The Bat Access Tile consists of a Lead tile, with a capped vent which allows access to roof felt (for roosting Pipistrelles) or roof space.

Bat access tiles could be added during roof works

Herefordshire Council

Please ask for: Cllr Powell, Cabinet Member for CYP
Direct line / Extension:
E-mail: Ivan.powell2@herefordshire.gov.uk

27th October 2026

Herefordshire's Youth Strategy 2026-27 - Request to City and Town Councils to consider contributing to a pooled County level budget.

Dear Ledbury Town Council,

I am writing to you in my capacity as the cabinet member for Children's Services at Herefordshire Council a position I have been privileged to hold since my election in May 2023.

I am sure you will be aware we have been on a significant improvement journey in our Children's Services since that time and we are proud of our achievement to have been most recently judged by Ofsted, as Good overall, with Outstanding for leadership.

Alongside that we have consistently delivered improved financial performance year on year even though, as you may also be aware, the financial settlement for Herefordshire Council under the government's 'fair funding review' has put us in a very challenging financial position.

In December 2025 the government published 'Youth Matters: A National Youth Strategy', which is the first national youth strategy for England in over two decades. It sets out 10 action areas over 10 years.

In response the Director of Children's Services and I have been working with a selected group of focussed individuals from the third and community sector and the Clerks as representatives from Hereford City and Ross, Leominster, Bromyard, Kington and Ledbury Town Councils to shape and produce our local Youth Strategy.

Our local strategy has four key principles of:

- Inclusion & Equal Access
- Youth Voice at our Centre
- Strengthening our Workforce
- Community Based Approach

Underpinned by our priorities of:

Priority 1: Partnerships, Governance & Investment
Priority 2: Welcoming, Safe and Accessible Youth Spaces
Priority 3: Richer Lives: Creativity and Opportunity in our Youth Offer
Priority 4: Workforce & Practice Development

This initial twelve-month strategy aims to set the seed for a longer-term plan. Over the next twelve months we will be engaging with children, young people, sector providers and other key stakeholders including the Town and Parish councils to develop a three-year strategy and local implementation forums.

This first strategy will be formally launched on 3rd November 26 at 2pm at the Racecourse, Roman Road, Hereford. You will have been invited to attend, and I hope to see you there.

Within the strategy we have recognised the good work which is already taking place and have ambition to both build on this but invest in new capacity too.

Herefordshire Council has committed £400,000 to the action plan for of the youth strategy and its constituent elements covering funding provisions, apprenticeship programme and workforce engagement and support initiatives.

As part of our strategy, we have an ambition to develop virtual and mobile youth services and to establish a county pooled budget to fund this. Accessing services both as a rural county and recognising not all young people want to engage in face-to-face events means virtual and mobile services would be great additions to our provision and pooling our limited financial resource means we can develop and deliver at best value.

The Children's Director has written to you via your youth forum representatives seeking up to £25k contribution. I am writing in support of that request and respectfully ask City and Town Councillor colleagues to actively consider contributing to this vital element of work for our children and young people. I recognise you also face significant financial challenges but would ask that consideration be given to contributions of between £10,000 and £25,000 towards this.

I also recognise that as elected members you would much prefer some more definitive matters you are being asked to fund, rather than something which may feel conceptual.

We have seen many effective practice examples during our development of our local strategy, such as a mobile pop-up programme or a virtual youth programme. We have intentionally not reached definitive ideas yet as we would want to encourage our apprentices to work with children and young people to co-produce ideas and other aspects creatively, as part of their training and qualification.

I firmly believe that the quality of leadership we have across the county both within statutory services but also the third and community sector is excellent, combined with very strong working relationships.

Your clerks have actively contributed to the work to date adding their local knowledge and experience and I genuinely believe this would be a real foundation towards Child Friendly Herefordshire.

We would continue to keep you appraised of the direction of travel of developing ideas and of course ensure than any spend from a pooled budget was built on value for money principles and wise spending of public money.

If it would be of benefit to your deliberations, I would of course welcome the opportunity to talk to your respective council and councillors.

Yours sincerely,



CLLR. IVAN POWELL
CABINET MEMBER CHILDREN AND YOUNG PEOPLE

LEDBURY COMMUNITY CHOIR

www.lcchoir2.com

Minutes of Committee Meeting held on 9th October 2026
At Mallory, Long Acres, Ledbury.

