

LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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28 February 2025

To All Councillors

Dear Councillor

You are summoned to attend a meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 6 March 2025 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH** for the purpose of transacting the business shown in the agenda below.

Yours faithfully

Angela Price PSLCC, AICCM, MIWFM
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

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

A G E N D A

1. **Apologies**
2. **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 approve and sign as a correct record the minutes of an extraordinary meeting of Council held on 20 February 2025** (Pages 3097 - 3107)
5. **To receive and note the action sheet** (Pages 3109 - 3115)
6. **Mayors Communications**
7. **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 on 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”
8. **To receive motions presented by Councillors in accordance with Standing Order 9**

FINANCE

9. **To approve Invoices for payment** (To follow)
10. **Notification of outcome of insurance claim against Ledbury Town Council** (Pages 3117 - 3118)
11. **Grant Applications received** (Pages 3119 – 3132)
 - i. Ledbury Community Day – Local Government Act 1972, s. 145(1)(a) – Amount requested £300 to support the event
 - ii. Friends of Ledbury Children’s Centre – Local Government (Miscellaneous Provisions) Act 1976, s. 19 - Amount requested £500 to support 6 sessions, offering fun for families in the Forest School.

GOVERNANCE

12. **Councillor Resignations** (Page 3133)
13. **To receive notification from Councillor Sinclair in respect of apology to David Thomas as per Standards Panel recommendation**
(Oral update)

14. i. To stand up Council Committees and give consideration to Committee Membership for the remainder of the 2024/25 Municipal Year (Pages 3135 - 3136)
- ii. To give consideration to a Draft Schedule of Meetings for the remainder of the 2024/25 Municipal Year (Page 3137)
15. Suspension of Standing Orders
16. To appoint Chairman to Finance, Policy & General Purposes Committee
17. Reinstatement of Standing Orders

PLANNING

18. To give consideration to amendment to Ledbury Town Council submission in respect of planning application 242783 (Pages 3139 - 3148)
19. Planning Consultations (Pages 3149 - 3150)
20. To receive and note Planning Decisions (Pages 3151- 3154)
21. Notification of Planning Permission and Listed Building Consent in respect of new CCTV in Ledbury Town Council Offices (Pages 3155 - 3156)
22. Change of Club Name – request for feedback (Pages 3157 – 3158)
23. Notes of a meeting of the TEMAP Task & Finish Group held on (Pages 3159 – 3164)

RESOURCES

24. To receive and note the Minutes of a meeting of the Resources Committee held on 20 February 2025 and to give consideration to any recommendations therein (Pages 3165 - 3167)
25. Recommendation from Resources Committee held on 6 March 2025 (Oral report from Chairman)

GENERAL

26. Proposal in respect of Display of Little Stromstad Memorabilia (Pages 3169 – 3171)
27. Electric Charge Points (Pages 3173- 3174)

**28. Correspondence received from Helen Beale – Herefordshire Council
Estates Officer (Pages 3175 – 3197)**

- i. St Katherine's Square
- ii. Bye Street Toilets
- iii. Church Lane Toilets

29. Date of next meeting

To note that the subject to approval of agenda item 14(i) the next meeting of Council is scheduled for 3 April 2025 in the Council Offices

**Distribution: - Full agenda reports to all Councillors (9)
Plus file copy**

**Agenda reports excluding Confidential items to:
Local Press (1)
Library (1)
Police (1)**

**MINUTES OF A MEETING OF FULL COUNCIL
HELD ON 20 FEBRUARY 2025**

PRESENT: Councillors Bradford, Browning, Chowns (Chair), Harvey, Hughes, Morris, Newsham, and Sinclair.

ALSO PRESENT: Angela Price – Town Clerk
Julia Lawrence – Deputy Clerk
Honor Holton – Minute Taker

Members of the public were also present.

C645. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Kettle. Councillor Howells' apologies were received as per his request for 6-month dispensation.

C646. DECLARATIONS OF INTEREST

Both Councillors Hughes and Morris declared a non-pecuniary interest in agenda item 32 - Citizen of the Year Award.

Councillor Sinclair raised a point in respect of a meeting of Full Council held on 28 September 2023, stating that he believed anyone who had voted to make a payment to illegally fund the Clerk to pursue him at that meeting should declare an interest in item 13 on the agenda.

Councillor Harvey pointed out that it was for each Member to consider whether or not they declare an interest, noting that the decision can be challenged and if it is deemed to be a criminal act then it should be handed to the Police for their consideration.

C647. TO NOTE THE NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

C648. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF COUNCIL HELD ON 13 FEBRUARY 2025

RESOLVED:

That the minutes of the meeting of Council held on 13 February 2025 be approved and signed as a correct record, with one abstention from Councillor Bradford.

C649. TO RECEIVE AND NOTE THE ACTION SHEET

RESOLVED:

The action sheet be received and noted.

C650. MAYOR'S COMMUNICATIONS

The Mayor gave an update on the upcoming Ledbury's Got Talent event on Friday, 28 February 2025 as well as International Woman's Day Coffee Morning due to be held at the Town Council Offices on Friday, 7 March 2025.

C651. TO CONSIDER QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE PROVISIONS OF STANDING ORDERS 3(e) AND 3(f)

Helen l'Anson provided an update on agenda item 18, Ledbury Stakeholder Group with Eighteen 73 and Rose Regeneration. "Ledbury Magic Tenner Town", which will take place throughout Ledbury in the first two weeks of March, which comes under the banner of Totally Locally Ledbury, is a Countryside initiative.

She also stated that the shops in Ledbury would also like to thank Three Shires Rally for listening to their concerns and rescheduling the start dates for this year's rally.

C652. TO RECEIVE MOTIONS PRESENTED BY COUNCILLORS IN ACCORDANCE WITH STANDING ORDER 9

- i. Councillor Sinclair advised that he wished to withdraw his motion made under Standing Order 9.
- ii. The following motion was received from Councillors Hughes, seconded by Councillor Morris:

"That the Council forms a Task & Finish Group to consist of Town and Ward Councillors, Leaders of LEAF and the Community Hub, representatives of young people and other relevant individuals and organisations, to create a response to the recommendations from the Ledbury Listening Creative Consultation presented to Councillors and interested members of the public and other organisations on 12 October 2024 and to bring forward recommendations to Council as a matter of priority."

RESOLVED:

That the Mayor write to the Ledbury Listening Group to advise them that Ledbury Town Council are keen to engage with them on the recommendations proposed at their presentation in October 2025.

C653. TO APPROVE INVOICES FOR PAYMENT

RESOLVED:

1. That the Clerk investigate the possible incorrect payment identified to cc 202 NC 4115.
2. That 230/4051 be monitored in respect of a potential overspend.
3. To note that this overspend has been previously identified due to additional costs for HR advice and support – and budget increased in 2025/26 (220/4590).
4. To note that the overspend previously identified due to work to website not accounted for in 2024/25 budget – Budget increased in 2025/26 (401/483).
5. To note that the overspend previously identified and transfer from EMR agreed – EMR Transfer to be actioned (235/4400).
6. That 202/4150 be monitor with consideration of a virement at year end.
7. To note that the overspend is likely to increase by year end due to urgent works required in DHW – Consider EMR Transfer from EMR 335 – Amenity & Public Spaces - £39,860 (108/4228).
8. That 202/4116 be monitored in respect of potential overspend likely to increase to £187.44 at year end.
9. To note overspend due to unanticipated alarm issues through the year – monitor (202/4185).
10. Clerk to review 235/4415 with accounts clerk.
11. That the invoices for payment in the sum of ££9,929.69 plus VAT be approved.

C654. TO RECEIVE AND NOTE MONTH 8 AND 9 FINANCIAL REPORTS

RESOLVED:

That the month 8 and 9 financial reports be received and noted.

C655. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR DECEMBER 2024 AND JANUARY 2025

RESOLVED:

To note that the verification of bank statements and reconciliations for December 2024 had been completed.

C656. TO APPROVE CONTINUED MEMBERSHIP OF NALC/HALC FOR 2025/26 AND TO APPROVE THE INVOICE FOR PAYMENT

RESOLVED:

- 1. That Ledbury Town Council do not renew their membership of NALC/HALC.**
- 2. That the costs associated with NALC/HALC Membership be allocated "Professional Services" budget line.**

C657. OUTCOME OF CODE OF CONDUCT COMPLAINT – REFERENCE 2024-25 COC090a STANDARDS PANEL HELD ON 4 FEBRUARY 2025

Councillor Sinclair spoke on the complaint stating that at the time, he was not engaged in Council business. Councillor Bradford and Sinclair both reported that they were not acting as Councillors at the time of the incident.

Councillor Harvey spoke to the recommendations from the Standards Panel.

The Mayor referred to the Code of Conduct, highlighting the points which he considered relevant to this case.

Councillor Sinclair was asked why he had not attended the Standards Panel his response to this question was that he had not attended as to do so would have meant that I was acting in my capacity as a councillor.

Councillor Hughes asked for clarification on the legal powers of Ledbury Town Council had in respect of acting upon the recommendations of the Standards Panel. The Clerk advised that he had received confirmation from the Monitoring Officer that Ledbury Town Council cannot take stand-alone decisions to implement sanctions, however, they are within the law to act on the recommendations provided by the Standards Panel which was convened as part of the process undertaken by the Principle Authority, Herefordshire Council,

Councillor Sinclair requested a named vote was then taken:

Recommendation One:

1. That Ledbury Town Council publish the Standard Boards Decision Notice and that Councillor Sinclair be issued with a formal letter of censure to include the following wording:

“Following the Decision of the Standards Panel held on 4 February 2025 Ledbury Town Council has agreed to agree to all of the recommendations within that decision, namely that:

- You be censured for your conduct in respect of matters detailed in the Investigating Officers report to the Standards Panel meeting on 4 February 2025 and as a result of this Censure you will be removed from any committees or sub-committees and prevented from being appointed to such committees for the rest of your term of office, ending May 2027.
- Furthermore, you will be removed from any outside appointments that you have been appointed or nominated to for the rest of this term of office, ending in May 2027.
- You will be required to undertake Code of Conduct and GDR training.
- That you should make a written apology to the complainant for your conduct towards him in relation to the incident on 17 September 2024 and the subsequent emails sent on 19 September 2024 and 20 September 2024 and that evidence of this apology will be provided to Ledbury Town Council at its next meeting, for the purpose of minuting.”

For

Browning
Chowns
Harvey
Hughes
Morris

Against

Abstention

Bradford
Newsham
Sinclair

RESOLVED: The motion is carried.

Recommendation Two:

That Ledbury Town Council report back to the Standards Panel to advise that they have resolved to agree to implement, insofar as it is able, the recommendations of the Standards Panel and report back when they have been complied with.

For	Against	Abstention
Browning		Bradford
Harvey		Sinclair
Hughes		
Morris		
Newsham		

RESOLVED: The motion is carried.

Recommendation Three:

That Ledbury Town Council arrange Code of Conduct and GDPR training for Councillor Sinclair, provide confirmation of completion of such training to the Monitoring Officer, and that clarification be provided as to whether Councillor Sinclair has undertaken and completed the previously recommended training.

For	Against	Abstention
Browning		Bradford
Chowns		Sinclair
Harvey		
Hughes		
Morris		

RESOLVED: The motion is carried.

Councillors Bradford and Sinclair and members of the Public left the meeting at 8:09pm

C658. COMMITTEE STRUCTURE UPDATE

RESOLVED:

- 1. That the report be received and noted.**
- 2. That the next meeting of Full Council be on Thursday, 6 March 2025, and that an item to reinstate Committees and appoint Councillors to Committees be included on that agenda.**
- 3. That a work plan be presented at the next Environment and Leisure meeting to go through Terms of Reference and that Councillor Hughes provides track changes to these.**

C659. COMMITTEE MEMBERSHIP AND DRAFT SCHEDULE OF MEETINGS FOR THE REMAINDER OF THE 2024/25

RESOLVED:

That this item be deferred to the next meeting of Council.

C660. i. SUBJECT TO THE OUTCOME OF AGENDA ITEM 8(1) – TO GIVE CONSIDERATION TO COMMITTEE MEMBERSHIP FOR THE REMAINDER OF THE 2024/25 MUNICIPAL YEAR

RESOLVED:

That this item be deferred.

ii. SUBJECT TO THE OUTCOME OF AGENDA ITEM 8(1) TO GIVE CONSIDERATION TO A DRAFT SCHEDULE OF MEETINGS FOR THE REMAINDER OF THE 2024/25 MUNICIPAL YEAR

RESOLVED:

That this item be deferred.

C661. TO CONSIDER PLANNING CONSULTATIONS

Application number 250276. Minor alterations to a previous proposal approved in 2019 (P84277/L & P184276/F.) Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. 25 High Street, Ledbury, Herefordshire, HR8 1DS - **be approved with no objections.**

RESOLVED:

Whilst Ledbury Town Council do not have any particular objections to this application concerns were raised that this is more of an upscaling than a minor alteration – whilst LTC recognises increase hotel space in the town is a good thing, but it must be weighed against the loss of the function room. Concerns were also raised in respect of potential parking and vehicle movements that may arise from the changes.

Application number 250277. Minor alterations to a previous proposal approved in 2019 (P84277/L & P184276/F.) Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. 25 High Street, Ledbury, Herefordshire, HR8 1DS - **be approved with no objections.**

RESOLVED:

Whilst LTC do not have any particular objections to this application concerns were raised that this is more of an upscaling than a minor alteration – whilst LTC recognises increase hotel space in the town is a good thing, but it must be weighed against the loss of the function room. Concerns were also raised in respect of potential parking and vehicle movements that may arise from the changes.

Application number 250279. Proposed side extensions and replacement garage. 25 Elmsdale Road, Ledbury, Herefordshire, HR8 2EG

RESOLVED:

No objections.

Application number 250344. Proposed single storey side extension to replace existing dilapidated sunroom. Old Pasture, Hillfield Drive, Ledbury, Herefordshire, HR8 1BH. – **be approved with no objections but consideration should be given to the surface finishes to complement the existing building.**

RESOLVED:

No objection – however consideration should be given to the appropriate surface finishes and materials used to ensure they complement the existing building.

C662. TO RECEIVE AND NOTE PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

C663. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE LEDBURY STAKEHOLDER GROUP WITH EIGHTEEN 73 AND ROSE REGENERATION

Councillor Morris expressed his concern that no other Councillors had attended this meeting.

RESOLVED:

- 1. That the minutes of a meeting of Ledbury Stakeholder Group with Eighteen 73 and Rose Regeneration be received and noted.**
- 2. The Clerk is to resend the link to Members for the online survey in order that Members can participate.**

C664. STONE WALL REPAIR AT ST MICHAEL'S AND ALL ANGELS CHURCH

RESOLVED:

That Stone Waller Number 3, be appointed as contractor to repair the stone walls at St Michael's and All Angels Church at a total cost of £6,850 + VAT.

C665. POST AND CHAIN FENCE AT LEDBURY CEMETERY

Members considered the proposals put forward for the post and chain fence but sought further ideas before a decision was made.

RESOLVED:

That this item be deferred to a future meeting for further options to be presented.

C666. SUSPENSION OF STANDING ORDER 3(X)

RESOLVED:

That Standing Order 3(x) be extended to enable the completion of business, but not to exceed beyond 30 minutes.

C667. TREE WORKS AT UPPERFIELDS

RESOLVED:

That Company No. 1, be engaged to undertake the works to the Trees at Upperfields at a cost of £5,900.00 + VAT.

