



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY,  
HEREFORDSHIRE, HR8 1DH Tel: 01531 632306

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7 October 2022

**TO: Councillors Bannister, Bradford, Harvey, Howells, Hughes, Manns, Morris, Shields and Sims**

You are hereby summoned to attend a meeting of the **Economy & Planning Committee** which will be held in the **Burgage Hall, Church Lane, Ledbury**, on **Thursday, 13 October 2022 at 7.30 pm** for the purposes of transacting the business set out below.

Yours faithfully

  
PP Angie Price  
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. To receive apologies for absence
2. 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 Herefordshire Council at least 72 hours prior to the meeting)*

3. **Public Participation**

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled



to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Committee Chairman.

## MINUTES

4. To approve and sign the minutes of the Planning Committee meeting held on 8 September 2022 (Pages 4161-4168)
5. To review the Action Sheet (Pages 4169-4170)

## ECONOMY

6. Gazebo Hire Policy (Pages 4171-4175)
7. Proposals for change of reception area to meet requirements of Tourist Information Service (Pages 4176-4181)
8. Painted Room Visitor Numbers (Pages 4182)
9. To establish where, if anywhere, Tourism sits within the Council's Working Parties

## WORKING PARTIES

10. Minutes of a meeting of the John Masefield Memorial Working Party (Pages 4183-4190)

## PLANNING

### 11. Planning Consultations

	Application Number	Deadline for comments	Application details
11.1	<u>222512</u>	21.10.2022 Target determination date 09.11.2022 – <b>LISTED BUILDING CONSENT</b>	Proposed window and external doors repairs
11.2	<u>222806</u>	06.10.2022 Target determination date 21.10.2022	Decommission Barclays Bank. The intention externally is to: 1 Removal of existing external signage. 2. Removal of external ATM and existing window glazing to be replaced with new 3. Existing redundant letter box to be sealed internally. 4. Existing external CCTV

			camera to be removed. 5. Existing ADT alarm to be removed. The intention internally is to: 1. Removal of internal counters. 2. Removal of all internal furniture. – 22 the Homend, Ledbury, Herefordshire, HR8 1BT
11.3	<u>222807</u>	06.10.2022 Target determination date 21.10.2022 – <b>LISTED BUILDING CONSENT</b>	Decommission Barclays Bank. The intention externally is to: 1 Removal of existing external signage. 2. Removal of external ATM and existing window glazing to be replaced with new 3. Existing redundant letter box to be sealed internally. 4. Existing external CCTV camera to be removed. 5. Existing ADT alarm to be removed. The intention internally is to: 1. Removal of internal counters. 2. Removal of all internal furniture. – <b>22 the Homend, Ledbury, Herefordshire, HR8 1BT</b>
11.4	<u>223103</u>	26.10.2022 Target determination date	Erection of single storey extension with partial demolition to healthcare facility – <b>Rose Cottage, Belle Orchard, Ledbury, Herefordshire, HR8 1DD</b>

12. Planning Decisions (Pages 4191-4195)

13. Proposed Footpath Diversion – ZB1 and ZB2 Ledbury, Herefordshire (Pages 4196-4197)

14. Notification of Application for Grant of Premises Licence (Pages 4198-4199)

15. S106 Funding for Ledbury 2022 (Pages 4200)

## WORKING PARTIES

16. Neighbourhood Development Plan Working Party (NDP) (Verbal update)



17. Request received in respect of SID being sited on A449  
(Page 4201-4202)
18. Correspondence received in respect of closure of Barclays Bank  
(Page 4203)
19. Date of next meeting

To note that the date of the next meeting of the Planning Committee is scheduled for 10 November 2022 at 7.00 pm

Distribution: Full agenda to: - Committee Members (9)

Full agenda excluding confidential papers to:

Councillor l'Anson (1)

Press (1)

Agenda front pages to all non-committee members (7)



## LEDBURY TOWN COUNCIL

### MINUTES OF A MEETING OF AN ECONOMY & PLANNING COMMITTEE HELD ON 8 SEPTEMBER 2022

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**PRESENT:** Councillors Bannister, Bradford, Howells, Morris and Sims

**ALSO PRESENT:** Angela Price – Town Clerk  
Charlotte Bartrop – Minute Taker  
Five Members of the public

Members held a minute silence for the passing of Her Majesty Queen Elizabeth II.

