



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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22 September 2026

To: All Councillors

Dear Councillor

Please find attached the To Follow papers in respect of the meeting of **LEDBURY TOWN COUNCIL**, to be held on **Thursday, 24 September 2026 at 7.00 pm** in the **Town Council Offices, Church Lane, Ledbury, HR8 1DH**.

Yours faithfully

Angela Price PSLCC, MIWFM, AICCM
CiLCA (England & Wales)
Town Clerk

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AGENDA

FINANCE, POLICY & GENERAL PURPOSES

11. To approve Invoices for Payment (Page 7591 - 7594)

PLANNING, ECONOMY & TOURISM

17. To consider Planning Consultations (Page 7595 - 7603)

Planning Application no. 262052 – To receive and note the minutes of a meeting of the Major Planning Application working Party held on 17 September 2026 and consider any recommendations therein

To note that the next meeting of Council is scheduled for 15 October 2026 at 7.00 pm

28. **Exclusion of Press and Public**

In accordance with Section 1(2) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting
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29. **Proposal received from OMS (current IT provider) in respect of changes to their service provision **Additional information****

(Pages 7604 - 7616)

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

FULL COUNCIL	3 SEPTEMBER 2026	AGENDA ITEM: 11
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Report prepared by Angela Price – Town Clerk

INVOICES FOR PAYMENT – SEPTEMBER (FINAL)

Purpose of Report

The purpose of this report is to ask Members to approve invoices for payment for September 2026 (Final) in the sum of **£18,992.49** plus VAT.

Detailed Information

Attached is a list of payments for approval in the sum of **£18,992.49** plus VAT. This list represents payments in relation to September 2026 (Final).

September Salaries

In addition to the attached invoices Members are requested to note that the cost of the salaries for Month 6 (September) was **£43,750.96**.

This total is broken down as follows:

Salaries (Net)	£26,204.84
Employer NICs	£10,395.17
Employer Pension	<u>£ 7,150.95</u>
TOTAL	<u>£43,750.96</u>

The September salaries take into account the 2026/27 agreed annual pay award increase, which was agreed by the unions in August 2026, and which includes back pay with effect from 1 April 2026.

Recommendation

1. That Members approve the invoices for payment in the sum of **£18,992.49** plus VAT.
2. That Members receive and note the information in respect of the month 6 salaries, noting that the increase is due to the additional of back pay of the agreed annual pay award effective from 1 April 2026.

Creditors for Month No 6

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/09/2026	91810642	956	HEREFORD	HER001	87.75	0.00	87.75	4224	101	87.75	91810642/956/Herefordshire Cou
10/09/2026	91810643	957	HEREFORD	HER001	2,756.61	0.00	2,756.61	4176	118	2,756.61	Contribution to CCTV
15/09/2026	449	958	N J WINDLEY	NJW001	3,775.00	755.00	4,530.00	4206	102	3,775.00	New path at Ledbury Cemetery
31/08/2026	81	959	LEDHARD	LED002	36.66	7.33	43.99	4200	102	36.66	Tree Loppers
21/09/2026	87	960	LEDHARD	LED002	6.92	1.38	8.30	4705	107	6.92	Cable ties
09/09/2026	23351	961	GARDEN MACHINERY	LED001	187.50	37.50	225.00	4416	102	187.50	New switch for foamstream
14/09/2026	9903	962	CAS MOTORS	CAS001	415.50	83.10	498.60	4300	102	415.50	Repairs to council van
07/09/2026	00161	963	DMPROP	DMP001	50.00	0.00	50.00	4205	110	50.00	ROSPA Report checks at rec
11/09/2026	10137	964	FIRCON BOOKS LTD	FIR001	162.50	0.00	162.50	4700	105	162.50	Artisan Books Painted Room
18/09/2026	0001773939	965	CUSSACK	CUS001	12.00	2.40	14.40	4705	107	12.00	Adhesive signs for Fair signs
26/08/2026	2407	966	LEDBURY CONSTRUCTION	LEDCON	4,929.50	985.90	5,915.40	4204	108	4,929.50	Repair hanging baskets
17/09/2026	573-52307	967	KEVIN KILLEN	KEVIN	500.00	100.00	600.00	4903	109	500.00	50% design development cost
18/09/2026	1018	968	PLATFORM ONE	PLAT	500.00	100.00	600.00	4903	109	500.00	50% design development cost
04/09/2026	EH2611	969	ENGAGE	ENG001	640.00	0.00	640.00	4903	109	640.00	MM Project consultant fee
13/09/2026	0001	970	JILL	JILL	88.33	17.67	106.00	4004	120	88.33	Ornamental trees x 2
03/09/2026	51255	971	PERPETUA PRESS	PER001	135.00	27.00	162.00	4607	127	135.00	1 x sign and 2 posters
03/09/2026	SO1463461	972	BAKER	BAK001	23.00	0.00	23.00	4607	127	23.00	Crafts for HODS event
03/09/2026	SO1463461.	973	BAKER	BAK001	14.08	2.82	16.90	4607	127	14.08	Crafts for HODS
11/09/2026	066	974	KATE DARBY	STWK1	250.00	0.00	250.00	4607	127	250.00	Half term workshop Oct 2026
10/09/2026	91809739	975	HEREFORD	HER001	240.76	0.00	240.76	4021	202	240.76	Trade waste council offices
15/09/2026	9507436666	976	SHRED-IT	SHR002	75.00	15.00	90.00	4116	202	75.00	Confidential waste collection
14/09/2026	15815	977	BLISS	BLI001	368.00	73.60	441.60	4150	202	368.00	Office cleaning
15/09/2026	80129	978	HMS	HMS	138.00	27.60	165.60	4170	202	138.00	Replacement lights Painted rm
15/09/2026	80121	979	HMS	HMS	147.50	29.50	177.00	4170	202	147.50	Replacement light fittings
08/09/2026	GB6019NLDVXYJI	980	AMAZON	AMA001	65.94	13.19	79.13	4170	202	65.94	4 pin light bulbs office
14/09/2026	80115	981	HMS	HMS	355.00	71.00	426.00	4170	202	355.00	Spply/fit 4 light fittings
09/09/2026	001	982	HAND	HAND01	500.00	0.00	500.00	4890	214	500.00	Grant
14/09/2026	49952643	983	NEWS	NEW002	580.00	116.00	696.00	4430	220	580.00	Recruitment advertisement