C668. DRAFT AMENDED CLIMATE CHANGE WORKING PARTY TERMS OF REFERENCE

RESOLVED:

That Councillor Hughes provides track changes on the draft Terms of Reference document in line with the Corporate Plan and then present it to the Environment and Leisure Committee for approval.

C669. CORRESPONDENCE RECEIVED FROM HEREFORDSHIRE COUNCIL IN RESPECT OF VERGE CUTTING SEASON 2025

Members considered whether to request one or two verge cuts such as "No Mown May" acknowledging that one verge cut may not be favourable to dog walkers as dogs could be more prone to getting Ticks.

RESOLVED:

That the Clerk obtain a map from Herefordshire Council setting out the specific areas to be cut and report back to Council.

C670. NOTES OF A MEETING TO DISCUSS PLANS FOR 80TH ANNIVERSARY OF VE/VJ DAY 2025

RESOLVED:

That the notes of a meeting to discuss plans for 80th Anniversary of VE/VJ Day 2025 be noted.

C671. COST FOR ACCOMMODATION FOR COMMUNITY DAY/ BIG GREEN WEEK EVENT

RESOLVED:

That the following recommendations be agreed:

- 1. That Members agree to booking the 'Big Whale' Workshop for the Great Big Green Week, at a cost of £1,930 + VAT and that it be funded from the Climate Change Budget Line CC127 NC4595 for 2025/26.**
- 2. That Members agreed to booking accommodation for three people to run the Big Whale Workshop, at a cost of £279 to be funded from the Climate Change Working Party budget line CC127 NC4595 for 2024/25, due to accommodation needing to be blocked urgently.**

C672. FEEDBACK FROM LEDBURY LISTENING YOUTH IN RESPECT OF CONSULTATION FOR REPLACEMENT TYRE SWING

RESOLVED:

That tyre swing A – Birds nests swing be purchased at a cost of £7,176.96, noting that there will be potential additional costs in relation to the ground surface around this piece of equipment.

C673. TO RECEIVE AND NOTE THE MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON 16 JANUARY 2025 AND 6 FEBRUARY 2025 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED:

That the minutes of a meeting of Resources Committee held on 16 January 2025 and 6 February 2025 be received and noted.

C674. OUTSIDE BODIES

RESOLVED:

1. That the minutes of the Ledbury Carnival Association Committee held on 8 January 2025 and 5 February 2025 be received and noted.
2. That the minutes of the Ledbury Strômstad Twinning Association held on 15 November 2024 be received and noted.

C675. CORRESPONDENCE RECEIVED IN RESPECT OF HILLS FORD RALLY 2025

RESOLVED:

That correspondence received in respect of Hills Ford Rally 2025 be received and noted.

C676. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of Full Council be on Thursday, 6 March 2025.

C677. 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.

RESOLVED:

Members of the Public were no longer present.

C678. NOMINATIONS FOR DISTINGUISHED CITIZEN OF THE YEAR AWARD

RESOLVED:

That all nominations received for the Distinguished Citizen of the Year Award be presented with the Award.

The meeting ended at 9:30pm

Signed Date

FULL COUNCIL
12.12.2024

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
FULL COUNCIL 14 November 2024					
C518(2)	That further information be provided to a future meeting of council to inform Members on how much should be placed on deposit	TC/JH/EH	Future meeting of council	Meeting to be arranged with Cllrs Newsham and Harvey	In progress
C518(3)	That the Clerk and Cllrs Harvey and Newsham review the current market for a suitable high interest, short term deposit account	TC/JH/EH	Future meeting of council	meeting to be arranged with Cllrs Newsham and Harvey	In progress
FULL COUNCIL 28 November 2024					
C532(1)	That officers provide a report outlining the IT requirements of the council to include what is needed, when it needs to be replaced and costs to do so and that this be submitted to the ICT T & F group for consideration	TC	Jan-25	Meeting arranged for 22.01.2025 - report to be prepared - meeting postponed due to other priorities - date to be confirmed	In progress
FULL COUNCIL 12 December 2024					
C558(ii)	105/4700 - that it be noted that how stock is handled over financial years is to be considered as part of the financial year end.	TC/Chair of FPG/IA	Financial Year end	To be reviewed following completion of 25/26 budget	In progress

C559(2iv)	That the Clerk raise a query with the Insurance Company in respect of the policy schedule for buildings, in particular in relation to the insured sums for the Cemetery Chapel and Mortuary Buildings.	TC	Jan-25	In progress
C560(2)	That clarification be sought from Citizens Advice Bureau on how they are delivering the service in Ledbury and whether the option for their staff to do home visits where individuals experience travel or financial difficulties.	TC	Jan-25	In progress
FULL COUNCIL 9 JANUARY 2025				
C585(5)	That a training plan for 25/26 be prepared for consideration as part of the budget setting process	TC/DTC	Jan-25	In progress
C591(ii)	Major planning application Group to be stood up to consider application no. 242783	TC	TBC	Completed
C593(2)	That a meeting be held with the Civic Society in respect of the best use of staffing in relation to supporting other heritage offerings in Ledbury	TC	TBC	In progress
C601(1)	That the electric vehicle shown at item 2 within the report be purchased for use by the Town Council's Maintenance Operative at a cost of £13,000 plus VAT.	TC	Feb-25	In progress

C601(2)	That officers obtain quotes for a 20 ft standard shipping container to be placed to the rear of the skip within the cemetery grounds.	TC	Jan-25	Obtaining costs for 20ft storage container - awaiting information on space available at cemetery as per discussed	In progress
C601(3)	That once the costs of a 20 ft standard shipping container have been established, both items be purchased from the General Reserve and arrangements be made for replacing these funds from future budget setting process.	TC	Jan/Feb 2025		In progress
FULL COUNCIL 23 JANUARY 2025					
C625	That request from the CCWP Chair be deferred for consideration by the Climate Change Working Party upon resumption of their meetings.	DTC		To be included on future agenda of CCWP	In progress
C625.3	That the suggestion to hold an outdoor cinema event on the recreation ground on Saturday, 3 May 2025 be agreed in principle subject to more details being provided to a future meeting of council.	CEO	20.02.2025	CEO to provide more information	Information awaited - in progress
C625.4	That other local VE Day celebration events that are being held on 3 May be cross referenced to avoid a clash.	CEO	20.02.2025	Update to be provided at future meeting	In progress
C629	That the Council support the Baton of Hope event in October 2025 and that Clerk meet with Talk Community to discuss this further.	TC	Feb-25	Awaiting meeting when more information available	In progress

C633.2	That consideration of the future maintenance of land owned by Herefordshire Council be deferred to a future meeting.	DTC			To be considered as part of specification review	In progress
C635.2	That the Council grant delegated powers to the Resources Committee to consider any potential counter claim, up to a specified limit, and that any counter claim exceeding that limit be referred to Council.	RES Comm	TBC		Awaiting response	In progress
FULL COUNCIL 13 FEBRUARY 2025						
C641.2	That the Town Clerk be authorised to request a precept of £734,622, an annual increase from £188.80 to £198.71 per Band D equivalent property (an annual increase of £9.91 - £0.83 per month.)	TC		14.02.2025	HC advised	Completed
C642.1	That subject to amendments being made as agreed, the Clerk be authorised to forward this Council's response to Planning Application P242783/O (Lidl Application) to Herefordshire Council Planning Officers accordingly.	TC		14.02.2025	Response sent	Completed
C642.2	That a copy of the final response be shared with all Councillors.	TC		14.02.2025	Response shared with Councillors	Completed
C644.1	That an ex-gratia payment be paid to Post Holders 50 and 60 in the sum of £500 and £250 respectively.	TC		25.02.2025	Payment made in month 11 Salaries	Completed

C644.2	That the Clerk be authorised to engage the services of Hoople in respect of personnel advice and support at a cost of £75.00 per hour, with a ceiling of £5,000.	TC	24.02.2025	Clerk had initial meeting with Hoople updates will be provided to Resource Committee as and when appropriate	Completed
C644.3	That management duties of Post Holder 47, be temporarily moved to Post Holder 50 for a period of at least six-months with a review in month five and that Post Holder 50 received an uplift in salary from spinal column point 22-24, which is an increase of £1,600.00 per annum.	TC	17.02.2025		Completed
FULL COUNCIL 20 FEBRUARY 2025					
C652.	The following motions was received from Councillor Hughes "That the Council forms a Task and Finish Group to consists of Town and Ward Councillors, Leaders of LEAF and the Community Hub, representatives of young people and other relevant individuals and organisations, to create a response to the recommendations from the Ledbury Listening Creative Consultation presented to Councillors and interested members of the Public and other organisations on 12 October 2024 and to bring forward recommendations to Council as a matter of priority."	Mayor	Mar-25	Mayor to confirm whether he has contacted group	In progress

C653.	Possible incorrect payment identified to this cc/nc - Clewark to review with accounts Clerk (22/4115). This line entry be amended to "Possible incorrect posting identified to this cc/nc - Clerk to review with accounts clerk (22/4115)	TC	Mar-25	Accounts Clerk currently off sick Clerk to investigate	In progress
C656.	Members considered that it was not value for money to continue membership of NALC/HALC and that such costs, going forward, should be moved to the "professional services" budget.	TC	14.02.2025	HALC Notified and acknowledged	Completed
C658.	That the next meeting of Full Council be on Thursday 6 March 2025, to reinstate committees and appoint Councillors to Committees. That a workplan be presented at the next Environment and Leisure meeting to go through Terms of Reference and that Councillor Hughes provides track changes to these.	TC	06.03.2025	On agenda	Completed
C662.	The Clerk is to resend the link to members for the online survey in order that Members can participate.	TC	27.02.2025	Link Sent	Completed
C663.	That stone waller Number 3, at a total cost of £6,850 + VAT be appointed as contractor to repair the stone walls at St.Michael's and All Angels Church.	DTC	21.02.2025	Contractor advised awaiting dates	Completed
C664.	Members considered the proposals put forward for the post and chain fence but sought further ideas before a decision was made.	TC/DTC	Mar-25	Officers to provide alternative options at future meeting	In progress

C666.	That all Members were in favour of appointing Company No. 1, at a cost of £5,900.00 + VAT and officers were instructed to appoint this company. Tree works at Upperfields	DTC	14.02.2025	Contractor advised awaiting dates	Completed
C667.	That Councillor Hughes make track changed on the draft Terms of Reference document in line with the Corporate Plan, and then present it to the Environment and Leisure Committee for approval.	TC		Councillor Hughes to provide amended copy for incursion on agenda	In progress
C668.	That the Clerk obtain a map from Herefordshire Council setting out the specific areas to be cut and report back to Council.	TC	Mar-25		In progress
C671.	That Members were all in favour of purchasing tyre swing A - Birds nests swing at a cost of £7,176.96	TC	Mar-25		In progress
C677.	That all nominations received for the Distinguished Citizen of the Year Award be presented with the Award.	TC	Mar-25	Letters to be sent to all award winners and nominators	In progress

FULL COUNCIL	6 MARCH 2025	AGENDA ITEM: 10
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Report prepared by Angela Price – Town Clerk

NOTIFICATION OF OUTCOME OF INSURANCE CLAIM AGAINST LEDBURY TOWN COUNCIL - REF: 124009623

Purpose of Report

The purpose of this report is to advise Members on the outcome of an insurance claim made against Ledbury Town Council in 2023.

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.

Detailed Information

A report was submitted to the Finance, Policy & General Purposes Committee in September 2021 advising of a potential insurance claim against Ledbury Town Council in relation to an incident that took place on Knapp Lane.

The Council’s insurers at that time, Hiscox’s, wrote to the Clerk on 12 February 2025 to advise that this case is now closed. They confirmed that they had issued a denial of liability on behalf of Ledbury Town Council to the claimant in respect of this incident, at the end of 2023, and that the claimant has not appealed this decision. They advised that they keep denied claims open for circa 12-month following a denial letter being sent out but suggest that as the period has now exceeded the 12- months this case can now be closed with no further action.

Recommendation

That Members note the outcome of the insurance claim Ref: 1240009623, noting that it has been closed with no further action.

Agenda
Item
11/5



Ledbury Community Day



LEDBURY TOWN COUNCIL

Grant Application Form

1. Your Organisation

Contact Name:	Paul Kinnaird
Position:	Chair
Organisation:	Ledbury Community Day
Contact Address:	Finches, Knapp Ridge, Ledbury, HR8 1BJ
Telephone Number:	01531 634788
E-mail:	info@ledburycommunityday.org.uk
Status of Organisation:	Voluntary Group
Charity/company number	Charity No: (if applicable) Company No:
What geographical area does your organisation cover?	Ledbury & District HR8

How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than one year	
	Between one and five years	
	More than five years	↓
What are the aims and objectives of your organisation?	To present as many of the voluntary groups and local services to the community	
What are the main activities of your organisation?	Enabling local, mainly voluntary, groups in and serving Ledbury to showcase what they do for Ledbury residents by a special Community Day event.	

2. Your Project/Activity

Project title:	Ledbury Community Day 2025- Saturday 7th June
Description of project (please continue on a separate sheet if necessary)	<p>Enabling groups and organisations serving Ledbury to present what they do via stalls at 3 halls in Ledbury or by open events on their own premises.</p> <p>Enabling local residents to find out about local groups and find ways that they can contribute to, gain help or benefit from them.</p> <p>Encouraging participation by making this a free event for all.</p>
Where in Ledbury will the project/activity take place?	The 3 main Halls (The Burgage, St Katherines & The Community Centre) the Market House and locations of other participating organisations in Ledbury
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	<p>up to 80 groups may take part. See the website www.ledburycommunityday.org.uk for more history</p> <p>Invites to Participate are sent to over 100 Groups held on our database</p> <p>The public participation is estimated as up to 2000 visitors during the day.</p>
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical	<p>The 1st event in 2013 had 50+ groups joining and in 2023 there were 60+ groups showcasing their activities.</p> <p>Feedback indicates that it is helpful for groups to obtain new members, volunteers or identify people who need their help in all kinds of ways. It also enables local groups</p>

evidence)	to network with each other during the event.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	Continued support for the event since 2013 by local groups and organisations, including specific feedback at and after the event. This event will be the 11th staging of Ledbury Community Day
How will the project be managed and how will you measure its success?	A team of 5 volunteers organise the event and another 6 persons act as Stewards on the Day. We obtain feedback from participants on the success of the day.
Please give the timescale and key milestones for your project, including a start date and finish date.	Agreement of programme 30/4/25 Publication and Distribution of Programmes 22/5/25 Event - 7/6/25 Main halls open 10am to 2pm
Please explain how your organisation will acknowledge Ledbury Town Council's contribution.	A list of all sponsors is printed in the events literature and on our website

3. How you will pay for your project.

What is the total cost of the project?	£700
Amount requested from Ledbury Town Council.	£300

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
Eastnor Lodge	Printing costs	✓	✓

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement (mandatory)	
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	
A copy of your organisation's committee and meeting structure	
A copy of your organisation's latest set of accounting statements (if any exist)	
Copies of any letters of support for your project	x
Other (please list below):	

5. Declaration by the applicant


I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide reports on progress at the request of the Town Council.**

Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	
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Name (s):	Paul Kinnaird
Date:	15/02/2025

Please return your completed form to:

Clerk to the Council
Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

E-mail: admin@ledburytowncouncil.gov.

Agenda Item
11 (ii)



C/o Ledbury Children's Centre
Longacres
Ledbury HR8 2BE

24 February 2025

Mrs Angie Price
Clerk to the Council
Ledbury Town Council
Church Street
Ledbury
HR8 1DH

Dear Mrs Price

RE: GRANT APPLICATION – FRIENDS OF LEDBURY CHILDREN'S CENTRE

I am enclosing a completed Grant Application Form to Ledbury Town Council (Under £500.00 category) accompanied by a recent bank statement.