#### **P634 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Harvey, Hughes, Manns and Shields

#### **P635 TO RECEIVE DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

Councillor Howells declared an interest in respect of public participation, due to circumstances between himself and Mr Thomas.

#### **P636 PUBLIC PARTICIPATION**

Councillor Howells left the room.

The Chair advised Mr Thomas that would be permitted to speak for 5-minutes.

Mr Thomas read a speech regarding issues relating to noise disturbances at The Barn, Ledbury. (See attached pages)

Councillor Bannister expressed concern over the direction Mr Thomas' speech was going as he felt it had become an attack on the Council rather than a constructive speech.

Mr Thomas continued and following the 5-minutes allocated time Councillor Bannister requested the Chair to not allow Mr Thomas to continue.

After a heated, debate Councillor Bradford proposed that Mr Thomas be allowed to continue, which was seconded, and a vote taken.

#### **RESOLVED:**

**That Mr Thomas be allowed to continue, noting that he should not be too long.**

Councillor Bannister left the room advising that he was unhappy with the decision to allow Mr Thomas to continue and stated that he would return to the meeting when the speech concluded.

- P637** It was proposed that agenda item 18, The Barn, St Katherine's, Ledbury, be moved forward on the agenda to allow the discussion to take place whilst the members of the public were present.

**RESOLVED:**

**That item 18 be brought forward on the agenda.**

**P638 THE BARN, ST KATHERINE'S, LEDBURY**

Councillor Bradford suggested that the Clerk be asked to write to Licensing at Herefordshire Council and advise them of the issues raised by Mr Thomas and ask them to investigate this matter, and that Mr Thomas should be copied into the letter for information.

**RESOLVED:**

**That the Clerk write to Herefordshire Councils Licensing to advise them of the issues raised by Mr Thomas and ask them to investigate this matter, with a copy of the letter being made available to Mr Thomas.**

**P639 TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 11 AUGUST 2022**

**RESOLVED:**

**That the minutes of the Planning Committee Meeting 11 August 2022 be approved and signed as a correct record.**

**P640 TO REVIEW THE ACTION SHEET**

**P605(2)** The Clerk stated that she had received a copy of the S106 document, however she advised that it does not include the expiry date. She confirmed that this was an item to be discussed at the next Mayor's Meeting and she had emailed requesting that the dates of expiry for all the Ledbury S106 projects be provided.

**It was agreed that a task and Finish Group should be set up to progress the S106 wish list. Councillors Bannister, Howells and Hughes agreed to sit on the Task & Finish Group.**

**P609 – it was noted that Councillor Howells had provided a draft report in respect of the Herefordshire Local Plan consultation earlier in the day.**

**P610(2)** Information in respect of this will be considered at the next Environment & Leisure meeting.



It was noted that the following items were on the agenda for further discussion:

P621(9.4)  
P621(9.5)  
P621(9.7)(1)  
P621(9.7)(2)  
P621(9.7)(3)  
P624(1)

P623 The Clerk advised that she had not received a response from Herefordshire Council Planning Officers in respect of a meeting to discuss the future of the Methodist church but advised that she would chase this.

P692(B)(2) The Clerk advised that she had not received any further suggestions from Councillors and advised that the time for providing suggestions had now passed. Councillor Sims proposed that the public be asked to make suggestions for drop kerbs around the town that the Council could forward to Hereford Council for consideration in the future.

P631(2) That this item should be considered at the next Markets Working Party.

#### **P641 PAINTED ROOM VISITOR NUMBERS APRIL TO JULY 2022**

Members were provided with information of visitor numbers for the Painted Room between April and July 2022.

The average number of visitors per day was between 23 and 30 during the peak visitor period.

Councillor Bradford suggested that with these numbers at hand it is a good opportunity for the Council to review the Tour Guides job description and for other Medieval Buildings to be included on the tour.

Councillor Sims enquired as to what end the Painted Room operated, whether for profit or to bring in more tourists to the town.

The Clerk responded that currently the Painted room operates on donations, there is no charge levied to visit. The tour guides are paid members of staff, but this could be expanded to have volunteers as well. The tour guides also carry out educational tours which include the Market House.

Councillor Sims proposed that there is a task and finish group for this subject to invite members of staff/public/volunteer groups to give their input in a round table discussion. Councillor Morris supported this as he stated that there have

been many years without communication between the Heritage buildings within the town. The Civic Society is due to celebrate its' 50-year anniversary in 2023, he suggested that this could be a catalyst for change.