Creditors for Month No 6

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/09/2026	000460	984	G P	GP001	5.60	0.00	5.60	4460	220	5.60	Ledbury Reporter
20/08/2026	SI-3702	987	HUTCH	HUT001	470.00	94.00	564.00	4002	230	470.00	Recruitment advertising
10/09/2026	66853439	988	HOOPLE	HOOP	598.26	119.65	717.91	4001	230	598.26	Temporary reception cover
10/09/2026	001	989	APRICE	AP	54.60	0.00	54.60	4051	230	54.60	September mileage
10/09/2026	001	990	JULIA	JUL001	26.65	0.00	26.65	4051	230	26.65	September mileage
10/09/2026	153434600	991	GENIUS	GEN001	690.00	138.00	828.00	4415	235	690.00	Access to work equipment EC
14/09/2026	10210926	995	BEE HAPPY	BEH01	62.00	0.00	62.00	4590	220	62.00	September Payroll services
10/09/2026	GB6003FCNOU5FI 996		AMAZON	AMA001	44.83	8.97	53.80	4549	301	44.83	A-Board for farmers market

TOTAL INVOICES	<u>18,992.49</u>	<u>2,826.61</u>	<u>21,819.10</u>
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<u>18,992.49</u>

VAT ANALYSIS CODE S @ 20.00%	14,133.02	2,826.61	16,959.63
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VAT ANALYSIS CODE Z @ 0.00%	4,859.47	0.00	4,859.47
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TOTALS	<u>18,992.49</u>	<u>2,826.61</u>	<u>21,819.10</u>
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LEDBURY TOWN COUNCIL

MINUTES OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY HELD ON 17 SEPTEMBER 2026

PRESENT: Councillors Bradford, Hamblin, Harvey, Hughes, Morris (Chair) and Wilkinson
Non-Councillors – Ann Lumb (Civic Society)
Members of the public

ALSO PRESENT: Angela Price – Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Chowns, Eakin and Ward Councillor Stef Simmons.

2. OPENING OF THE MEETING

The Chair welcomed those present and explained the arrangements for public participation. Where several attendees wished to speak on the same matter, they were asked to nominate a spokesperson. Speakers were asked to address the meeting through the Chair and to allow others to speak without interruption.

3. DECLARATIONS OF INTEREST

Councillor Bradford declared a non-pecuniary interest, due to living adjacent to Martins Way Park.

4. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE MAJOR PLANNING APPLICATIONS WORKING PARTY HELD ON 18 JUNE 2026

RESOLVED:

That the minutes of the meeting of the Major Planning Applications Working Party held on 18 June 2026 be approved and signed as a correct record.