Thank you for taking the time to consider this application.

Yours sincerely

Jill Jupp
Secretary
Friends of Ledbury Children's Centre

Funding Request of £500 or less

Grant Application Form

1. Tell us about your organisation¹

Contact Name:	BECKY DAVIS
Position:	CHAIR
Organisation:	FRIENDS OF LEDBURY- CHILDREN'S CENTRE
Contact Address:	C/O LEDBURY CHILDREN'S CENTRE LONGACRES LEDBURY HR8 2BE
Telephone Number:	07939 840 315
E-mail:	beckster606@gmail.com
Status of Organisation: (delete as appropriate)	Profit / Not for Profit / Charity / Company Other (specify):
Charity/Company No. (if applicable)	Small Charity Constitution. Not registered as below the income threshold
What does your organisation do?	We provide volunteer run activities for babies and young children who attend sessions at Ledbury Children's Centre. Such activities include play and explore sessions, storytime, gardening, cooking, Fun in the Forest etc,. Our groups are small to maximise support and we particularly aim to include families with limited resources. Sessions run during school holidays when other groups close and in these we try to include older siblings too, where appropriate.

¹ Data will be held in accordance with Ledbury Town Council's data privacy policy a copy of which can be found on our website at the following link:
https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf

2. Tell us what support you need

Project title:	Family 'Fun in the Forest'- Holiday Sessions
Project duration (mm/yy):	Start: Mid April End: December 2025
Which one of the following five areas <u>best</u> fits your group's area of interest?	<p>Sport <input type="checkbox"/></p> <p>Arts <input type="checkbox"/></p> <p>Health <input checked="" type="checkbox"/></p> <p>Environment <input type="checkbox"/></p> <p>Youth <input type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;">Physical, Health, Social and Emotional</div>
What do you want to do, and why?	<p>We would like to run 6 sessions, offering fun for families in the Forest School, with the emphasis on healthy lifestyles, learning about nature and looking after the world around them, during school holidays.</p> <p>The regular weekly sessions are volunteer led and the Friends are fortunate in having a wide range of backgrounds and skills including: a former childminder, former primary school teachers, counsellor, previous and current Home Start volunteers, grandparents and one volunteer has been involved with the Centre and the Friends for over 15 years.</p> <p>The Chair of the Organisation has experience in Early Years and working in Forest School (Qualified Level 3). She delivers the Fun in the Forest sessions, provides guidance for other sessions and shares knowledge and learning with other volunteers.</p> <p>The sessions will each have a different focus: including Den Building and Art, Craft, Use of Tools, Fire Lighting and Toasting /Cooking etc.</p> <p>Each session will also include: mud kitchen, water slide, bug hunting, stories and song.</p> <p>A number of families only have access to small gardens and in some cases no outdoor space of their own at all and are on low incomes. Families will benefit from healthy exercise, digging and planting and nature trails, whilst connecting with nature, through seeing at close hand wildlife and</p>

	<p>plants, exploring the forest school, gaining awareness and respect for the environment.</p> <p>These activities allow small children to follow their own interests in a safe way, growing in confidence and self-esteem, with enhanced language and social skills; parents/carers gain understanding of their children's development/needs. The children really enjoy getting muddy and messy.</p> <p>Our groups are usually small and this makes it easier for families to share social experiences and get to know one another better. This is especially beneficial for those families who are less socially confident. Volunteers are able to maximise support and engagement with families too.</p> <p>A growing number of children commence school with problems of obesity and poor dental health. Encouragement to have healthy exercise and time in the fresh air will help to alleviate this and enable families to enjoy experiences that they may not have in the past and realise the benefits. This in turn will encourage them to try out similar activities such as walks and games in the fresh air at other times; low cost and fun.</p> <p>The opportunities to eat healthier snacks will benefit dental health and weight. Cooking outside will be a new shared community experience, involving their children in the preparations, with emphasis on doing this safely.</p> <p>This will be an all-round learning experience for families whilst enjoying fun, creativity and fresh air together.</p> <p>The money requested will be used to fund delivery and resources for 6 Fun in the Forest Sessions, taking place during:</p> <p>Easter Holidays x 1</p> <p>Summer Holidays x 4</p> <p>Autumn Half Term x 1</p>
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<p>How will your project be helpful to Ledbury?</p>	<p>Supporting families with children under 5 years especially those with more limited resources, by providing access to social and early learning experiences both indoor and outdoor.</p> <p>We know from talking to families and our own research that most groups that run during term time do not continue through the holidays. Families whose children access nursery during term times do not have this facility during the holidays and it is particularly difficult for those families with older children to access fun, healthy and affordable activities . The current cost of living pressures have added to the challenges.</p>
<p>How will your organisation acknowledge the Town Council's funding support?</p>	<p>In publicity materials, reports for local media, word of mouth etc. Fliers displayed in local organisations, doctors' surgery, library, Foodbank etc. Other professionals working out of the Centre will be made aware in order that they can signpost families.</p>

3. Tell us how you plan to fund your project

What is the total cost of the project?	£600.00
Amount requested from Ledbury Town Council.	£500.00
Have you received a grant from Ledbury Town Council in the last 2 years? If so, how much and what for?	The last grant received was in 2023 for £350.00 for resources to support our weekly Story and Play and Play and Explore sessions and training for volunteers.

4. Further information provided in support of your application

Information	Enclosed (please tick)	Office Use Only (Initial to confirm documentation complies with the requirement)
A copy of your organisation's most recent bank statement (required)	February 2025 (A substantial amount of the account balance of £2026.00 is committed to resources for other sessions, equipment to enhance the garden, training and development of volunteers, insurance etc. leaving a small uncommitted amount.	
Copies of any letters of support for your project	To follow.	

5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.**
- (ii) That any grant offered will be used only for the purposes set out in this application.**
- (iii) That we will provide a grant closure letter within 3 months of the end of the funding period.**

Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	<i>Becky Davis</i>
Name (s):	Becky Davis (Chair)
Date:	24 February 2025

Please return completed form to:

Angela Price - Clerk to the Council
Town Council Offices
Church Street, Ledbury
Herefordshire HR8 1DH
Email: clerk@ledburytowncouncil.gov.uk



Longacres, Ledbury, Herefordshire HR8 2BE
01531 632940 admin@ledbury.hereford.sch.uk www.ledbury.hereford.sch.uk

Headteacher: Mrs Rachel Ussher **Deputy headteachers:** Mrs Kate Mason & Miss Charlotte Slocombe

Tuesday 25th February 2025

In support of the grant application by Friends of Ledbury – Children’s Centre.

Dear Madam

I work at Ledbury Primary School, providing support to children and families in our community. The sessions that the Friends of Ledbury group run from the Children’s Centre are invaluable to our families. The fact that these activities can be subsidized means that the families on low incomes can access the sessions when often the cost is a huge barrier.

In addition, activities for whole families, including school age children are run during the holidays – again, addressing a need for our most vulnerable families.

I am very happy to support this application and would be willing to discuss the positive impact of all the work that this voluntary group do for our community.

Kind regards

Carol Merryman

Student and Family Support Manager
Ledbury Primary School

FULL COUNCIL	6 MARCH 2025	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

COUNCILLOR RESIGNATIONS

Purpose of Report

The purpose of this report is to formally advise Members of the resignations of two Councillors.

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.

Detailed Information

Two letters of resignation have been received by the Town Mayor, Councillor Chowns. The first was received on Friday 21 February 2025 from Phillip Howells, with the second one being received on Monday, 24 February 2025 from John Newsham.

The Mayor has formally written to the above and Members were advised on Tuesday, 25 February. The Clerk has notified Herefordshire Council Elections and action has been taken to advertise the two vacancies accordingly.

Further information following the period of 20 working days once it has been received from Elections.

Recommendation

That Members receive and note the above information.

FULL COUNCIL	6 MARCH 2025	AGENDA ITEM: 14(i)
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Report prepared by Angela Price – Town Clerk

TO STAND UP COUNCIL COMMITTEES AND CONSIDER COMMITTEE MEMBERSHIP FOR THE REMAINDER OF THE 2024/25 MUNICIPAL YEAR

Purpose of Report

The purpose of this report is to ask Members to consider whether they wish to stand up the Council Committees for the remainder of the 2024/25 Municipal year and to remind them of the Committee Membership agreed at the Annual Council meeting held on 9 May 2024 and additional Membership agreed at a meeting of Council held on 6 June 2024.

Detailed Information

The following is a list of the Committee Membership that was in place at the point at which Council resolved to suspend Committee Meetings at their meeting on 1 August 2024.

It should be noted that there is currently no Vice-Chair for the Environment & Leisure Committee or the Planning, Economy & Tourism Committee due to Former Councillor Furlonger having resigned from the Council.

It should be noted that Councillors Browning and Kettle are not currently on any committee's due to them being co-opted since the Committee Structure was suspended. It should also be noted that the appointed Chair of the Finance, Policy & General Purposes Committee is no longer a Member of Ledbury Town Council and therefore it will be necessary to elect a new Chair to this committee.

Committee Membership 2024/25 Municipal Year

Environment & Leisure Committee

Councillor Bradford
Councillor Chowns
Councillor Eakin
Councillor Hughes - Chair

Finance, Policy & General Purposes Committee

Councillor Bradford
Councillor Chowns (ex-officio)
Councillor Eakin
Councillor Harvey – Vice Chair
Councillor Howells
Councillor Hughes

Planning, Economy & Tourism Committee

Councillor Bradford
Councillor Chowns (ex-officio)
Councillor Harvey
Councillor Howells
Councillor Hughes
Councillor Morris - Chair

Resources Committee

To consist of the Mayor, Deputy Mayor, and Chairs of the Standing Committees with the vice-chairs as substitutes.

Recommendation

1. Members are requested to confirm that they wish to remain on the committees as previously resolved.
2. That the positioned of Vice-Chair be considered by the following committees at their next meeting:
 - Environment and Leisure
 - Planning, Economy & Tourism
3. That Councillors Browning and Kettle advise which committees they would like to sit on and that a vote be taken to confirm their appointment.

**LEDBURY TOWN COUNCIL
DRAFT SCHEDULE OF MEETINGS 2024/2025 (Feb-May)**

March	20 6 pm Resources 7.00pm Full Council	13 Environment & Leisure	20 Planning, Economy & Tourism	27 Finance, Policy & General Purposes	
April	3 Full Council	10 Planning, Economy & Tourism	17	24 Annual Parish Meeting	
May	1 Resources	8 Annual Council Meeting	15 Planning, Economy & Tourism	22	29

(A) – Meeting to accept Internal Audit

(B) – Meeting to set annual budget and precept

(BH) – Bank Holiday

FULL COUNCIL	6 MARCH 2025	AGENDA ITEM: 18
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Report prepared by Angela Price – Town Clerk

**TO GIVE CONSIDERATION TO AMENDMENT TO LEDBURY TOWN COUNCIL
SUBMISSION IN RESPECT OF PLANNING APPLICATION 242783**

Purpose of Report

The purpose of this report is to provide Members with evidence in relation to the above planning application and to ask them to consider an amendment to their original submission to Planning Officers in the light of the new information.

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.

Detailed Information

Members will recall that at their meeting held on 13 February 2025 they agreed a submission in response to Planning Application no, 242783, in relation to a potential development of a new Lidl Food Store, Nursery and Medical Centre.

At the time of drafting and agreeing the submission the information provided to Members in relation to the development of medical services outside of the town centre was that the Council’s Neighbourhood Development Plan states that the preferred option for healthcare services to continue to be accessed in the town centre and that the Town Council understands that this is also the preference of the current GP services contract holder, Ledbury Healthcare Partnership"

Following that submission new information has been provided from the Patient Participation Group at Ledbury Health Partnership(PPGLHP) and Ledbury Health Partnership as follows:

"I write on behalf of the Patient Participation Group at Ledbury Health Partnership(PPGLHP) to ask that the misrepresentation of the Senior Partner's response to this planning application by Ledbury Town Council (LTC) be corrected as a matter of urgency.

The final paragraph on page 1 of LTC's response reads:

The proposed medical centre will further detract from town centre footfall, were it to go ahead. The Ledbury NDP states that it is preferred for healthcare services to continue to be accessed in the town centre. The Town Council understands that this is also the preference of the current GP services contract holder, Ledbury Healthcare Partnership, and also that of the Integrated Care Board which continues to discuss provided (sic) extended town centre facilities amongst public service colleagues under the 'One Public Estate' partnership.

The LHP Senior Partner Dr Lisa Carpenter's representation of the views of the Partnership, which are strongly supportive of the outline application, were submitted to the planning portal on 28th. January and so have been publicly available since then.

The Patient Group asks that urgent steps be taken to correct the misrepresentation as the determination date for this application is shown to be next Monday 24th. February on the planning portal."

"I am writing on behalf of the partners at Ledbury Health Partnership. We have been made aware that within the LTCs response to this planning application it comments "The Ledbury NDP states that it is preferred for healthcare services to continue to be accessed in the town centre. The Town Council understands that this is also the preference of the current GP services contract holder, Ledbury Healthcare Partnership"

We would like to reiterate that this is NOT the opinion of Ledbury Health Partnership. We are strongly in support the application as per our previous communications submitted by my colleague Dr Carpenter on 28th January where it is documented "The proposed site between Leadon Way and Dymock Road on the edge of the town is an ideal solution, offering sufficient space and adequate parking".

We would therefore be very grateful if you could alter the statement to reflect this."

Following receipt of the above the Clerk contacted Herefordshire Council Planning Officers to advise them and they have advised that if the Council wishes to amend its statement that in the interests of maintaining transparency and clarity with respect to the planning file, that Ledbury Town Council submits new comments that reflect the updated information provided by the Ledbury Health Partnership (as per the attached draft -with the yellow text omitted).

As Members are aware as new information has been provided in respect of this matter, it is possible for the Council to revisit their decision in respect of the submission.

Recommendation

Members are requested to give consideration to the new information that has been provided by both the Patient Participation Group of Ledbury Health Partnership and the Partners of the Ledbury Health Partnership and resolve to amend the submission agreed at their meeting on 13 February 2025 whereby the text highlighted in yellow in the attached document be removed.

A Ledbury Town Council response taking into account the policies of the Ledbury Neighbourhood Development Plan 2021- 2031 which was adopted in June 2023.

The text includes only relevant extracts from the Local Plan and NDP to put its responses into context. LTC acknowledges the local enthusiasm for aspects of this application, but LTC and planners have to base decisions on policy and evidence.

LTC considers that the planning authority's decision that the applicant's previous proposals for the development of this site (P201718) would cause harm to the town centre and its economy - which was upheld at appeal - also applies to this new application, and for similar reasons.

Viability and Vitality of the Town Centre

Herefordshire Council updated its Town Centre and Retail Assessment ([Herefordshire Town Centre and Retail Assessment September 2022](#)) in 2022.

The assessment suggests that Ledbury may need a minimum of 900m² convenience retail space at 2041. However, this proposal intends providing that scale of additional retail space at least 15 years sooner.

The assessment shows significant decline in comparison goods turnover in Ledbury over the past 10 years – even when compared just to other town centres in the county. Conversely, with the opening of the Aldi store, the town is retaining 91% of its catchment convenience goods market share.