The Clerk informed the members that a volunteer policy had been considered at the recent Resources Committee, which will be referred to the Finance, Policy & General Purposes Committee for final approval.

**RESOLVED:**

**That a task and finish group would be set up in order to ascertain the future needs of the Painted Room and it's place within the Heritage Buildings of the town.**

**P642 LEDBURY POSTCARDS**

Members were provided with Postcards of Ledbury which the Council may wish to sell in the Tourist Information Centre.

Councillor Bradford spoke about the previous Tourist Information Centre selling locally sourced items. He suggested working with local artisans to sell small items from the Tourist Information Centre.

Members felt that Ledbury Town Council should commission unique designs and apply the town branding. It was also agreed that local traders should be consulted in order to avoid any conflict with what is already available in the local shops. It was also noted that there is a limited amount of space in the current set up of the council reception/Tourist Information Centre.

The Clerk stated that there she would include an item on next month's agenda in respect of possible changes to the reception area to accommodate the Tourist Information Centre

**RESOLVED:**

- 1. That the Clerk include an item on the October agenda of the committee in respect of the reception area of the offices**
- 2. That the Clerk investigate options for creating Ledbury Town Council postcards.**

**P643 JOHN MASEFIELD MEMORIAL WORKING PARTY**

**RESOLVED:**

**That the minutes of the John Masefield Memorial Working Party be received and noted.**



## **P644 PLANNING CONSULTATIONS**

- 10.1 222407 Proposed annexe – 14 Oatleys Terrace, Ledbury, Herefordshire, HR8 2BX**

**RESOLVED:**

**No objection**

- 10.2 222689 Proposed replacement conservatory – 10 Horse Lane Orchard, Ledbury, Herefordshire, HR8 1PP**

**RESOLVED:**

**No objection**

- 10.3 222231 Approval of reserved matters relating to layout, scale, appearance, and landscaping (pursuant to outline planning permission appeal re: APP/W1850/W/20/3244410 and LPA ref. 171532) for the construction of footpath/cycleway links connecting the approved residential and employment uses within the site to Hereford Road and Ballard Close**

**RESOLVED:**

**That a response be provided in respect of the accessibility of buses onto the site once developed and that Councillor Howells provide the Clerk with the specific Neighbourhood Development Policies.**

- 10.4 222261 T1 – Variegated Holly situated on right hand side of gateway when approaching property, fell to as near ground level as possible. Reason – poor condition. T2 – Variegated Holly situated on left hand side of gateway, reduce in height by approximately 3m to second canopy line and lightly trim remaining lower canopy to leave a more compact and rounded appearance. Reason – outgrowing situation (has previously been reduced) – Land at 23 The Southend, Ledbury Herefordshire, HR8 2EY**

**RESOLVED:**

**No objection, subject to independent advice being sought by Planning Officers to confirm that the works are necessary.**

- 10.5 220783 Proposed change of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site -Little Bush Pitch, Bush Pitch, Ledbury Herefordshire, HR8 2PX**

Councillor Howells advised that Ward Councillors had requested this application be referred back to the Hereford Council Planning Committee for further consideration.

**RESOLVED:**

**That Ledbury Town Council defer making a comment until such time confirmation of the referral has been received.**

**P645 PLANNING DECISIONS**

**RESOLVED:**

1. That the Planning Decisions be received and noted.
2. To note that an update on the war memorial will be provided to Full Council on 6 October 2022 following a meeting with Caroe on 15 September to review the tender documents received.

**P646 APPLICATION NO. 220855 LAND SOUTH OF LEADON WAY, LEDBURY, HEREFORDSHIRE**

**a. Application for approval of reserved Matters**

The Clerk advised that she had requested an extension in respect of this application, but to date had not received a response from Herefordshire Council Planning Officers.

**RESOLVED:**

**That the extension request be noted.**

**b. Request from Vistry Group for further meeting with Councillors week commencing 12 September 2022**

It was agreed that taking into account the death of Her Majesty Queen Elizabeth II and the additional workload for officers, the Clerk would contact Vistry to request an alternative date.