Present: Jeff Sherwood (Chair), Sue Chopping (Membership), Mal Hughes (Musical Director), Sue Hughes (Music), Gina Lincoln (2nd Sops Section Leader) Ronnie Parker (Secretary), Sue Bettington (Social), Ann Price (Treasurer),

1. Apologies for Absence:	
• Rachel Boughen (Social Media),	
2. Minutes of Previous Meeting:	
• The Minutes of a meeting held on 4th September 2026 were approved with no issues arising.	
3. Treasurer's Report:	
• Currently the choir account is £6,477.11. Not all subs have been received so this figure will rise • The Rugby Club charge £50.00 per session and it is envisaged that the number of sessions per year will remain the same, this will be confirmed with the new Musical Director • We might look at changing the date of our year end to December, so our financial year would be January to December. We have the option to extend this year's accounts to the end of December and start again in January 2027; this may require a change in the constitution of the choir and a change in when a new committee team are appointed. Agreed to give further thought to this and what the benefits would be. • Members with subs outstanding please pay by the end of October 2026	**All**
4. Chairman's update:	
• JS has advised that he has shortlisted one candidate each for the posts of Musical Director and Accompanist. SC has provided projected cost of honoraria at various rates and how it will affect choir finances to enable his discussions. • We may need to consider raising subscription rates or reducing the amount we give to charities in the future, but for now it is estimated we have a buffer for a year. • JS will review the job descriptions he has been provided with, each post will be appointed on a self-employed basis and the honorarium for each is an annual sum paid in arrears in three payments. • If appointments are successful MH advised a handover period will be necessary	JS MH
5. Membership Secretary's Report:	
• Current membership is 80, this includes 5 new members and 4 people who have returned. • Advertising has been prepared ready for next town council newsletter. • In the past when we have had students attend the choir, they were not charged fees. Once they had left to attend further education they were invited back to attend concerts. It would be good to try and get some students back into the choir. • The choir have had a direct link to the council and publicity through MH and SH – some thought to be given as to how this will work in the future.	SC
6. Musical Director's Report:	
• Remembrance Sunday, 8th November - meet at 10.30 am and with the Brass band we will lead the singing at the Market House and Memorial. For those who wish to attend, there is a service at the church followed by sherry at the British Legion. • Lights switch on, 22nd November under the Market House we will sing 4 pieces, meet at 4pm and lights on at 5pm • Town Carol Concert – 6th December, we have been invited to lead and will also perform 2 songs. Meet at 5.30 to practise, service starts at 6.30 • Music choice for Christmas concert has been finalised list to follow shortly • Christmas Concert managers will be SH and JS and decoration will be arranged by Sheena and Howard Maynall • Late night Christmas shopping event – would like small groups of Carol singers to pass around the shops, please let Mal or Jeff know if you are interested.	MH

7. Social Activities		
	• Donations requested for the Christmas Raffle • SB will do Mince pies after the Christmas Concert • Would like to see if the new musical director is interested in carrying on with social events and proposes new ideas • Straw poll to be taken at a choir meeting to see the level of interest for Quiz and Skittles nights	SB
8. Social Media		
	• RB continues to maintain the Facebook page, and to do the advertising as required • RB to take over maintaining the Web Site	RB
9. Section Leader Report		
	• No updates currently	
10. **Any Other Business**		
	• To ask the choir if anyone would like to help support the committee in the short term and possibly long term with some of the extra jobs that will come when MH and SH step down • To confirm with the Rugby Club our dates and plans for terms next year – this will also need to be discussed with new Musical Director candidates • JS to discuss with new candidates what their ideas are for the choir for 2027 with regards to concerts and music as we try to plan ahead.	JS
	Date of next meeting: 6 November, 7 Pound Close, Ledbury HR8 2SU at 7pm	

CHOIR CALENDAR

Date	Event	Venue	Event Manager
Sunday 8th November	Remembrance Sunday	Market House Ledbury	None
Sunday 22nd November	Christmas Lights Switch on	Market House Ledbury	None
Saturday 6th December	Town Carol Concert	St Michaels Church	None
Monday 21st December	Christmas Concert	Rugby Club	SH and JS
TBC	Summer Concert	Rugby Club	