5. TO GIVE CONSIDERATION TO APPLICATION NO. 262052 – CONSTRUCTION OF PUMP TRACK AND ASSOCIATED LANDSCAPING – LAND AT MARTINS WAY PARK, LEDBURY

Alexandra Jarrett spoke on behalf of the residents living near the proposed pump track at Martins Way. They emphasised that residents supported the provision of facilities for young people, including a pump track, but objected to the proposed location because they did not consider it suitable for a facility of this scale.

The principal concerns raised were:

- The proximity of the proposed track to homes on Villa Way, Martins Way and Biddulph Way, with some residential façades stated to be only slightly more than 20 metres from the facility.
- Whether sufficient weight had been given to Fields in Trust guidance, including its recommended separation distances.
- The approach taken within the Environmental Health Officer's assessment, particularly the suggestion that residents' principal amenity spaces were located to the rear of their properties. It was stated that the main living areas of a number of nearby homes faced the proposed site and that the potential noise impact had therefore not been adequately considered.
- The scale of the development and the amount of existing open green space that would be occupied. Residents estimated that the facility would take up half of the usable recreational space.
- The effect on people who currently used the site for walking, recreation and access to good-quality open space, but who would not use the pump track.
- The absence of proposals for additional parking or a designated drop-off and collection point. Existing parking pressures within Deer Park were highlighted.
- Highway and pedestrian safety, including the site's proximity to a busy roundabout and bus stop, the use of Biddulph Way as a through-route, reports of speeding vehicles and the possibility of increased traffic from users travelling from outside the immediate area.
- Whether the environmental and ecological implications of developing Martins Way had been assessed as fully and consistently as those relating to alternative sites. It was suggested that the publicly available information did not provide a clear, like-for-like ecological comparison between Martins Way and the Waterworks site.
- The potential effect of the development and associated landscaping on existing vegetation, hedgerows, habitats and wildlife.
- The timing and effectiveness of the planning consultation, including the delay in displaying site notices, notwithstanding the subsequent extension of the consultation period.
- Whether earlier engagement had been sufficiently inclusive and representative. Particular reference was made to publicity that appeared to be directed primarily towards young people and to an event held at 2.00 pm on a weekday during the school holidays, which residents considered difficult for working people to attend.
- The level of local opposition. The speaker stated that, at the time of the meeting, 114 objections had been submitted by Ledbury residents, compared with 54 representations in support from residents, with a further 30 supportive comments said to have been received from people outside the immediate area.

In conclusion, Mrs Jarrett reiterated that residents were not opposed to a pump track in principle or to investment in facilities for young people. Their objection related specifically to the suitability of Martins Way, having regard to residential proximity, noise, accessibility, loss of shared green space, parking, highway safety, environmental considerations and the consultation process.

The Chair thanked Mrs Jarrett for her input.

Councillor Bradford asked for clarification on whether all those wishing to speak on this matter were residents of Ledbury, as he believed that non-residents could not participate in the meeting.

The Clerk advised that non-residents are permitted to participate and speak at Council meetings.

Clarification was provided to those present that Ledbury Town Council is not the determining authority for this or any other planning application. It was explained that the purpose of the Working Party was to formulate a proposed consultation response for consideration by Full Council, which would determine the Council's final response to the application to be submitted to Herefordshire Council.

Robin Kemp – Youth Project Worker, Ledbury Community Hub was present to represent the voice of the youth of the town, who were present at the meeting and who had helped to put together the following statement.

“As many of you know we work closely with families and young people around Ledbury, in particular focusing on the young voices from within Ledbury. As many of you also know the POV Listening Ledbury survey a huge number of young people giving them the opportunity to be heard and feel seen in the town. To many of the young people in Ledbury they see this pump track as a manifestation of this project and a symbol of having their voices heard.

A great deal of our work also involves talking to the community and much of this time has been talking to families at the Friday Skate sessions held at the rec. I have had some interesting conversations with this as the topic of debate. Often the topic of antisocial behaviour has been raised and families that have been spoken with are voices of worry and not anger.

All I can say is that things such as this pump track help to bring young people together in a shared interest space, a space they themselves have requested. This is a space that the young people can create memories, exercise push skill sets and engage with the community rather than disturb.”

Victoria Booton provided the following statement:

“This is about protecting a much-loved open space, while ensuring the needs of young people are met without sacrificing any amenities, accessibility of the people who enjoy and live alongside it.”

Jim Smith advised that, although his own children were now too old to benefit from the proposed facility, extensive consultation had identified that a pump track was something local young people wanted. He expressed concern that their views were not being considered positively.