**P647 APPLICATION NO. 222107 AND 222231 – LAND NORTH OF THE VIADUCT, ADJOINING ORCHARD BUSINESS PARK, LEDBURY**

**a. DAS Compliance Report**

**b. Phasing Plan**

**RESOLVED:**

**That the information provided be received and noted.**

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**P648 APPEAL 201718 – LAND SOUTH OF LEADON WAY & EAST DYMOCK ROAD, LEDBURY, HEREFORDSHIRE, HR8 2JQ – DEELEY PROPERTIES LTD & COUNTRYWIDE FARMERS PLC**

Members were provided with a copy of the statement prepared and submitted at appeal by Councillor Bannister on 24 August 2022.

**RESOLVED:**

**That the statement be received and noted.**

**P649 AFFORDABLE HOUSING – DRAFT SUPPLEMENTARY PLANNING DOCUMENT**

**RESOLVED:**

**That the Affordable Housing – Draft Supplementary Planning Document provided by Councillor Howells be received and noted.**

**P650 a. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)**

Councillor Howells gave a verbal report regarding the current status of the Neighbourhood Development Plan. He advised that the website is currently being updated to ensure that all documents are included, and the most recent versions are available. Website wording is also being updated to reflect that the NDP is entering the Regulation 16 phase. Once this work has been completed the information will be submitted to Herefordshire Council for review.

**P651 PROPOSED 5G TELECOMMUNICATIONS INSTALLATION FOR H3G UK**

**RESOLVED:**

**That the information be received and noted.**

**P652 REQUEST TO WRITE TO DRM BUSES IN SUPPORT OF REINSTATING THE DRM 476 BUS SERVICE TO AN HOURLY SERVICE TO HELP SUPPORT LOCAL RESIDENTS TO GET TOGETHER IN WARM PLACES IN THE COMING WINTER MONTHS**

**RESOLVED:**

**That the Clerk write to DRM to ask them to consider reinstating the 476 Bus Service as an hourly service.**

**P653 SUSTAINABLE TRANSPORT HEREFORDSHIRE NEWS – FOR INFORMATION**

**RESOLVED:**

That the information be received and noted.  
**P654 BEYOND THE HILLS COMMUNITY STATION PARTNERSHIP UPDATE –  
FOR INFORMATION**

**RESOLVED:**

That the information be received and noted.

**P655 DATE OF NEXT MEETING**

**RESOLVED:**

That the date of the next meeting of the Planning Committee is scheduled  
for 13 October 2022 at 7.00 pm.

The meeting ended at 8.35pm

Signed ..... Dated .....  
(Chair)



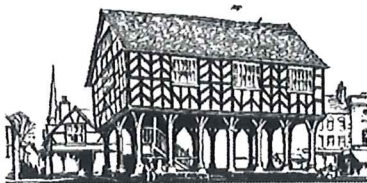
Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P638	That the Clerk write to Herefordshire Councils Licencing to advise them of the issues raised by Mr Thomas and ask them to investigate this matter, with a copy of the letter being made available to Mr Thomas.	TC	21.09.2022	Email sent - no response received to date - further email sent 06.10.2022 regarding further information	Completed
P640 - P605(2)	It was agreed that a task and Finish Group should be set up to progress the S106 wish list. Councillors Bannister, Howells and Hughes agreed to sit on the Task & Finish Group.	TC	12.10.2022	T & F Group meeting arranged for 13.10.2022	Completed
P640 - P692(B)	Councillor Sims proposed that the public be asked to make suggestions for drop kerbs around the town that the Council could forward to Hereford Council for consideration in the future.	TC			in progress
P641	That a task and finish group would be set up in order to ascertain the future needs of the Painted Room and it's place within the Heritage Buildings of the town.	TC	10.10.2022	Meeting arranged for 10.10.2022	in progress
P642(1)	That the Clerk include an item on the October agenda of the committee in respect of the reception area of the offices	TC	13.10.2022	Item on agenda for consideration	Completed
P642(2)	Ledbury Postcards - That the Clerk investigate options for creating Ledbury Town Council Postcards	TC		Delegation to CDO	In progress
P643 (10.3)	That a response be provided in respect of the accessibility of buses onto the site once developed and that Councillor Howells provide the Clerk with the specific Neighbourhood Development Policies.	PH/TC		Clerk awaiting information from PH	In progress
P643(10.4)	No objection, subject to independent advice being sought by Planning Officers to confirm that the works are necessary. - Trees at 23 The Southend	TC	12.09.2022	Response sent to HC Planners	Completed