This indicates that there is very little retail leakage in this market sector for a new discount food retailer to claw back. Meaning that the applicant's convenience goods turnover – underestimated (based on trading figures quoted in the Herefordshire Council 2022 assessment for existing discount food retailers elsewhere in the county) at £8.2m p.a. across 880m² of floorspace – will inevitably be removed from the town's existing convenience goods retailers. These include the edge of town supermarkets (Tesco & Coop) which currently do contribute positively to linked trips on foot to the town centre in a way which the proposed out-of-town development will not.

The applicant proposes 20% of their retail floorspace (220m²) to be dedicated to a continuously changing mix of comparison goods which will compete with many of the independent comparison retailers in the town centre.

The recent change of use permission for the current Homebase premises to become a HomeBargains has increased the approved convenience and comparison retail area on another out-of-town site. The impact of this permission in taking account of the assessed retail growth potential needs to be carefully considered.

The proposed medical centre will further detract from town centre footfall, were it to go ahead. The Ledbury NDP states that it is preferred for healthcare services to continue to be accessed in the town centre. **The Town Council understands that this is also the preference of the current GP services contract holder, Ledbury Healthcare Partnership, and also that of the Integrated Care Board which continues to discuss provided extended town centre facilities amongst public service colleagues under the 'One Public Estate' partnership.**

Policy E5 of the Local Plan states development outside the town centres will only be permitted if it can be demonstrated that the requirements of the sequential test have been met (set out in the NPPF) and that the proposal would not have a significant adverse impact on the vitality and viability of the centres.

Policy LB1 states that: “Within Ledbury, new development proposals will be encouraged where they:

(2) maintain and enhance the vitality and viability of the existing town centre. Proposals for new retail, leisure or office development of over 400m² in gross floor space and located outside the town centre will need to be supported by an impact assessment to determine whether there could be any adverse impacts on the town centre;

(3) improve accessibility within Ledbury by walking, cycling and public transport, particularly where they enhance connectivity with, for example, local facilities, new employment areas and the town centre;

The application is not in conformity with Local Plan Policy E5 and LB1-2&3.

Although the retail element of the development is below the size triggering an independent retail impact assessment, according to the NPPF, LTC requests that such an assessment is commissioned by the Planning Authority in this case. Especially given the scale of the development with regard to the timing of the assessed likely future need.

Sequential Testing

The Town Council acknowledges that sequential testing is mentioned by the applicant for the following sites: Recreation Ground, Ledbury Park, Bye Street Car Park. Previous supermarket applications in the town have been required to include the existing edge of town centre supermarkets of Tesco and Coop in the sequential site testing. The Town Council is unclear why this has not also been the case for this application. Especially given the data provided regarding the level of under-trading by the Coop store which has only received investment in signage and minor cosmetic improvements over the last 10 years by its operator.

Site Access and Induced Vehicle Movements

The Town Council is concerned that the proposed access to the site is not adequate with regard to its positioning with respect to the blind summit on the Dymock Road, with regard to sight lines for vehicles exiting the development and in the light of the significant underestimation of vehicle movements as a consequence of the three developments on-site: Lidl discount foodstore, Healthcare centre, Children’s Nursery.

The Herefordshire Council Retail Assessment (2022) estimates the turnover by floorspace of supermarkets across the county on the same basis for Aldi and Lidl as is used for the other supermarket retailers. This approach is unsound, and is borne out by the comments in Lidl’s own retail assessment (<https://myaccount.herefordshire.gov.uk/documents?id=8cddb62-b872-11ef-9089-005056ab11cd>) which states (para 3.1.2) that in 2008 the Competition Commission in its Groceries Market Investigation Final Report made it clear that Lidl, Aldi and Netto

– collectively referred to as Limited Assortment Discounters (LADs), traded under very different business models which did not bear direct comparison to the main grocer supermarkets trading in the UK.

This is also demonstrated in the Herefordshire Council Retail Assessment (para 8.49-50) that the 5 LADs in the county have a benchmark turnover of £45.8m against an estimated survey derived turnover of £116.5m. Meaning that, on average, they are each overtrading by more than 250% compared to their originally expected turnover and against their grocer competitor supermarkets.

The reality of this overtrading is reflected in a much higher number of vehicle movements, which LTC do not believe are adequately reflected in the documentation supporting the application. LTC is concerned to ensure that the impact of the likely induced traffic on the local network is fully considered.

LTC is also concerned that there are presently no direct links proposed for footpaths and cycleways between the Barratt and Bovis/Vistry developments to the East of the proposed development, and that residents from these locations will be required to access the site via paths running adjacent to the very busy Leaddon Way.

This is contrary to the requirements of the Local Plan and the Ledbury NDP for sustainable travel options and good connectivity to active travel networks.

S106 – Public Transport and Improvements to the Town Centre Public Realm

LTC are concerned to ensure that suitable contributions are obtained to secure sustained public transport links between this development, the town centre and significant residential areas of the town.

Significant S106 contributions (£110,000) were made by Aldi to improvements to the Public Realm in the town centre to assist in offsetting the impact on town centre footfall, vitality and viability as a consequence of that out of town discount foodstore development.

If this development were to be granted planning permission, LTC would be expecting planners to be requiring a similar scale of S106 monies for further public realm improvements for the same reasons.

Such improvements could include, but are not limited to:

- Resurfacing, planting, improved lighting, demountable bollards and improved car park layout in St Katherine's Car Park
- Replacement of grit paths around the Masters House to provide all weather surfaces which enhance the visitor experience and do not damage the interior flooring of local heritage buildings
- Public Conveniences at the Recreation Ground and Queen's Walk access point to the Town Trail.
- Improved paving, pavement widening, shared space schemes and reduced level changes in the town centre to improve accessibility and safety for visitors.

Surface Water Handling

LTC is concerned to see that, as a consequence of this currently 100% infiltration draining site becoming almost 100% impermeable under the proposed development plans, the handling of surface water drainage is proposed to be via subsurface attenuation tanks scaled to a 1 in 100yr rainfall event +45% climate change allowance and draining at an assumed green field drainage rate of 5.8l/s into the public sewer.

It is evident from local experience in recent years, that even 100% grass covered fields are being overwhelmed with the increasing scale and intensity of heavy rainfall events which are then causing run-off onto the highway. In addition, the operation of the Barratts site has shown that the existing grey water handling infrastructure is unable to handle even the attenuated run-off rates from just the development to the south of Leadon Way that has so far taken place – let alone that given permission to come forward. And that is without this application site being developed at all.

LTC fear the benchmarks currently set for drainage provision are inadequate to cope with the reality of current and future rainfall events and that a 1 in 1,000 year provision for the handling of surface water for this development at the bottom of a significant incline which is already entirely slated for development, should be applied as an appropriately prudent measure.

In addition, that the proposal for handling surface water via sub-surface attenuation tanks is closely reviewed by officers as regards scale and suitability, and conditions applied that ensure permanent, proactive management and maintenance of the system is assured.

Ledbury NDP

LTC is concerned, that as stated in the planning policy comment sections, the application does not adequately address the Visions elements 1,7 and 8 (critically and especially) of the Ledbury NDP.

1. Preserve and Develop Prosperity As a prosperous market town, Ledbury will continue to be a vibrant, thriving community, both socially and economically, with an attractive, well managed and safe built environment in sympathy with the surrounding natural landscape. The town will continue to be a popular destination as an attractive place to shop for residents, the local rural community and visitors, with a successful tourist industry celebrating the town's heritage.

7. Preserve Environment Ledbury will have a defined settlement boundary which respects the constraints of topography, and protects and conserves Malvern Hills AONB, the River Leadon and its Riverside Park, and land to the south-west that meets present and future recreation needs. Sustainable transport options such as walking and cycling, will be encouraged and public transport and disabled access provisions enhanced in priority over vehicular traffic.

Easy footpath network access to the surrounding countryside and beyond will be improved and maintained. The Malvern Hills AONB is the backdrop to the town and all development will be complementary to the landscape and the

views. Design sensitivity and sustainability is given a high priority in all forms of development.

Green space will be protected, biodiversity networks strengthened, and geodiversity preserved while the town's relationship with the open countryside will be strengthened through the prioritised use of urban trees, landscaping and decorative planting throughout all developments. Natural assets will be maintained and enhanced to mitigate and adapt to climate change. There will be the opportunity to create local green corridors and enhancement zones under a green infrastructure strategy for Ledbury and its surroundings. This will include a 'green corridor' along the safeguarded route of the projected Gloucester and Hereford canal reinstatement, largely following the route of the River Leadon.

8. Nurture the Town Centre Ledbury's role as a prosperous market town with a diverse economy, including a burgeoning tourist industry, will be protected and enhanced, while the heritage of the town will be preserved and celebrated. The town will cherish and nurture its vibrant retail core and grow its reputation for markets and festivals. Traders will be encouraged to provide a wide range of products, in order to enhance the standing of Ledbury as a prime visitor destination. Increasing sustainability within the town will mean that Ledbury steadily gains the reputation for being a 'Green Town'.

Although LTC acknowledges that the applicant has satisfactorily covered perhaps the majority of the sustainable design requirements, the council is not convinced these are all sufficiently reflected in the application, particularly requirements b, d, e, f and g.

b) Seeking on-site measures that support energy conservation such as through tree planting and other forms of green infrastructure to provide shade and shelter, where this does not cancel solar gain.

d) Minimising the use of artificial light to limit the impact of light pollution on local amenity, intrinsically dark landscapes and nature conservation, and to reduce energy consumption.

e) Enabling a sustainable drainage system, including where this would increase resilience to buildings, infrastructure, and businesses at risk of increased flooding; promote biodiversity; improve water quality; and enhance amenity. The maximum use of permeable surfaces is encouraged.

f) Reducing the carbon intensity of development proposals (embodied carbon⁸), minimising construction traffic and reducing waste.

g) Supporting proposals that utilise construction materials produced as locally as possible, minimising travel distances.

As shown on Map 6 of the NDP, this application site sits squarely in the Herefordshire Council's Green Infrastructure Strategy for Local Strategic Corridors (LSCs) and Local Enhancement Zones (LEZs) for Ledbury. Appendix 2 of the HC strategy defines

objectives for these corridors and zones, including for additional areas identified through further analysis and supported by the local community.

These are delivered by the NDP and supported by a very comprehensive 300-page Ledbury NDP Landscape & Visual Baseline Assessment Report January 2022 providing the evidence for stipulating these zones and their enhancement in the NDP. All the policies shown above have relevance to planning applications which affect these corridors.

The site is central to LedLSC2 of the strategy, as enhanced in the NDP; central to LedLEZ2 as enhanced in the NDP; and adjacent to a new LedLEZ4. As such it is one of the key focal points for ensuring continuity of the corridors for wildlife benefits across the NDP domain.

Although LTC acknowledges that the application does a great deal to reflect environmental planning requirements, it simply fails recognise or address the strategic implications and significance of the corridors in any way and does not show how the development will satisfy the relevant policies or the corridor objectives in the Local Plan.

Conclusion

LTC remains concerned at the likely impact this development will have on the town centre, both in terms of retail impact and in terms of reduced overall footfall. The council requests an independent retail impact assessment be commissioned to assess the impact of recent retail permissions and the likely impact of the proposed development.

A significant S106 contribution to town centre and public realm enhancements to mitigate the impact of the development would be required if the development were to be approved.

The council recognises that the ICB and local healthcare providers are slow in addressing the need for increased healthcare provision in the town to match and meet the needs of residents as the significant housing extensions become built out. However, an out-of-town location for those services is incompatible with the NDP.

A significant S106 contribution to town centre healthcare provision would be welcomed.

Additional nursery provision in the town is welcomed.

Site access and connectivity to walking/cycling and public transport networks is wholly inadequate. Induced traffic is significantly underestimated (as is likely turnover and consequent retail impact).

The approach to the handling of surface water may be inadequate to meet the need induced by the scale of impermeable surface area on-site and requires more detailed consideration.

FULL COUNCIL	20 February 2025	AGENDA ITEM: 19
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Report prepared by Angela Price – Town 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.	250373	Deadline date for comments 12/03/2025 Target determination date 10/04/2025	Proposed raising the roof of two bays of an existing building to accommodate new plant – Orchard Business Park, Bevisol Ltd, Bromyard Road, Ledbury, Herefordshire, HR8 1LG
2.	250392	Deadline date for comments 20/03/2025 Target determination date 27/03/2025	Proposed installation of photovoltaic solar panels on south facing roof of Barn B vehicle and bike storage – Old Plaistow, Rhea Lane, Ledbury, Herefordshire, HR8 2PU LISTED BUILDING CONSENT
3.	250413	Deadline date for comments 19/03/2025 Target determination date 17/04/2025	Proposed agricultural building – Marely Hill, Staplow, Herefordshire, HR8 1NR
4.	250613	Deadline date for comments 19/03/2025 Target determination date 08/04/2025	Works to Trees in a Conservation Area – T1: Maple – reduce by 10-15% in order to reduce size and leave balanced. Due to reported weak forks present – Land between 2-3 Magistrates Court, Church Road, Ledbury, Herefordshire, HR8 1EY

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 9 JANUARY 2025				
241791	Proposed detached two storey dwelling with frontage parking – Land at 23 Homend Crescent, Ledbury, Herefordshire, HR8 1AL	tbc	No objection	No decision
242783	A hybrid planning application for full planning permission for the erection of a Day Nursery (Use Class E(f)) and Foodstore (Use Class E (a)) including access, car parking, landscaping and associated work; & an application for outline planning permission for the erection of a medical centre (Use Class E(e)), with access to be determined and all other matters reserved. – Land South of Leadon Way (A417) and East of Dymock Road (B4216) Ledbury, Herefordshire	OJ	Referred to Major Planning applications meeting	No decision
242956	Proposed damp proofing to be applied to masonry walls with internal finish being re-applied in a like for like manner – 82 The Homend, Ledbury, Herefordshire, HR8 1BX	AM	No objection	No decision
243021	New refurbished external fascia, new TSB canister sign mounted externally over the entrance door, TSB web sign, vinyl to window and refurbished 'like for like' projecting sign – The Homend, Ledbury, Herefordshire, HR8 1BN	FG	No objection	No decision
243121	Proposed ground floor rear extension – 58 Bridge Street, Ledbury, Herefordshire, HR8 2AH	FG	No objection	No decision
LTC MEETING 23 JANUARY 2025				
250134	T1 -Yew overhanging conservatory, reduce lateral branches overhanging conservatory roof by approximately 2 metres to suitable live point. T2 - Two Yews in garden, remove low branches on main stems to leave clear main stems. T3 - Sycamore on lower boundary with grass field, remove small low branches on main stem to leave a	AC	No objection	No decision

	clear stem to main fork. Reasons - encroaching on building and shading vegetable garden – Upper Hall Lodge, Ledbury, Herefordshire, HR8 1JA				
243014	Proposed refurbishment works to the front elevation of the TSB Branch to change the branding including the replacement of the existing fascia, new TSB cannister sign, web sign and replacement projecting sign,, internally new furniture and fittings, decorations as highlighted on plans – 17-8 The Homend, Ledbury, Herefordshire, HR8 1BN – LISTED BUILDING CONSENT	AM	No objection	No objection	No decision
243214	Proposed installation of new external CCTV cameras to Church Street and Church Lane elevations. Replacement of and improvements to existing internal CCTV installations. Installation of new grab rails to emergency exit door – Ledbury Town Council, Church Lane, Ledbury, Herefordshire, HR8 1DL	AM	Conflict of Interest – Provided for information only	Conflict of Interest – Provided for information only	No decision
243215	Proposed installation of new external CCTV cameras to Church Street and Church Lane elevations. Replacement of and improvements to existing internal CCTV installations. Installation of new grab rails to emergency exit door – Ledbury Town Council, Church Lane, Ledbury, Herefordshire, HR8 1DL – LISTED BUILDING CONSENT	AM	Conflict of Interest – Provided for information only	Conflict of Interest – Provided for information only	No decision
LTC MEETING 20 FEBRUARY 2025					
250276	Minor alterations to a previous proposal approved in 2019 (P184277/L & P184276/F). Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. 25 High Street, Ledbury, Herefordshire, HR8 1DS	Awaiting allocation		Whilst LTC do not have any particular objections to this application concerns were raised that this is more of an upscaling than a minor alteration – whilst LTC recognises increase hotel space in the town is a good thing, but it must	No Decision

				be weighed against the loss of the function room. Concerns were also raised in respect of potential parking and vehicle movements that may arise from the changes.	
250277	Minor alterations to a previous proposal approved in 2019 (P184277/L & P184276/F). Conversion of existing swimming pool, gymnasium, and function room into letting rooms. Structural repairs to the roof. LISTED BUILDING CONSENT 25 High Street, Ledbury, Herefordshire, HR8 1DS	Awaiting allocation	No Decision	Whilst LTC do not have any particular objections to this application concerns were raised that this is more of an upscaling than a minor alteration – whilst LTC recognises increase hotel space in the town is a good thing, but it must be weighed against the loss of the function room. Concerns were also raised in respect of potential parking and vehicle movements that may arise from the changes.	No Decision
250279	Proposed side extensions and replacement garage. 25 Elmsdale Road, Ledbury, Herefordshire, HR8 2EG	Awaiting allocation	No Decision	No Objection	No Decision
250344	Proposed single storey side extension to replace existing dilapidated sun room. Old Pasture, Hillfield Drive, Ledbury, Herefordshire, HR8 1BH	Awaiting allocation	No Decision	No objection – however consideration should be given to the appropriate	No Decision

			surface finishes and materials used to ensure they compliment the existing building.	
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LISTED BUILDING CONSENT