He did not agree that the facility would necessarily attract antisocial behaviour, emphasising that most young people were not antisocial and were sometimes unfairly blamed for incidents caused by older individuals. He urged that proper consideration be given to the views expressed by the town's young people and to the opportunity to provide them with a facility they had specifically requested.

Councillor asked if it would be possible to get a copy of the POV report referenced by Robin Kemp.

Lesley Dalley advised that he was not decided either way in respect of the project. He asked whether any alternative sites had been looked at and if not and if the proposed area does not go ahead, does that then mean that Ledbury loses this opportunity completely?

Councillor Bradford advised that the planning application had been submitted by Herefordshire Council and that, to his knowledge, no alternative sites had been considered.

Councillor Peberdy clarified that Martins Way had been selected because the project was being funded through Section 106 contributions arising from the development in that area. The funding was therefore ring-fenced for use within the vicinity of the development and, should the proposal for this site not proceed, it could not be used to provide a pump track elsewhere in the town. However, this would need to be clarified for certainty.

It was suggested that the waterworks had been visited as a considered alternative, and if it is the case that the funding is only available for this area why were the waterworks even given consideration?

Councillor Wilkinson confirmed that the Waterworks site was considered and asked whether it was right that the pump track at Martins way should be a fait-accomplish over another amenity. She advised that she had asked the County Council whether the waterworks site falls within the same ward area but had not yet received a satisfactory answer.

Councillor Harvey reiterated that the funding for this project does stem from the housing in Platinum Way and that this development had started out as a mixed development of market, affordable and social housing and when Connexus bought the site they approached the County Council wanting to turn it into a 100% affordable housing site and maximise the amount of houses they wanted to build on that site due to demand for affordable homes. The decision that was made, that because the Martins Way greenspace was absolutely adjacent to this development Connexus were given permission to maximise the number of houses on site and therefore build on ground within

the area, as otherwise they would have been required to provide green play space within the development. The officer decision report that went with the planning permissions states *"The development will also produce open space contributions to off-site facilities provision secured through S106 agreement. In this instance this approach is considered acceptable noting the site immediately adjoins existing substantial open space and play facilities accordingly the proposal is located whereby many day-day journeys by future occupiers can be undertaken with the need and use of a private vehicle."*

Therefore, permissions were granted on the understanding that the funds that came from the developer were used to create enhanced play provision on Martins Way site, back in 2020 when the planning permission was granted.

Councillor Morris stated that the Town council have always wanted to make provision for young people and it has been a real battle over the years and this maybe an opportunity to contribute to this, however there are always two sides to look at, and it is up to Herefordshire Council to make the final decision.

Further discussion and comments from members of the public were considered, during which one of the younger attendees spoke in favour of the project, and concerns around the safety of the track being used by multiple ages were raised.

Chris Thomas raised concerns about the quality of the planning application that had been submitted and supporting evidence that he considered to have a significant impact on the health and safety of the project.

Councillor Harvey noted that it had been really helpful to have all the comments from members of the public and reminded Members were being asked to provide a draft submission to be recommended to Full Council, to include reference to planning policies were relevant and any comments and concerns for further information/clarification in respect of the application.

Clarification was sought on whether the Town Council could make an informed decision in respect of the pump track, noting that the next item on the agenda was for Members to consider their next steps in respect of the potential Community Asset Transfer (CAT) of the pump track.

Councillor Harvey explained that the planning application is for a facility on land that is owned by Herefordshire Council and that as things stand there is no expectation or obligation on the Town Council to accept an asset transfer of this facility once it has been created. There is a management and maintenance plan that is part of the documentation which indicates the level of maintenance that is required, including specialist pump track maintenance.

She noted that there are merits and demerits that The Town Council need to consider in respect of the potential CAT but pointed out that this is not a decision to be made tonight or at the full council meeting next week. However, what the Town Council need to consider is that as a consequence of

this debate there be more information to seek from Herefordshire Council to better understand what the CAT might bring in terms of obligations and potential benefits, and in addressing the concerns of the residents. Need reassurance from County Council that they understand and accept their responsibilities in respect of ongoing maintenance etc.

Councillor Hamblin proposed that a recommendation be submitted to full council that Ledbury Town Council object to planning application no. 262052; seconded by Councillor Bradford.

Councillor Harvey asked on what grounds the application was being objected to? She noted that consideration should be made to how the application aligns with County Planning Policy and with the Ledbury Neighbourhood Development Plan (NDP), citing in particular CL1.1. She advised that in the response to the planning authority the Town Council could refer to CL1.1 and comment that whilst the Town Council recognises this application meets with the criteria of policy CL1.1 they do have concerns about the impact this may have on residential amenity and that they would like assurance with a number of points raised such as boundary management, maintenance, noise, potential antisocial behaviour etc.