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P645	To note that an update on the War Memorial will be provided to Full Council on 6 October 2022 following a meeting with Caroe on 15 September to review the tender documents received.	TC	06.10.2022	Item on full council agenda for consideration	Completed
P652	That the Clerk write to DRM to ask them to consider reinstating the 476 Bus Service as an hourly service.	TC	26.10.2022	Letter sent	Completed

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## **GAZEBO HIRE PROCESS:**

### **A Step-by-Step Guide**

#### **Pre-Hire Period**

1. Incoming enquiry received
2. Directed to CDO; If long-term absent (sickness or holiday), re-direct to Clerk
3. Dates of potential hire identified
4. Gazebo Availability assessed via [spreadsheet](#)
5. If yes, potential booking noted on spreadsheet and gazebo brochure emailed out
6. Incoming booking form received to CDO email
7. CDO checks accompanying forms
8. CDO saves forms in [Gazebos file](#), in sub-folder named by organisation
9. CDO contacts Hirer to confirm receipt of forms, and agree collection / return times
10. CDO agrees with Clerk which LTC staff member will be available
11. CDO updates the [spreadsheet](#)
12. CDO countersigns the form and returns via email. An update on who from LTC staff will be responsible for handover, and where the gazebos & accessories will be collected from should be included (Delivery & Read receipt tools used). N.B. 9 gazebos, 27 sides and 36 weights are stored at The Cemetery: 3 gazebos, 9 sides and 12 weights are stored at Ledbury Town Council offices.

#### **Start of Hire Period**

LTC Staff meets the Hirer at either the Cemetery or Ledbury Town Council Offices. The Hirer must bring the booking confirmation form. The Hirer will sign a receipt for the equipment on collection (This could be the booking confirmation form) and LTC staff will ensure a copy is saved on file. The Hirer is responsible for the transportation of the Gazebos to their destination. While help can be given by LTC staff, this is discretionary and not a given.

#### **End Of Hire Period**

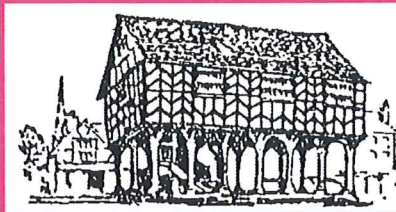
The Hirer returns the gazebos to the Cemetery and is met by a member of LTC staff. The Hirer signs the receipt to vouch that the gazebos are returned in good working order and condition. LTC staff member countersigns to vouch that all items have been returned.

If any overtime has been incurred, and agreement has been made that overtime will be paid, then an invoice is raised and emailed to the Hirer. The spreadsheet is updated with details. LTC Accounts is responsible for this. Copies of any invoices raised should also be saved in the [Gazebos folder](#).

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## LEDBURY TOWN COUNCIL - GAZEBOS

A guide to hiring and using them at your community event—  
including a booking form, and full terms & conditions

July 2022

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In late 2021, **Ledbury Town Council**, was successfully awarded £90k of Great Places to Visit (GPV) funding from Central Government, via Herefordshire Council.

This funding, developed by the government as part of the Covid-19 response, aims to support the high street and tourist attractions in welcoming back shoppers and visitors to the town.

To date, Ledbury Town Council has allocated its funding to a variety of projects, including its Jubilee Celebrations in June 2022; a series of shop front grants to help local retailers and businesses smarten up their exteriors; and developing a tourist information service back within the Town Council offices.

Ledbury Town Council has also purchased 12 easy-to-assemble, own-branded, 3 x 3 m gazebos with GPV funding. These are available for market traders to use, encouraging the development of a Ledbury Market brand identity. They will also be used by Ledbury Town Council at their own events, and at events like Community Day, and Ledbury Carnival. Additionally, the Council has approved their free-of-charge loan to local community groups. Ledbury Primary School, LEAF, Strömstad- Ledbury Twinning Association and Ledbury Swifts are just some of the groups to have benefited so far.