Applicant:

Ms Angela Price
Ledbury Town Council
Church Street
Ledbury
Herefordshire
HR8 1DH

Agent:

Miss Martina Raponi
Caroe & Partners
The Estates Office
25 - 26 Gold Tops
Newport
NP20 4PG

Date of Application: 18 December 2024

Application No: 243215

Grid Ref:371122:237731

Proposed development:

SITE:

Council Offices, Church Lane, Ledbury, Herefordshire, HR8 1DL

DESCRIPTION:

Proposed installation of new external CCTV cameras to Church Street and Church Lane elevations. Replacement of and improvements to existing internal CCTV installations. Installation of new grab rails to emergency exit door.

THE COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL hereby gives notice in pursuance of the provisions of the above Act that LISTED BUILDING CONSENT has been GRANTED for the execution of the works referred to above in accordance with the application and plans submitted to the authority subject to the following conditions:

- 1 The works hereby permitted shall be begun before the expiration of three years from the date of this consent

Reason: Required to be imposed by Section 18 (1) of the Planning (Listed Building & Conservation Areas) Act 1990.

- 2 The development shall be carried out strictly in accordance with the approved plans (drawing nos. CE7 H1930/1/2/202B, H1930/1/2/204, H1930/1/2/201), except where otherwise stipulated by conditions attached to this permission.

Reason: To ensure adherence to the approved plans in the interests of a satisfactory form of development and to comply with Policy SD1 of the Herefordshire Local Plan – Core Strategy and the National Planning Policy Framework.

Planning Services
PO Box 4,
Hereford,
HR4 0XH



**ANDREW BANKS
DEVELOPMENT MANAGER**

Date: 24 February 2025

YOUR ATTENTION IS DRAWN TO THE FOLLOWING NOTES

Please note: This consent refers only to that required under the Planning (Listed Buildings and Conservation Areas) Act 1990 and does not include any consent or approval under any other enactment, byelaw, order or regulation.

NOTES

Appeals to the Secretary of State

- If you are aggrieved by the decision of the local planning authority to refuse Listed Building Consent or Conservation Area Consent for the proposed works, or to grant consent subject to conditions, you may appeal to the Secretary of State in accordance with Sections 20 and 21 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- If you want to appeal, then you must do so within 6 months of the date of this notice, using a form which you can get from The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN.
- The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

Right to Challenge the Decision of the High Court

Currently there are no third party rights of appeal through the planning system against a decision of a Local Planning Authority. Therefore, if you have concerns about a planning application and permission is granted, you cannot appeal that decision. Any challenge under current legislation would have to be made outside the planning system through a process called Judicial Review (JR).

The decision may be challenged by making an application for judicial review to the High Court. The time limits for bringing such challenges are very strict, and applications need to be made as soon as possible after the issue of the decision notice. So, if you think you may have grounds to challenge a decision by Judicial Review you are advised to seek professional advice as soon as possible.

These notes are provided for guidance only and apply to challenges under the legislation specified. If you require further advice on making an application for Judicial review, you should consult a solicitor or other advisor or contact the Crown Office at the Royal Courts of Justice, Queens Bench Division, Strand, London, WC2 2LL (0207 947 6000). For further information on judicial review please go to <http://www.justice.gov.uk>

The Council has taken into account environmental information when making this decision. The decision is final unless it is successfully challenged in the Courts. The Council cannot amend or interpret the decision. It may be redetermined by the Council only if the decision is quashed by the Courts. However, if it is redetermined, it does not necessarily follow that the original decision will be reversed.

Purchase Notices

- If Listed Building Consent or Conservation Area Consent is refused, or granted subject to conditions, whether by the local planning authority or by the Secretary of State, and the owner of the land claims that the land has become incapable of reasonably beneficial use in its existing state and cannot be rendered capable of reasonably beneficial use by the carrying out of any works which have been or would be permitted, he may serve on the Council a purchase notice requiring that Council to purchase his interest in the land in accordance with the provisions of Section 32 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
- In certain circumstances a claim may be made against the local planning authority for compensation where permission is refused or granted subject to conditions by the Secretary of State on appeal or on a reference of the application to him. The circumstances in which such compensation is payable are set out in Section 27 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Report prepared by Angela Price – Town Clerk

CHANGE OF CLUB NAME – REQUEST FOR FEEDBACK

Purpose of Report

The purpose of this report is to ask Members to give consideration to a proposed change of name to what is currently Wyvern Swim and Sun Club to something like Ledbury Naturist Club

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.

Detailed Information

The following correspondence has been received in respect of a proposed change of name to what is currently Wyvern Swim and Sun Club to something like Ledbury Naturist Club:

“My name is Anthony Green and I am the current Secretary and my wife Mrs Heather Green is the Chairwoman of Wyvern Swim and Sun club based in Dyke House Lane, Bromsberrow.

The reason for the contact is that our club which has been there for 43 years needs to change its name as it no longer as a swim section therefore we have a simple option to remove the swim from the name However it has been suggested that Wyvern sun club does not say who , what or where we are and a suggestion has been made that

something Like: Ledbury Naturist Club says everything, or Wyvern Sun Club (Ledbury).

We ask if the council would have any objections, or be offended if the association between naturism and the Town name would present any problems

We have our AGM meeting in April where new names will be considered and ask for any input that you may suggest.”

Recommendation

Members are requested to provide the Clerk with any comments or feedback they would wish to provide to the Wyvern Swim and Sun Club in respect of their proposed name change.

**NOTES OF A MEETING OF THE TEMAP MEETING TASK AND FINISH GROUP
HELD ON 4 FEBRUARY 2025**

PRESENT: Councillors Chowns (Town Mayor), Hughes and Morris
Non-Councillors - Al Braithwaite and Penelope Shaw

ALSO PRESENT: Angela Price (Town Clerk)
Beth Hughes (Tour Guide Manager)
Helen Bowden (eighteen 73)

1. APOLOGIES FOR ABSENCE

None received.

2. FEEDBACK FROM CONSULTANTS ON PROJECT PROGRESS

Helen Bowden from eighteen73 gave feedback to the meeting about the feasibility study. Helen reported they are well on the way with their research phase and that they had been carrying out in depth one-to-one interviews. The Markets Specialist had visited the market on Saturday to meet traders and also visited Hellens Market.

With regards to the survey, it is ready to go out to as many people as possible to enable feedback to be received. The survey would be sent to the Clerk to then be forwarded. The Clerk asked for clarification as to who the survey should be sent to; it was confirmed it should be sent to market traders, charity groups and civic groups within the HR8 postcode.

Further circulation of the survey included 200 businesses which are being contacted via County BID, and Ledbury Traders had been sent the survey, via Susie McKechnie – 18 traders responded.

Helen will be inviting TEMAP to the focus groups being set up: retail hospitality and tourism, and a separate one for events and marketing. This will be happening week commencing 10 Feb 2025 in the Burgage Hall for a morning workshop.

The Tourist Information Centre provision at the Master's House had been investigated with a view to the use of the Victorian Room. Discussions between Helen and the Head of Culture at Herefordshire Council resulted in there being no movement in the cost of £6,500 annual rent. It was suggested that perhaps a grant could be obtained in order to test having the TIC in the Victorian Room at the Master's House.

Helen commented that Gill Dean runs Leominster TIC and that she would like some advice from Gill.

RESOLVED:

Helen to meet with Gill.

Helen confirmed a further meeting she will be having with Nigel Higgs and Peter McCann on 5 February. The group Ledbury Together has submitted a document to Helen. In turn this has been forwarded to the Clerk and will in turn be forwarded to TEMAP participants.

The Clerk asked Helen if the feasibility study is on scheduled – an affirmative response was received.

Beth asked who would be in charge of overseeing the running of the TIC at the Master's House. Councillor Chowns and the Clerk said that the town council would make that decision.

Helen asked about St Katherine's Hall. LEAF is looking to be based there.

Al suggested fingerpost signing to enable visitors to explore the area, and heritage buildings, for themselves. Helen suggested that Ledbury Town Council should fund the signing. The Clerk reported that HCC has responsibility, but they don't have funds to do it, so they asked Ledbury to take that on.

It was commented that perhaps the hut at the train station could potentially be used for TIC purposes. A brief discussion followed about getting from the station to the town. It was reported that there's a Ledbury circular bus that stops nearby. Helen said that electric buses have been popular, generally.

Councillor Morris joined the meeting at 10.30am.

Councillor Chowns reported that circular buses run between the station and town on Tuesday and Thursday and Saturday only, by First Worcester. Four or five times a day.

Having completed feedback about the feasibility study, Helen left the meeting at 10.32am.

3. UPDATE ON TOWN GUIDE PROCUREMENT AND FEEDBACK FROM COUNCIL MEETING ON QUERIES RAISED

Councillor Chowns asked about the tear off map. He commented that it's common practice for TICs to have a tear-off map to mark up for visitors. The meeting was informed that with this current project, there are separate contracts for copywrite, designers and printers. Al gave information about the project and the contracts that had been let accordingly.

Beth had previously sought funding for her own map and printing and now presented the meeting with an outline map that she had created, different to the one procured.

The clerk understood that the meetings had mentioned that the funding for Beth's map would be used for the procured map.

Beth intended her maps to be used in the Painted Room and TIC. If people around town would like a pad of tear-off maps in town, then Beth could provide these. There will be 100 pads available.

Discussions ensued regarding the tear off map and the town guide/map.

The Clerk asked if Beth would go back to the UKSPF Grants people and ask if they would consider a swap for the foldable map.

It was agreed by Councillors Chowns and Hughes that one map would be more beneficial and that the procured map is the one to go forwards with, in line with the procurement arrangements.

Councillor Morris asked who had been awarded the contracts for the production of map/guide.

Councillor Morris was informed that this had all been documented and signed off through Full Council. Councillor Hughes confirmed this. Councillor Morris asked about having 3 quotes for the process. The Clerk confirmed that this had happened, and that Full Council was offered information on options (names not seen). Council papers and minutes from 12th December 2024 refer.

Councillor Hughes suggested that TEMAP would sign off the map/guide and that it wouldn't need to go to Full Council as suggested by Councillor Morris.

Al reported that by the middle of February, we ought to have a first mock-up. Assuming dramatic changes aren't required, we can still meet the end of March deadline. If an emergency TEMAP is called, then we can sign off sooner.

It was agreed at Councillor Hughes' suggestion that the 4 March TEMAP meeting would be suitable for signing off the project.

Al confirmed that the project will continue to press ahead. The Clerk and Beth will see if there is any flexibility with regards to the grant funding. The Clerk said if it's not possible, then in the report it is stated that shortfalls would be covered by Ledbury Town Council.

The meeting was asked, "for clarity, are we agreed that there will be one map?" Councillors Chowns, Morris and Hughes agreed that yes, there will be only one map, the procured map.

The question of storage of the maps was raised. The Clerk advised the meeting that the council has a contract with Clive Media. Councillor Hughes asked how many boxes and the dimensions of boxes, to cut down on storage. Al asked if we should draw up a list of possible distribution sites. It was agreed that an outline list of sites could be produced from information, held by Ledbury Places, but the Council would have a much more detailed list from their own networks.

RESOLVED:

- a. That there would be a single map/guide, delivered through the procurement process as agreed by the Council in December 2024.**
- b. That TEMAP members approve the draft version of the map/guide prior to printing at their meeting on 4 March 2025, noting that final approval will be required by the Council.**
- c. The project would be complete by end of March 2025 in readiness for the new tourism season.**
- d. The distribution list would be prepared in readiness to share with the Council's distributors.**

4. DISCUSSION ON FUTURE OF EVENTS WORKING PARTY

Al talked about the report that went to council. Key challenges - change of attendance levels, the Events Working Party wasn't well attended and didn't meet the aims that were originally set .

A question was raised about whether it should be reinstated. Councillor Hughes suggested a timeline of where the cessation had come from.

Al provided that update as best known: Events Working Party had been running for some time and chaired by Councillor Morris. There was not a consistent attendance. Funding opportunities/events were often led, rightly, by the CEO with input from appropriate community organisations. CEO took away the actions required, set these out in her reports and these would go to the appropriate council meeting (E&L)/Full Council. When Al was asked to take over the chair, she wanted to see what was contained within the Terms of Reference. This didn't mirror what actually happened at the meetings. It appeared to be a group of people who had an interest in delivering events in the town. The CEO's network would be a more appropriate place for the conversations to be had, whilst being more responsive and not waiting for a working party meeting.

Councillor Hughes found Al's description really helpful. The Clerk reported that Full Council was not happy about the abolition of the group. The Clerk suggested terms of reference need to be revisited. The new framework of meetings set out to define what would need to go to council when.

The view of the Councillor Huges as that Full Council should decide how it wishes to proceed. It was not for TEMAP to decide and not for Council to push back to TEMAP. The item should go to the next Full Council on 20 February.

The view of Councillor Morris that there was a core group of regular attendees: Griff Holliday, Nina Sheild, AI, Lynette Loader, Councillor Morris. In his view, the whole point of the working party was to help CEO and to not allow things to slip. Councillor Morris believes that CEO workload is hindered without the Events Working Party. There were issues about funding and understanding how funding worked to support events. Councillor Morris believes CEO should be supported. If we are to have successful events, then we need a group to put these on. It was noted that it wasn't necessarily the group who put the events on – but the individual organisations, represented or not within the working party and connected to the CEO.

The Clerk suggested that the first meeting should look at terms of reference. Councillor Hughes suggests that an Events Working Party meeting is called. Councillor Morris – 2 biggest events HODs, Celebration Day. Three-way partnership for celebration day going forwards. This being through the networks of the CEO.