The following points of objection were highlighted:

That Ledbury Town Council object to planning application no. 262052 noting the following:

- Relative distance to residential homes
- Drainage concerns and water run-off
- Lack of toilet facilities
- Lack of Parking provision
- Future Maintenance and ownership
- Health & Safety concerns
- Will this sight continue to be available for the air ambulance to land in emergencies"
- Noise

Ann Lumb asked that the NDP Policy CL2.1 Protection of Open and Green Spaces be included within the response.

Councillor Wilkinson suggested also considering the following points:

- Residential amenity in terms of NDP Policies CL 1.1 and CL 2.1
- Quality of the application

Councillor Harvey also suggested it would be helpful to have a perspective view of the track and its undulations, which would potentially provide an opportunity to make further representations borne from having more information available.

Councillor Morris suggested requesting more information from Herefordshire Council based on the points raised in the meeting.

Following further discussion Councillor Hamblin provided the following proposal:

Councillor Hamblin proposed the following recommendation:

That we submit a recommendation to full council using the points raised by local residents, recommend that an objection be submitted to the planning authority based on factual planning-based grounds as raised in this meeting.

Councillor Bradford withdrew his second to the motion, noting that he had declared a non-pecuniary interest. Councillor Wilkinson seconded the motion.

Councillor Harvey noted that it should be recorded that this is the first time in at least a generation that there has been a significant additional provision for active youth recreational facility in the town and that in terms of health, exercise and activity for young people, additional recreational facility, well connected to the walking and cycling network within the town, it should be noted that these are connected to the County Planning policies and those within the Ledbury NDP.

RECOMMENDATION:

That the following be recommended to Full Council:

That Ledbury Town Council submit a recommendation to full council using the points raised by local residents, recommend that an objection be submitted to the planning authority based on factual planning-based grounds as raised in this meeting in respect of planning application no. 262052 noting the following:

- **Relative distance to residential homes**
- **Drainage concerns and water run-off**
- **Lack of toilet facilities**
- **Lack of Parking provision**
- **Future Maintenance and ownership**
- **Health & Safety concerns**
- **Will this sight continue to be available for the air ambulance to land in emergencies”**
- **Noise**
- **Residential Amenities**
- **Quality of the application**

And that consideration be given to NDP Policies CL1.1 and CL2.1 as outlined above.

6. **TO CONSIDER NEXT STEPS IN RESPECT OF POTENTIAL COMMUNITY ASSET TRANSFER (CAT) OF MARTINS WAY PUMP TRACK AND PARK**

Members considered the next steps in relation to the potential community asset transfer of the proposed pump track and the wider park area at Martins Way.

The Working Party noted that further information was required before the Council could make an informed decision. This included the precise extent of the land and assets proposed for transfer, their condition at the point of transfer, future maintenance and other liabilities, and the financial implications for the Council. Members emphasised that any additional expenditure would need to be considered in the context of the Council's budget and precept.

Members also discussed the relationship between the proposed pump track and the wider availability and maintenance of play facilities in the town. It was acknowledged that the facility could be an asset for young people if it were properly managed and adequately funded. The Working Party requested a clear timetable from Herefordshire Council for the provision of the outstanding information so that the matter could be considered during preparation of the next budget.

RESOLVED: That the Working Party recommend that no final decision be taken on the potential community asset transfer until sufficient information has been received regarding the extent and condition of the assets to be transferred, future responsibilities and liabilities, ongoing maintenance requirements, financial implications and the proposed timetable.

Additional matters raised

Following the decision, concerns were raised about the existing condition and accessibility of the wider area, including footpaths, dropped kerbs, fencing and access to play equipment for wheelchair users. Potential health and safety issues and the need to establish the condition of all assets before any transfer were also highlighted.

A member of the public referred to former mill ponds in the area and implications for drainage and flooding, including reports of flooding affecting bungalows on Platinum Way. The Chair asked that these matters be submitted to the Clerk in writing so that Full Council could consider them.

Actions

Seek a timetable from Herefordshire Council for providing the information required to assess the proposed transfer.

Obtain full details of the proposed transfer, including boundaries, asset condition, responsibilities, liabilities, maintenance requirements and costs. Ensure accessibility, health and safety, drainage and flood-risk matters are examined as part of any future appraisal.

Refer written representations concerning the condition of the site, access and drainage to Full Council.

Closure

The Chair thanked everyone for attending and contributing and closed the meeting.

The meeting ended at

DRAFT