**If you are or know of a local group or organisation who would like to hire Ledbury Town Council gazebos, please contact the Community Development Officer in the first instance: [cdo@ledburytowncouncil.gov.uk](mailto:cdo@ledburytowncouncil.gov.uk)**

Please then complete the attached booking form. ☐

Please also confirm that you have understood and agree to abide by the attached Terms and Conditions of Hire. ☐

Please confirm that you have read the relevant risk assessment, and the attached Privacy Notice. ☐





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## CONTACT DETAILS

Are you applying to hire the gazebos as (please tick):

A community group ☐

A sporting club ☐

A school ☐

A local charity ☐

An individual ☐

A market trader ☐

Other ☐ (Please describe)

Name of Organisation or Individual (Please complete in block letters)  
(If a charity, please provide registered charity number)

If organisation, please provide contact name and position held (e.g.,  
Treasurer, Secretary)

Email:

Telephone:

Address for Correspondence:

Postcode:

## DATE, TIME, AND LOCATION

Location:

Date and times of event:

Please provide a brief description of your event, including anticipated number of attendees and how it will benefit the local community:

## HIRE DETAILS

Start of hire:

End of hire:

Collection & return times:

(to be agreed with LTC staff)

Number of gazebos requested:

Number of gazebos hired:

(to be completed by LTC staff)

Additional Items:

☐ Sides

Number of:

☐ Weights (N.B. Each weight is 15k. If pegs are not used, ideally each corner should be secured: There must be a minimum of two weights per gazebo, placed on diagonal corners) Number of:

☐ Pegs

Number of:

**SIGNATURES: Please sign, date, and block print name**

**By signing, the Hirer accepts the Terms & Conditions of Hire (see overleaf)**

HIRER SIGNATURE:

LTC STAFF SIGNATURE:

DATE:

DATE:

NAME:

NAME:

A174



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## TERMS & CONDITIONS FOR THE HIRE AND USE OF GAZEBOS

These standard conditions apply to the hiring or use of Ledbury Town Council's gazebos.

If the Hirer is in any doubt as to the meaning of these, please consult the Town Council Offices.

As of July 2022, there is no charge for local charity and community groups.

There is also no charge for traders wishing to use a gazebo for the purposes of trading on Ledbury Charter Market. This will be subject to an annual review by Ledbury Town Council, when it reviews all its charges.

**Please complete the booking form and, on confirmation of acceptance of the booking, please send copies of appropriate insurance certificates to confirm your booking.**

Ledbury Town Council will assess each application on a case-by-case basis and retains the right to reject applications.

### 1. Age

All Hirers / Users must be 18 or over and accept responsibility for ensuring that all conditions under this Agreement are met.

### 2. Supervision

During the period of the booking, the Hirer will be responsible for the supervision of the equipment at all times.

### 3. Use of Equipment

The Hirer shall not use the equipment for any purpose other than that described on the Booking Form and shall not sub-hire or use or allow the equipment to be used for any unlawful purpose, nor do anything which may endanger the same or render invalid any insurance policies in respect thereof.

Please take due note of the weather conditions and ensure the equipment is used accordingly e.g., appropriately secured, sides attached. The gazebos must not be used in extreme weather conditions.

### 4. Insurance and Indemnity

(a) The Hirer shall be liable for:

- i. the cost of repair of any damage (including accidental and malicious damage) done to any item of equipment used or hired
- ii. all claims, losses, damages, and costs made against or incurred by the Town Council, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the equipment (including the storage of equipment) by the Hirer, and

(b) The Town Council does not insure Hirers liabilities and the Hirer should take out adequate insurance to insure liability and on demand shall produce the policy. Failure to produce such policy and evidence of cover will render the hiring void. All Hirers/Users of the equipment should arrange public liability insurance for the activities they are engaged in.

### 5. Accidents and Dangerous Occurrences

The Hirer must report all accidents or injuries relating to the hire of the equipment and any failure of the equipment as soon as possible. This should be by email to [cdo@ledburytowncouncil.gov.uk](mailto:cdo@ledburytowncouncil.gov.uk)

### 6. Cancellation

All cancellations must be in writing and will be effective from the date the written notice is received by the Council.

Ledbury Town Council reserves the right to cancel any hiring by written notice to the Hirer. In any such case, Ledbury Town Council shall not be liable to the Hirer for any resulting direct or indirect loss or damages.





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Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

### 7. Start and End of Hire Period

**The Hirer must bring the hire confirmation on the day of use to collect the equipment. The Hirer will sign a receipt for the equipment on collection and by signing they acknowledge they have inspected the equipment and that the equipment is in satisfactory working order.** Any issues identified must be reported to a Ledbury Town Council member of staff immediately.