AI – TEMAP has 'Events' in the title. Is there a logic in having each bi-monthly meeting about events.

Councillor Hughes stated this group existed as PHH, renamed and continued to meet, following approval by the Council to be the steering of the Tourism, Events and Markets project on behalf of the Council.

It was agreed that Angie would submit a report about the Events Working Party to Full Council on 20 February.

RESOLVED:

- a. **The Clerk present a paper to the Council on 20 February 2025 regarding the future Events Working Party.**
- b. **A meeting of the Events Woking Party would then be convened as necessary.**

5. JOHN MASEFIELD QUOTE FOR THE MAP & GUIDE

Penelope had been asked by the Copywriter to make a decision regarding the use of a John Masefield quote on the town map/guide. The two proposals, both from 'Wonderings':

- i) "Mine, was a little town of ancient grace, A long street widened at a marketplace,"
- ii) "The little town was pleasant to the sight, Fair, with half timbered houses, black and white, Shops, taverns, traffic, market, in the street,"

RESOLVED:

Those present unanimously agreed on the use of quote i).

6. DATE OF NEXT MEETING

Tuesday 4 March 2025 at 10am.

DRAFT

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE
HELD ON 20 FEBRUARY 2024**

PRESENT: Councillors Chowns (Town Mayor and Chair), Harvey, Hughes, Morris and Newsham.

ALSO PRESENT: Angela Price – Town Clerk

R140. APOLOGIES FOR ABSENCE

None received

R141. DECLARATIONS OF INTEREST

None received

R142. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be noted.

R143. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE RESOURCE COMMITTEE HELD ON 6 FEBRUARY 2025

RESOLVED:

That the minutes of the meeting of the Resources Committee held on 6 February 2025 be approved and signed as a correct record.

R144. TO REVIEW THE TIME OFF IN LIEU POLICY

Members raised concerns about the TOIL accrual levels per month and the time scales for taking time off as TOIL, and how attendance at evening meetings is dealt with in respect of staff weekly hours within staff contracts.

It was noted that TOIL is something that generally speaking Members do not wish to be used, except when absolutely necessary and should be kept to a minimum and that evening meetings is something that should be written into staff contracts whereby the relevant time should be taken off the following week and not allowed to accumulate.

RESOLVED:

1. That the Time of Lieu Policy be noted and referred for consideration as part of the upcoming staff review and that the following points be considered as part of the review:
 - TOIL accrual levels
 - Provision of TOIL reports at Resources Committee
 - Carrying forward of TOIL period
2. That all policy documents that are included in the Annual Council Meeting in May be considered at the relevant Committee meetings ahead of that meeting.

R145. **DATE OF NEXT MEETING**

RESOLVED:

That it be noted that the next meeting off the Resources Committee is scheduled for 6 March 2025 at 6.00 pm.

R146. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED:

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

R147. **TO CONSIDER RESPONSE IN RESPECT OF POTENTIAL COMPENSATION OFFER**

It was noted that no response had been received.

RESOLVED:

That this item be included on the next Resources Committee agenda in the hope that a response will be received.

R148. **TO CONSIDER INFORMATION RECEIVED FROM HOOPLE IN RESPECT OF POTENTIAL TRAINING**

The Clerk advised that Hoople had advised that they could create a bespoke course for Ledbury Town Council and that the training could be provided in two sessions. The first session would be appropriate for all staff, with the second session being tailored for managers.

RESOLVED:

1. That the Clerk be authorised to proceed with the training in respect of Neurodiversity in the Workplace for all staff and that this be scheduled to take place at the earliest opportunity after 1 April 2025.
2. That following the training formal engagement be held with interested Councillors to consider any reasonable adjustments that could be put in place for Councillors who identify as Neurodiverse.

FULL COUNCIL	6 MARCH 2025	AGENDA ITEM: 26
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Report prepared by Angela Price – Town Clerk

PROPOSAL IN RESPECT OF DISPLAY OF LITTLE STRÖMSTAD MEMORABILIA

Purpose of Report

The purpose of this report is to ask Members to give consideration to a proposal from the Strömstad Twinning Association in respect of displaying Little Strömstad Memorabilia.

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.

Detailed Information

Members of the Strömstad Twinning Association recently informed the Clerk that “Little Strömstad” is no longer based in the Talbot Hotel. They have been advised that they can make use of it for events/celebrations and can decorate for these events, but that the space is no longer available as “Little Strömstad.”

The Twinning Association have been allocated some space to store items in the Council offices until such time they can identify a new location, and they have also submitted the attached proposal for consideration by Council, whereby the Council consider making space available for Strömstad pictures and artifacts to be displayed in the Market House.

Resolved

That Members give consideration to the attached proposal and agree to allow the Strömstad Twining Association to display pictures and artifacts in the Market House.

PROPOSAL TO LEDBURY TOWN COUNCIL REGARDING DISPLAY OF 'LITTLE STRÖMSTAD' PICTURES AND ARTEFACTS

Ledbury has been formally twinned with Strömstad for 25 years in April. Artefacts and memorabilia of this special relationship between our two towns have been on display in 'Little Strömstad'; the back bar of The Talbot Hotel for 24 of these years. Some items even survived the Great Fire of 2009. The area was named 'Little Strömstad' by the first music group, the Cecilia and Laudate Choirs, from Strömstad who used to really enjoy drinking there. Since then, many residents of Strömstad have enjoyed the Talbot's hospitality along with others from Sweden.

Refurbishment / redecoration of The Talbot Hotel has been talked about for several years even back in Andy and Maria Ward's time. Andy was one of the initiators of the Twinning with Strömstad. The Association were always assured that there would be an area in The Talbot for 'Little Strömstad' after any such refurbishment. It now seems that commercial pressures and perhaps a 'change of vision' under the current management, locally and regionally we understand, do not allow for this. We were advised on Wednesday 8 January that the artefacts and photographs needed to come down for the works to be carried out and would not be reinstated. We can decorate if we are holding a special event there. Everything has now been removed and The Clerk has kindly agreed that the pictures and photographs may be packed up and stored on the top floor of the Town Council Offices. (The Talbot are retaining the 'Rope of Friendship and the painting of 'Little Talbot' created by a Strömstad resident}).

Although it seems a shame that Ledbury culture, heritage and community involvement cannot be allowed some space in The Talbot, on an on-going basis and we have tried to discuss this with local management it seems not to be. The Association are therefore now looking for alternative accommodation for 'Little Strömstad'.

Ledbury Market House would be a good option, there is wall and some surface space and 'Little Strömstad' would sit alongside Ledbury's History and HMS Ledbury memorabilia very well. During the 'summer season' the building is open when Tour Guides are available and I know from my own experience of taking visitors around the Market House, how interesting they do find the building; the addition of 'Little Strömstad' memorabilia would serve to enhance this.

We realise that the Market House does require a substantial amount of cleaning, tidying and perhaps re-decoration to support this but as the one of the key icons of Ledbury it surely deserves this. Some representatives of the Twinning Committee would help with the work. Other organisations may like to use some of the space from time to time so this could be the start of an exciting new place in Ledbury.

(As an aside, as some pupils of Ledbury Primary School are now commencing correspondence with pupils in Strömstad we are going to approach the member of staff responsible for community, to see if there could be some display space there, which the children could add to as the relationship grows with their 'friends across the North Sea'.

When the new Ledbury Football Club is in place we hope it will be possible to have some display space there. It will be positive to have information in various parts of the Town, particularly those where there is an existing relationship with Strömstad).

Thank you for taking the time to consider this request.

Jill Jupp

On behalf of the Ledbury & Strömstad Twinning Association Committee

Report prepared by Angela Price – Town Clerk

ELECTRIC CHARGING POINTS

Purpose of Report

The purpose of this report is to provide Members with correspondence received from Herefordshire Council in respect of electric charge points in Herefordshire.

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.

Detailed Information

The following has been received from the Sustainability & Climate Change Officer at Herefordshire Council:

“Following the electric vehicle chargepoints in the community [webinar](#) back in September, it would be good to know if any councils and village halls have since progressed with EV chargepoint installs? It would be useful to know if you have reached out to any chargepoint operators and if so, what the outcome was.

Additionally, we would like to explore how we could best support parish councils and village halls with public EV chargepoint installs. If you have any thoughts on the below, please get in touch to let us know:

- *If we had some funding available, what do you feel would be the most useful element of the process for it to go towards from your experience (based on you*

procuring the chargepoint operator yourselves)? And how much funding would make a meaningful difference?

- *Outside of funding, is there anything else that you feel we could do to support you?*

Please note that we do not have any funding currently available. We are hoping to better understand how we can help effectively as and when the opportunity arises.

Finally, we want to let you know about the webinars the Energy Saving Trust are currently offering. They are running a series of webinars providing an introduction to electric vehicles (EVs) and EV charging specifically for councillors. These online sessions are free to attend, and parish and town councillors are more than welcome to join. There are plenty of upcoming sessions available to book onto in February and March. To find out more information and to book on, please visit the Energy Saving Trust's [website](#).

If you'd like to feedback on the above, or have any other queries, please get in touch by emailing ElectricVehicles@herefordshire.gov.uk"

Recommendation

That Members give consideration to the above information and advise the Clerk of any feedback to be provided to the Sustainability & Climate Change Officer accordingly.

FULL COUNCIL	6 MARCH 2025	AGENDA ITEM: 28
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Report prepared by Angela Price – Town Clerk

CORRESPONDENCE RECEIVED FROM HELEN BEALE – HEREFORDSHIRE COUNCIL ESTATES OFFICER

Purpose of Report

The purpose of this report is to provide Members with a copy of the Condition Survey undertaken at the Bye Street Toilets and to make Members aware of two requests from Herefordshire Council.

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.

Detailed Information

i. Bye Street Toilets Condition Survey

Members will recall that during discussions with Helen Beale in relation to Ledbury Town Council entering into a partnership with Love Ledbury on a trail basis in respect of the management of Bye Street Toilets a request was made for a Condition Survey to be carried out by Herefordshire Council, who remain the owners of the building known as Bye Street Toilets.

A copy of this Condition Survey is attached for Members consideration and Members will note that there are some repairs required to the building. The Clerk has asked for confirmation that these works are the responsibility of Herefordshire Council and that they will not fall to Ledbury Town Council and

Love Ledbury to make good. The response received was that Herefordshire Council would only be responsible for the structure as they have been under a licence with Love Ledbury who is responsible for the internals and Members will note from the information provided that there are no internal issues raised within the report and therefore it would be reasonable to assume that the cost of the repairs listed would be borne by Herefordshire Council.

ii. St Katherine's Square

Herefordshire Council are wishing to close off the contract with Owen Pell, the contractors that carried out the works to St Katherine's Square and have asked that Ledbury Town Council make them aware of any snagging issues in relation to this work.

iii. Ledbury Church Lane Public Convenience

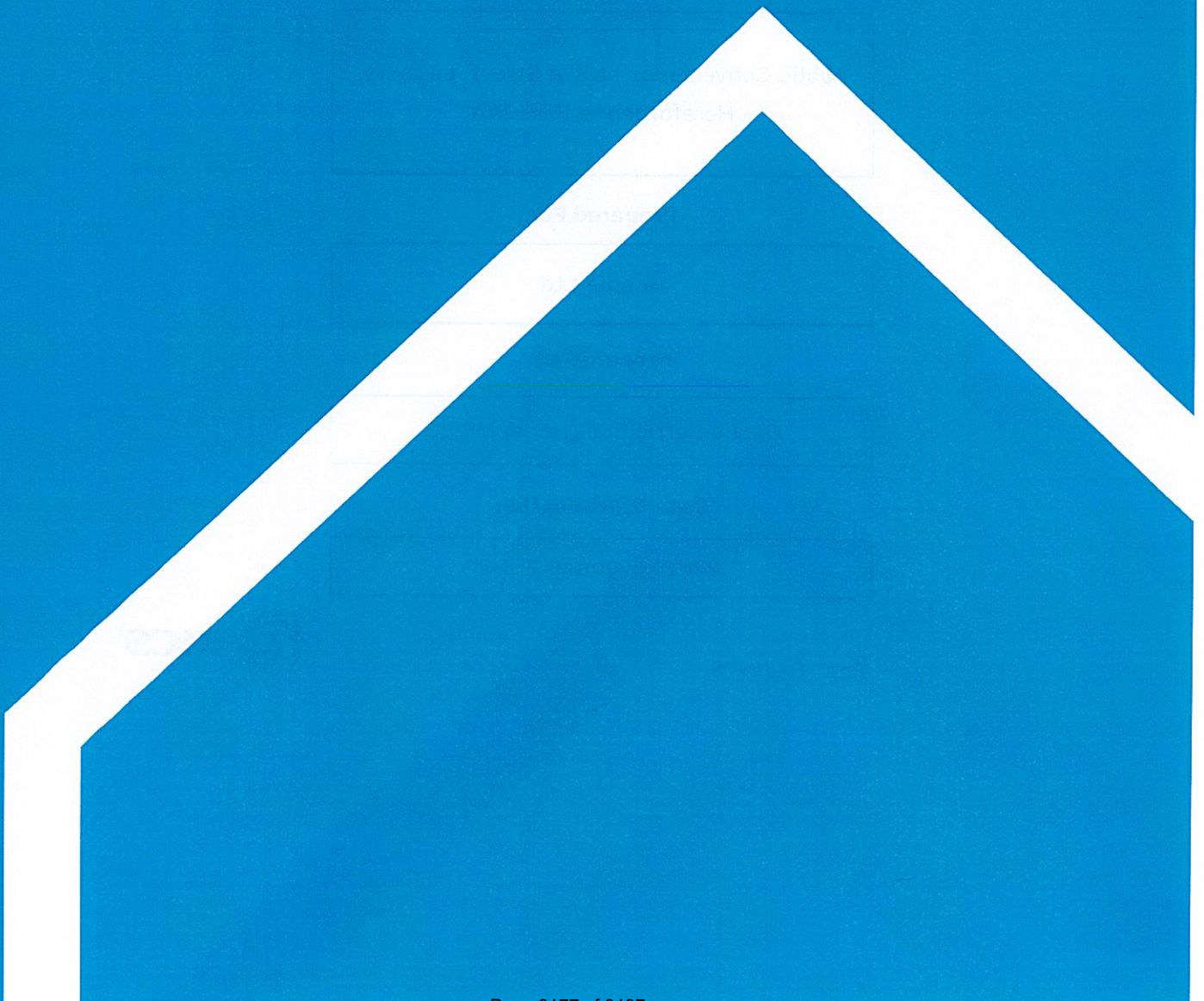
Attached is a Condition Assessment Report on the toilets in Church Lane, Ledbury which has been undertaken by Herefordshire Council. When sending the Condition Report in respect of Bye Street toilets, Helen Beale attached the report in respect of the Church Lane toilets with an enquiry as to whether Ledbury Town Council would be minded to take on the running revenue costs of these toilets, with Herefordshire Council remaining responsible for the structure and capital replacements.

Recommendations

1. That Members receive and note the Condition Survey, noting the repairs highlighted, and noting that the Clerk is currently waiting for confirmation that the repairs will be the responsibility of Herefordshire Council.
2. That Members advise the Clerk of any potential snagging issues in relation to St Katherine's Square so that these can be reported back to Helen Beale accordingly.
3. That Members give consideration to the enquiry from Herefordshire Council as to whether Ledbury Town Council might be minded to take on the running revenue costs of the toilets in Church Lane Ledbury, noting that Herefordshire Council would remain responsible for the structure and capital replacements.