The Hirer shall be responsible for the collection and transportation of the gazebos from and to Ledbury Town Council. The gazebos are currently stored at the Cemetery.

The Hirer should liaise with Ledbury Town Council staff to arrange a mutually convenient time to collect the gazebos: If this falls outside normal working hours for staff, Ledbury Town Council reserves the right to charge the Hirer for any overtime costs incurred.

Furthermore, Ledbury Town Council reserves the right to exercise discretion in terms of the support it can provide to assist with transportation.

The Hirer shall be responsible for leaving the equipment in a clean and tidy condition, secured unless directed otherwise, and any contents returned to their correct place; otherwise, the Town Council shall be at liberty to make an additional charge.

### PRIVACY NOTICE FOR HIRE OF GAZEBO USERS

Your details are held by Ledbury Town Council (the data controller) in accordance with the Data Protection Act to enable the administration of the application.

The legal basis for processing this data is to enable the Council to process the contract. If you include any personal details on this application on behalf of an organisation or group, the legal basis for processing this data is your consent to do so. You can withdraw your consent at any time by notifying us.

Our contact details to do so, or for any other queries, are Ledbury Town Council Offices, Church Lane, Ledbury HR8 1DL

We will keep your data for six years plus the current financial year, which runs from 1st April to 31st March. Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose.

Further information about the processing of your data can be found on our website at

[https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy\\_V0.1.pdf](https://www.ledburytowncouncil.gov.uk/uploads/General-privacy-policy_V0.1.pdf)

**Data Protection: Please confirm your consent below. You can grant consent to any or all the purposes listed. You can withdraw or change your consent at any time by contacting us directly.**

- ☐ We may contact you to keep you informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- ☐ We may use your name and photo in our newsletters, or on our website, or our Facebook page.

### KEEPING IN TOUCH

- ☐ Yes please, I would like to receive communications by email.
- ☐ Yes please, I would like to receive communications by telephone.
- ☐ Yes please, I would like to receive communications by mobile phone including text message.
- ☐ Yes please, I would like to receive communications by social media including Facebook.
- ☐ Yes please, I would like to receive communications by post.
- ☐ No, I would not like to receive any further communications other than for the purposes of this application

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## LEDBURY TOWN COUNCIL - GAZEBOS HIRE

- ☐ I confirm that I have contacted the Community Development Officer at Ledbury Town Council to discuss, in principle, hiring gazebos for our event.
- ☐ I confirm that I have completed the attached booking form.
- ☐ I confirm that I have read, understood, and agree to abide by the Terms & Conditions of Hire for the Gazebos.
- ☐ I confirm that I have confirmed my consent preferences in the attached Privacy Notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: *(Please print in BLOCK letters)* \_\_\_\_\_

**Please return the completed forms to:**

Community Development Officer,  
Ledbury Town Council, Church Lane, Ledbury HR8 1DL

[cdo@ledburytowncouncil.gov.uk](mailto:cdo@ledburytowncouncil.gov.uk)

## LEDBURY TOWN COUNCIL - GAZEBOS ASSEMBLY INSTRUCTIONS

**SETUP** Note: Should your roof already be fitted to the frame, go to step 3

**STEP 1:**  
Open frame 75% of full extension.

**STEP 2:**  
Fit roof. Fit corners of roof to corners of frame. Fit centre of roof pocket over centre post.

**STEP 3:**  
Fully open the roof. Grasp lower truss bar as indicated and walk backwards.

**STEP 4:**  
Ensure roof locking pins have engaged.

**STEP 5:**  
Tighten the roof by attaching the roof with velcro straps to the truss bars.

**STEP 6:**  
Extend legs to desired height. Ensure locking pins have engaged.

**PULL DOWN** Note: Your Pop Tent is designed to be stored away with roof on frame, but when roof is wet, open up frame with roof 75% until dry before storing.

**STEP 1:**  
Pull rings on the lower legs locking pins and retract legs.

**STEP 2:**  
Undo the velcro straps.

**STEP 3:**  
Pull rings on the upper roof locking pins.

**STEP 4:**  
Grasp the top truss bar and walk forward.

<b>ECONOMY &amp; PLANNING COMMITTEE</b>	<b>13 OCTOBER 2022</b>	<b>AGENDA ITEM: 7</b>
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Report prepared by Angela Price – Town Clerk

## **PROPOSALS FOR CHANGE OF RECEPTION AREA TO MEET REQUIREMENTS OF TOURIST INFORMATION SERVICE**

### **Purpose of Report**

The purpose of this report is to provide Members of the Economy & Planning Committee with suggestions on how the reception area of the council offices could be adapted to accommodate Tourist Information Services.