BERRYS

berrys.uk.com



1.0 Executive Summary

INSTRUCTIONS:

The property, Public Convenience at Bye Street, Ledbury, Herefordshire HR8 2AA is a public toilet block containing 4 no. internal units.

We have been instructed on behalf of Hoople Limited to inspect the above property and prepare a Planned Preventative Maintenance Programme to put the fabric of the building into repair, including the roof and external fabric. This Schedule does not include any works to parts of the building which were inaccessible or concealed. Where repair works to building defects are itemised within the Schedule, no comment on the cause of the defect has been included. Where proposed repair works have been detailed in the Schedule, these are indicative only and other methods of repair may be appropriate or more cost effective. Where budget cost estimates have been included, these have been derived from Berrys experience of tendering and managing similar projects for other clients, or using industry pricing information (such as Spons or BCIS). The cost estimates provided have not been tendered to building contractors and are provided for budgeting purposes only.

The Schedule contains the construction type, condition, works of repair and planned preventative maintenance matters.

The property was inspected by Otilie Harris BSc (Hons) MRICS on Wednesday 27 November 2024 and on the day of inspection, the weather conditions were clear and dry.

As instructed by the Client, our inspection was limited to external areas only.

RESTRICTIONS ON INSPECTION:

We have not undertaken a full Building Survey nor have we tested any of the electrical, mechanical or drainage installations. We have not undertaken any opening up works and therefore we cannot comment on the adequacy of concealed items such as foundations.

Inspection of the roofs was undertaken from ground level.

The rear passage was locked restricting our inspection of the adjacent elevation and external door.

PRIORITY RATING:

We have included a Priority Rating key relating to the repairs as follows:

1	High Priority	Urgent repair or Health & Safety matter that requires attention in year 1
2	Medium Priority	Non-urgent repairs which can be planned for years 2 - 5
3	Low Priority	Non-urgent repairs or refurbishment that warrant long term consideration

Signed *O Harris*

Otilie Harris BSc (Hons) MRICS

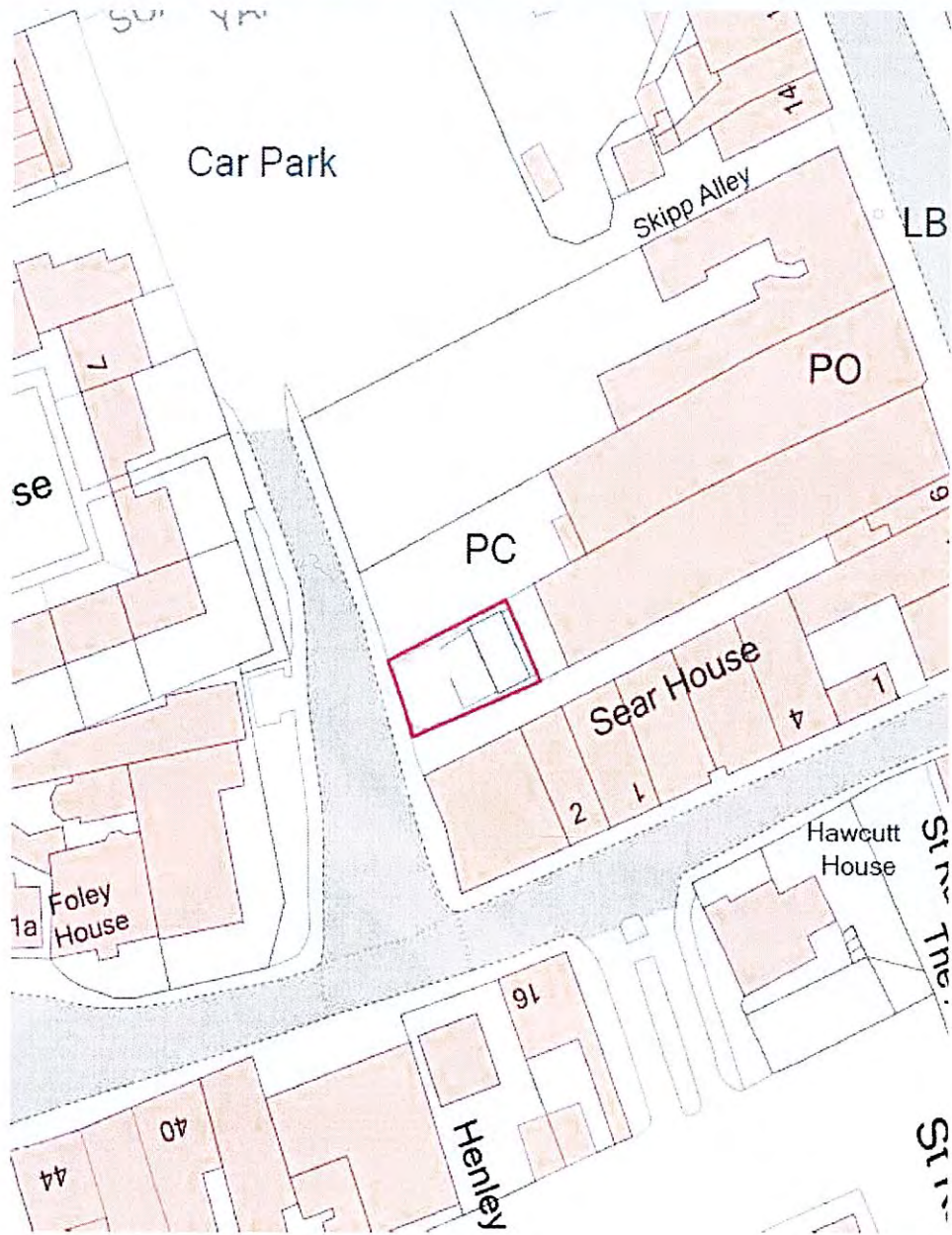
For and on behalf of Berrys

Dated 2 December 2024

Ref: SA52479

Item No.	Description and Condition	Remedy	Rating	Cost (£)			Total Cost (£)
				Year 1	Years 2 - 5	Years 6 - 10	
1.6	Misalignment of gutters and leaking gutter joints to rainwater goods throughout.	Realign affected gutters, overhaul affected gutter joints and leave watertight.	1	140.00			140.00
1.7	Vegetation and debris evident to gutters and surface water gullies.	Clear and rod all guttering, downpipes, and gullies on an annual basis.	1	40.00	160.00	200.00	400.00
1.8	Decorative finishes to external timber rafter feet are generally in acceptable condition save for general wear and tear consistent with age and use.	External redecoration is recommended at maximum intervals of 3-5 years.	2		330.00	330.00	660.00
1.9	Missing section of UPVC trim to underside of left-hand external wall opening.	Supply and install uPVC trim to match existing.	3			85.00	85.00
1.10.	Isolated impact damage including redundant signage residue to 4 no. external doors - Currently does not affect functionality.	Consideration should be given to replacing the doors to maintain aesthetics.	3			3,580.00	3,580.00
1.11.	Damaged 'engaged / vacant' door fixtures to 2 no. external entrance doors.	Remove and replace affected door fixtures.	2		56.00		56.00
2.0	Grounds & Environmental						
2.1	Isolated area of spalling and recessed mortar pointing to right-hand boundary wall.	Localised repair works should be undertaken, to include cutting out affected bricks and repointing with a suitable mortar.	2		330.00		330.00

3.0 Location Plan



Ledbury Church Lane Public Convenience

Condition Assessment Report
Date of Inspection 9th November 2021

Condition Report
Version 1.0



APPROVALS AND AUTHORISATION - CONTROL SHEET



This report documents Faithful+Gould's findings of the condition assessment for Ledbury Church Lane Public Convenience, which has been undertaken on behalf of Herefordshire Council.

VERSION 1.0 - for CLIENT REVIEW / APPROVAL			
DOCUMENT CONTROL (VERIFICATION)			
	Status	Initial	Date
Revision	1.0	DS	
Technical	1.0	DS	
Arithmetical	1.0	DS	
Spreadsheet Formulae	1.0	DS	
Type/Page	1.0	DS	
Authorisation for Issue	1.0	DS	

Signed by: Daniel Smith MRICS

Dated: 29.04.2022



Row Labels	Sum of Cost
2022/23	£ 1,811.52
Ledbury Church Lane Public Conveniences (WAPM)	£ 1,811.52
2023/24	£ 2,725.51
Ledbury Church Lane Public Conveniences (WAPM)	£ 2,725.51
2024/25	£ 2,793.30
Ledbury Church Lane Public Conveniences (WAPM)	£ 2,793.30
2026+	£ -
Ledbury Church Lane Public Conveniences (WAPM)	£ -
Grand Total	£ 7,330.33





Overview

- Summary
- Elemental
- Condition & Risk

Ledbury Church Lane Public Conveniences (WAPM)

Room

- Dis WC
- External
- Female WC
- Male WC
- Roof
- Store / services

Risk Rank

- 2
- 3
- 4

Condition Rank

- B
- C

Year for Work

- 2022/23
- 2023/24
- 2024/25
- 2026+

Floor Level

- 0

NRM3 Elemental Structure

- Ceilings
- External Areas
- Floors and Stairs
- Mechanical Services
- Sanitary Services
- Electrical Services
- External Walls, Windows & Doors
- Internal Walls and Doors
- Roof

NRM3 Group

- Ceiling Finishes
- Electrical Installations
- Floor Finishes
- Internal Doors
- Sanitary Appliances
- Stairs
- Wall Finishes
- Windows and External Doors
- Drainage
- External Walls
- Hot Water Installations
- Roof
- Space Heating and Air Condi...
- Ventilation systems
- Water Installations

Building Name

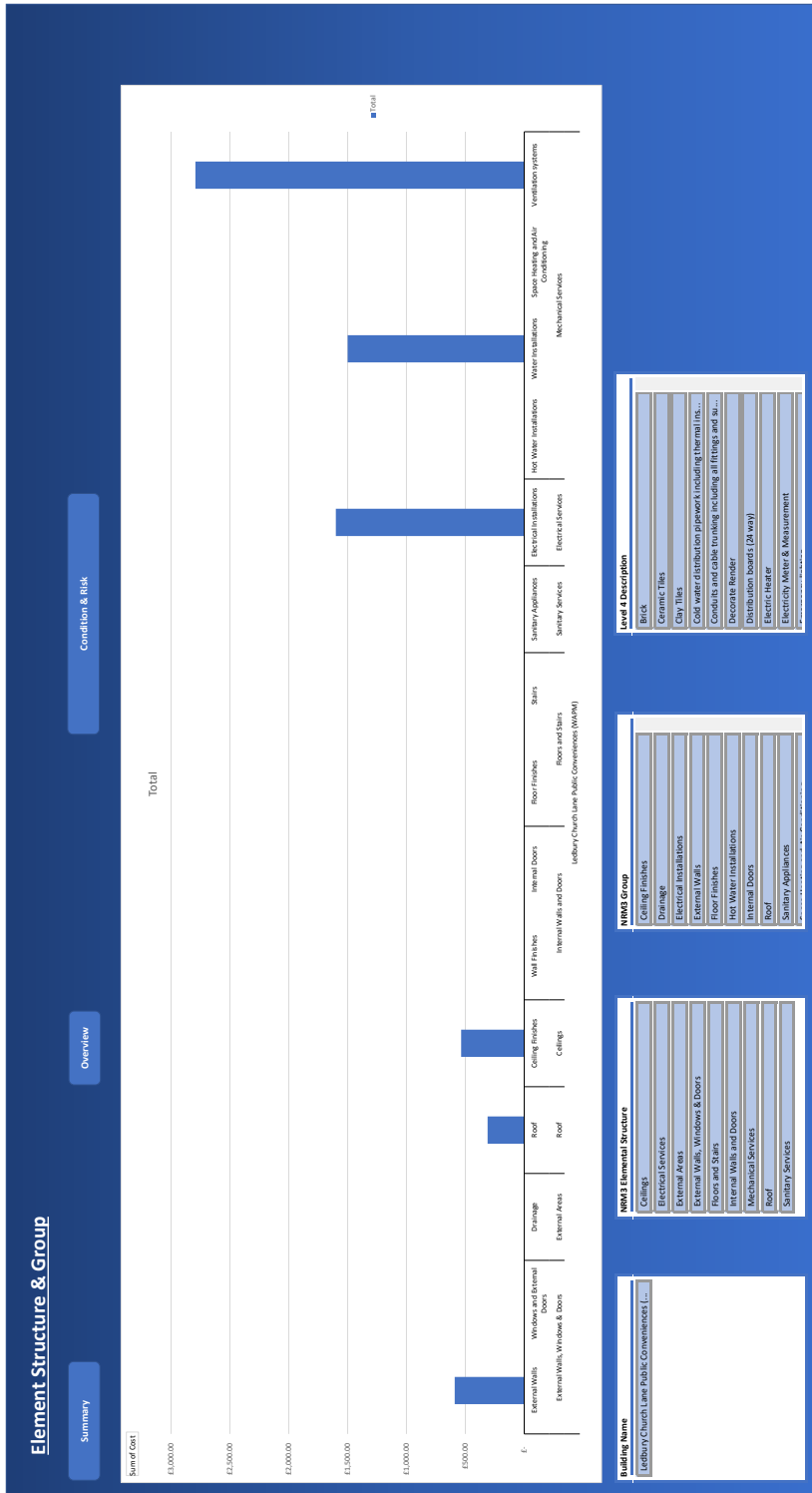
Ledbury Church Lane Public Conveniences (WAPM)

Sum of Cost	2022/23	2023/24	2024/25	2026+	Grand Total
Dis WC	£ 52.88	£ -	£ -	£ -	£ 52.88
External	£ 589.93	£ -	£ -	£ -	£ 589.93
Female WC	£ 105.36	£ 623.04	£ -	£ -	£ 728.40
Male WC	£ 219.50	£ 1,246.08	£ -	£ -	£ 1,465.58
Roof	£ 311.52	£ -	£ -	£ -	£ 311.52
Store / services	£ 1,500.00	£ 1,758.04	£ 924.18	£ -	£ 4,182.22
0 Total	£ 1,811.52	£ 2,725.51	£ 2,793.30	£ -	£ 7,330.33
Grand Total	£ 1,811.52	£ 2,725.51	£ 2,793.30	£ -	£ 7,330.33



Row Labels	Sum of Cost
B	
External Walls, Windows & Doors	£ 589.93
External Areas	£ -
Roof	£ -
Ceilings	£ 535.58
Internal Walls and Doors	£ -
Floors and Stairs	£ -
Sanitary Services	£ -
Electrical Services	£ 1,600.00
Mechanical Services	£ 2,793.30
B Total	£ 5,518.81
C	
Roof	£ 311.52
Mechanical Services	£ 1,500.00
C Total	£ 1,811.52
Grand Total	£ 7,330.33





Row Label	Sum of Cost
Leibury Church Lane Public Conveniences (WARM)	
External Walls	£ 589,933
Windows and External Doors	£ 589,933
External Walls and Doors Total	£ 589,933
External Areas	
Drainage	£ -
External Areas Total	£ -
Roof	
Roof	£ 311,522
Roof Total	£ 311,522
Ceilings	
Ceiling Finishes	£ 535,588
Ceilings Total	£ 535,588
Internal Walls and Doors	
Internal Walls	£ -
Internal Doors	£ -
Internal Walls and Doors Total	£ -
Floors and Stairs	
Floor Finishes	£ -
Floors and Stairs Total	£ -
Sanitary Services	
Sanitary Appliances	£ -
Sanitary Services Total	£ -
Electrical Services	
Electrical Installations	£ 1,000,000
Electrical Services Total	£ 1,000,000
Mechanical Services	
Hot Water Installations	£ 1,500,000
Water Installations	£ 1,500,000
Space Heating and Air Conditioning	£ 2,793,340
Mechanical Services Total	£ 4,293,340
Grand Total	£ 7,289,373

<p>Introduction: A comprehensive condition assessment of the building has been undertaken by Faithful+Gould under the direction of Herefordshire Council. The purpose of the independent survey was to provide an impartial review towards the condition of the facility and provide confidence in the lifecycle requirements and expenditure over the next 5 years of the concession.</p>
<p>Executive overview: This report documents Faithful+Gould's findings of the condition assessment for the Ledbury Church Lane Public Convenience, which has been undertaken on behalf of Herefordshire Council Overall the condition of the Public Convenience is fair, with circa 78% of assets/elements being assessed as Condition B (sound, operationally safe, minor deterioration) and should perform their functions as intended during the next 5 years. There are circa 18% of assets/elements that are in condition B/C, indicating these assets will require replacement within the next 3 - 5 years. There are circa 4% of assets/ elements at condition C, indicating these assets will require replacement within the next 2 years.</p>
<p>Property description:</p>
<p>Overview Ledbury Church Lane public convenience building is estimated to date back to the 16th Century and now houses male, female and disabled public toilets with a service spine which is not accessible to the public.</p>
<p>External The unit is a single storey structure and is traditional construction with a pitched clay tiled roof. The roof has been replaced in recent times with modern underclanking now finishing the gable end and dormer windows. A roof hatch is present in the service area but was not accessed at the time of survey. The lead cheeked dormer windows are original, (visually inspected from ground level only) the toilet block has hardwood framed single glazed windows. The doors are of a timber construction.</p>
<p>Internal The internal walls are of a brick/ block/ timber construction with a plastered/ tiled/ PVC cladded finish, the flooring has a ceramic tile finish. The toilet appliances have been upgraded to include stainless steel sanitaryware.</p>
<p>MEP Services Mains cold water extends to draw off locations throughout, hot water is generated by a multipoint electric water heater located in the service cupboard. The toilets have a central inline ducted extract ventilation system. The service area has provision of electric frost protection heating. A single phased metered electric supply extends into the service cupboard, the small power and lighting circuits extend from a MCB distribution board. Light commercial general internal and external lighting has been installed throughout. Electric hand dryers have been installed into the toilet areas.</p>
<p>Purpose of the condition assessment: The purpose of the condition assessment is to provide a floor-by-floor survey report to determine the extent to which the assets have performed their function from the point of installation. The outcome of the condition assessment will support the decision-making process when developing the building lifecycle plan for asset replacement over the next 5 years.</p>
<p>Survey methodology: Faithful+Gould has undertaken a room-by-room elemental survey of the building assets and a hybrid of room-by-room / system level for the mechanical and electrical plant and equipment.</p>
<p>Benchmarking:</p>

Estimated life expectancies

Faithful+Gould has undertaken industry wide surveys and analysis of various portfolios to develop a series of condition gradings, risk assessments and priority ratings. This unique data coupled with published data such as; CIBSE Guide M, National Builders Association and BCIS has formed the basis of the estimated life expectancies for physical condition elements / sub-elements.

Condition grading

The following condition gradings have been adopted following a review with Herefordshire Council and have subsequently been applied to each element / sub-element;

- A - **Good** – Performing as intended and operating efficiently.
- B - **Satisfactory** - Performing as intended but showing minor deterioration.
- C - **Poor condition** - Showing major defects and / or not operating as intended.
- D - **Very poor condition** - Life expired and / or serious risk of imminent failure.

Risk assessment

Each element that falls below Condition B has been assigned the industry standard Risk Rating to indicate the likelihood and consequence of failure of the asset or to inform the importance of asset replacement. The Risk Matrix can be found within the body of this report.

Priority Rating

The following priority ratings have been provided by Herefordshire Council;

- 1 - **Urgent** work that will prevent immediate closure of premises and / or address an immediate high risk to the health and safety of occupants and /or remedy a serious breach of legislation.
- 2 - **Essential** work required within two years that will prevent serious deterioration of the fabric or services and / or address a medium risk to the health and safety of occupants and / or remedy a less serious breach of legislation.
- 3 - **Desirable** work required within three to five years that will prevent deterioration of the fabric or services and / or address a low risk to the health and safety of occupants and / or remedy a minor breach of legislation.

4 - Long term work required outside the five year planning period that will prevent deterioration of the fabric or services

Areas / Rooms not accessed:

Access was not afforded into the ceiling space.

Assumptions:

We have assumed that any lifecycle works to the building fabric, mechanical and electrical systems will be undertaken within the identified year(s) for replacement. It should be noted that if the lifecycle replacement expenditure and/or maintenance expenditure is reduced over a prolonged period, the condition standard, performance and ultimate availability of space within the building may be affected.

Clarifications:

The cost data is a blend of BCIS rates (Q4/2021), Spons 2021 and Faithful+Gould's tender cost analysis for Commercial buildings. All costs include; materials (net rate), basic labour rate and industry standard waste disposal. BUT excludes; overhead, profit, service commissioning, professional fees, design costs, temporary works, demolition and VAT at the prevailing rate.

The cost estimates are based upon the gross areas / numbers as shown in the room-by-room survey data tabs. These areas have been taken as part of the site based information.

Spot prices have been included within the mechanical & electrical costs for items such as lifting equipment for heavy plant and equipment and a standard rate of 5% has been allowed for material disposal over and above the net material costs.

The visual condition survey of all assets is based on a "like-for-like" replacement of the assets that can be viewed out on-site. When an item / equipment is no longer manufactured or deemed obsolete, the closest suitable replacement has been factored in for the lifecycle budget purposes.

Individual items below £1,000 that would normally be excluded as they form part of the R&M threshold have been included. However, it should be noted that when individual building assets have been identified as being due for replacement on mass, these items have been allocated replacement within the same year within the output report as an aggregate cost despite being below the £1,000.00 threshold.

Due to the assembly and construction of the various assets on-site, there may be instances whereby associated assets which are currently in 'Condition B' may require replacement to facilitate the primary asset replacement or to minimise operational disruption on-site. Examples are; i) replacement of obsolete wash hand basins and associated IPS units, ii) replacement of electrical / lighting systems and associated suspended ceiling tiles and/or grid. However, due to the uncertainty and timing of asset replacement, we have not made any allowances for associated asset replacement or cost uplift to the primary asset.



Exclusions

Performance testing of mechanical & electrical equipment and/or systems' has not been undertaken as part of this assessment.

Intrusive surveys of building fabric and/or below ground drainage systems have not been undertaken as part of this assessment.

Loose Furniture such as tables & chairs and equipment/appliances such as white goods have not been included within this report.



Overview :

M&E Survey Date:	09/11/2021	Hours of Operation:	24hrs Opening
Fabric Survey Date:	09/11/2021	Date of Construction	Circa 16th Century
GIA (m2) :	84	Date of Last Major Refurbishment	Unknown
Overall M&E Condition Code:	B		
Overall Fabric Condition Code	B		
M&E Survey done by:	Paul Pearson	Fabric Survey done by:	James Clarges

Prevailing weather condition at time of M&E survey:
Slightly overcast, dry, but cold.

Prevailing weather condition at time of Fabric survey:
Slightly overcast, dry, but cold.

BRIEF OVERVIEW OF THE BUILDING FABRIC

Fabric Installation:

Roofs

The timber framed pitched roof with clay tiles appears in fair condition. The existing lead cheek flashing to one of the Dorma windows appears to have dropped and requires remedial works/ repairs.

External Walls

The external wall consists of a brick/ block and timber construction with a part painted rendered finish, which appear in fair condition.

Windows and Curtain Walling

The toilet block has timber framed, single glazed windows, which appear in fair condition.

Doors

The external toilet doors are of a timber construction with a painted finish, which appear in fair condition.

Internal Finishes/ Decorations

The internal walls generally have a ceramic tiled finish which appears in fair condition. The riser has provision of a PVC cladded wall finish which also appears in fair condition.

Internal doors

The toilet cubicles have been constructed in PVC and appear in fair condition.

Ceiling finishes

The plaster board , plastered, painted ceiling appear in fair condition.

Floor finishes

The ceramic tiled floors throughout appear in fair condition.

Internal fixtures and fittings

The stainless steel sanitaryware appliances appear in fair condition.

BRIEF OVERVIEW OF M&E SERVICES WITHIN BUILDING / FACILITY

M&E Installation:

Mechanical

Mains cold water extends in copper pipe to the draw off locations and to a single multi-point electric hot water heater. The service spine of the toilets has provision of frost protection electric heating which also appears in fair condition. It appears the incoming mains cold water supply extends into the service spine in a lead pipe. It is recommended that an application is made to the local water provider to replace this service (if feasible). It is recommended that the existing central extract ventilation system within the roof space is upgraded to overcome the ongoing issue with odours.

Electrical

The electrical incoming single phase supply extends to the service spine of the toilets. It feeds a MCB sub distribution board which provide the small and lighting circuits.

The general lighting appears in reasonable condition, allowance should be given to the continues replacement of the fluorescent fittings with energy efficient LED upgrades.

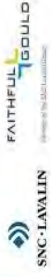
The hand dryers, display signs of general wear and tear and should be considered for life cycle replacement within the next 5 years.

Fire Alarm System

No evidence of any fixed fire alarm provision.

Security

Not applicable

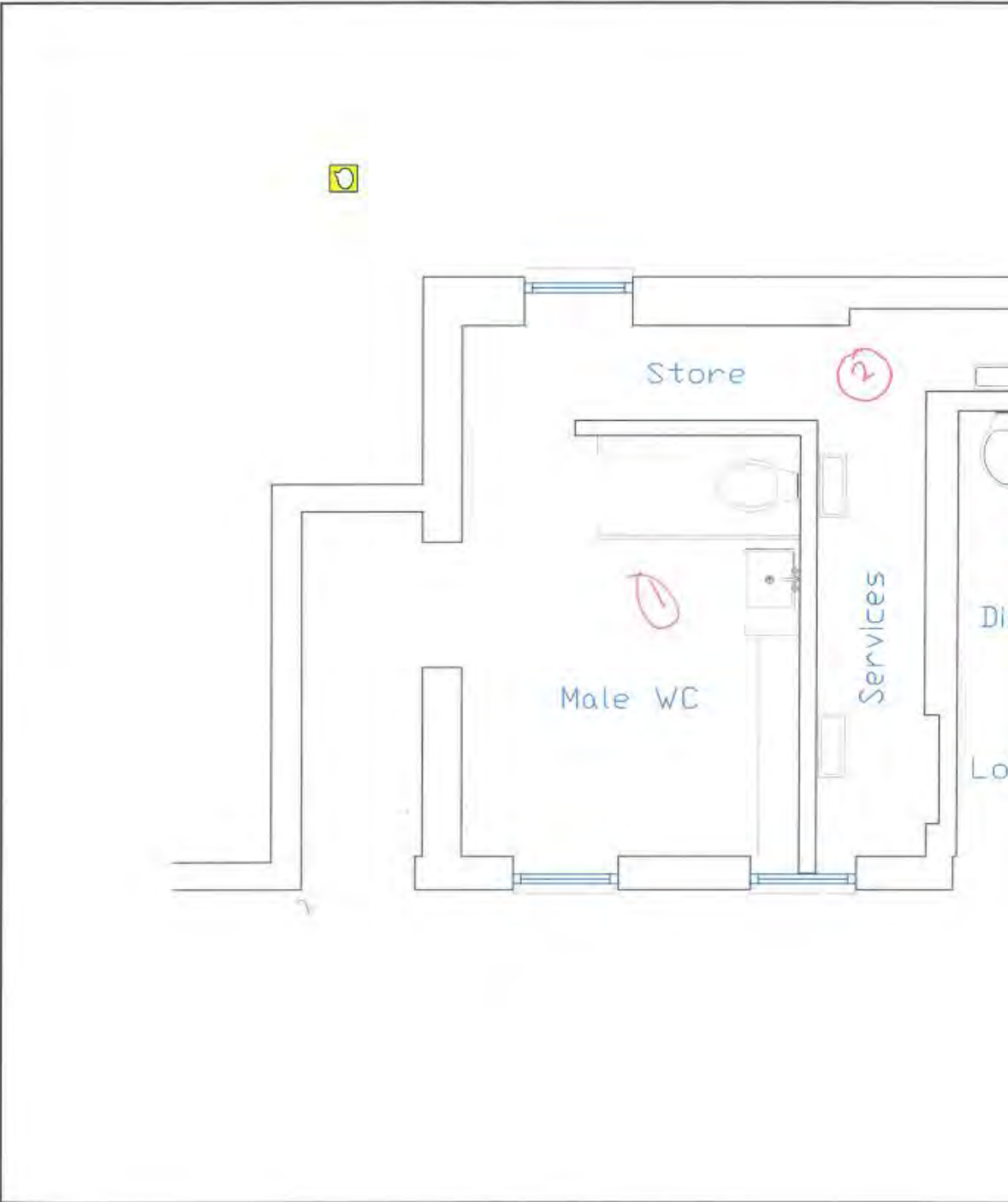


Site Name : Ledbury Church Lane PC
Condition Assessment Report
The risk assessment process matrix

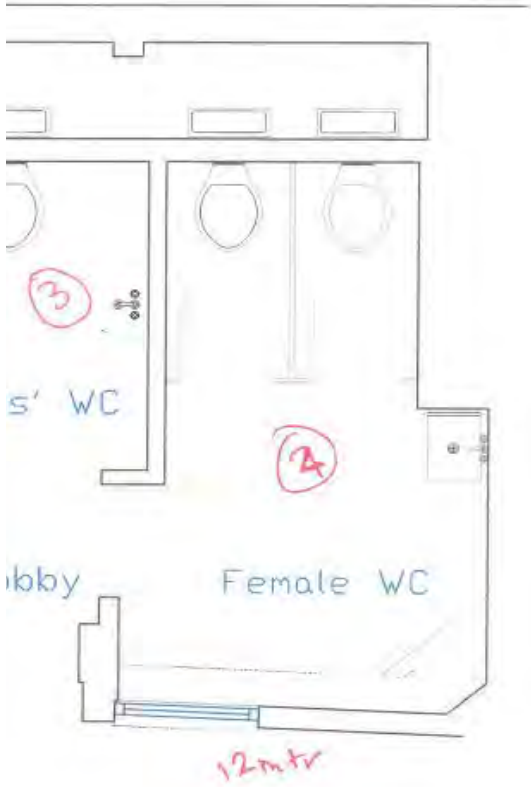
Condition Grading	Description
A	Good - Performing as intended
B	Satisfactory - Performing as intended, but exhibiting minor deterioration
C	Poor - Exhibiting major defects and/or not operating as intended
D	Bad - Life expired and/or serious risk of imminent failure
X	Supplementary grading - assigned in addition to 'B' and 'C' to indicate where repair is impossible and complete replacement will be required

Priority Grading	Years	Description
4	+5	More than 5 years before remedial action required (default priority for Condition A).
3	3-5	Remedial action required within 3-5 years .
2	1-2	Remedial action required within 1-2 years .
1	Immediate	Immediate remedial action or replacement required (default priority for Condition Grade D).





Do not scale from this drawing.
All dimensions are to be checked
on site.



**HEREFORDSHIRE
COUNCIL**

Tel: 01432 25
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Title:
LEDBURY, CHURCH
LANE P.C.

Drawing:
FLOOR PLAN

Property No:
WAPM

Drawing No:
WAPM-1

Scale 1 : 50	Date APR. '03
Checked	Revision