### **Detailed Information**

At a recent meeting of the grants the following update was provided:

*“TIC – Officers have been discussing how the reception area could be changed to accommodate the TIC better and to provide more space. It has been agreed that the current reception counter is not suitable to be used as a workspace and that if this were the way forward new specific counter style furniture would need to be purchased.*

*Attached is a diagram of a suggested redesign of the reception area, and officers hope to be able to provide more information on the cost of suitable counter workspace which would fit with the suggested proposal.*

*The attached diagram is not to scale but the suggestion is to install a new counter against the wall to the right of the entrance door, suitable for two members of staff to be able to work at. The fireplace could have something fitted to stop dust etc. from falling and this space could be used to house a glass cabinet where local art works could be displayed. This would free up a considerable amount of space in the centre of the room for leaflet stands and other sales items, should the council decided to proceed with them.*

*This will obviously need costing out properly and time scales considered but as the funding is there and unlikely to be used it would make sense to cost this as an option.”*

A copy of the minutes from the Grants Working Party are attached to provide Members with information on the discussion that took place at that meeting.

The Clerk has since written to Economy & Place Officers to enquire about the counter/workspace and is awaiting a response.

### **Recommendation**

1. That Members give consideration to the attached information and authorise the Clerk to pursue the possibility of making use of the counter/workspace previously used at the Masters House.
2. That Members make a recommendation to Council that an expert be engaged to help with the design and costing in respect of the reception area of the council offices, to enable the space to be better used and function as a TIC.



**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY  
HELD ON 28 SEPTEMBER 2022**

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**PRESENT:** Councillors Hughes and Morris

**ALSO PRESENT:** Angela Price – Town Clerk

**11. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Howells.

**12. DECLARATIONS OF INTEREST**

Councillor Morris declared a pecuniary interest in anything relating to Bye Street Toilets.

**13. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE GRANTS FUNDING WORKING PARTY HELD ON 3 AUGUST 2022**

**RESOLVED:**

That the minutes of the meeting of the Grants Funding Working Party held on 3 August 2022 be approved and signed as a correct record.

**14. UPDATE ON GREAT PLACES TO VISIT FUNDING**

Members were reminded of recommendations from the previous meeting for discussion at this meeting and also provided with an update on the status of the projects.

Members agreed to consider the project status prior to considering any final reallocation of underspends.

**i. Public Realm – Ledbury in Bloom/Sustainable Ledbury**

Members were advised that Ledbury in Bloom had asked whether there would be any available funds to purchase plants for autumn planting. The Clerk advised that this budget did already have an overspend but that the committee may wish to consider transferring a small amount from the "Drop Kerb" project, which it had been recognised would not be spent.

**ii. Bye Street Toilets – It was agreed that the installation of baby changing facilities in two of the toilets no longer be pursued and that consideration**

be given to transferring some funds from the underspend of this project towards the cost to replace the lighting in the Heritage Centre.

- iii. Shop Improvement Grant – it was agreed that no further rounds of the Shop Improvement Grant be undertaken.
- iv. TIC – Members were provided with a diagram showing how changes could be made to the reception area to make more room for the Tourist Information Centre to grow.

The Clerk advised Members that since the article in the Ledbury Focus the numbers of local people and visitors calling into the council offices in respect of Tourist Information had increased. She suggested they give consideration to the rough drawing included in their packs in respect of a possible layout of the reception area.

Councillor Hughes considered the proposed layout to be an excellent use of space, however he questioned the positioning of the photocopier. The Clerk advised that there was a lack of alternative places for this but explained that with it located where it was suggested it would be possible for the council to provide a photocopying service, at a small cost, to local residents. Members felt this was a sensible approach.

The Clerk proposed investigating the cost of suitable counter/workspace units and Councillor Morris suggested that it might be worth speaking with the Library in respect of a specially made counter/workspace they had which was no longer being used.

Members were provided with costings for the tear off map that had previously been agreed. The Community Development Officer was asked to join the meeting and provided clarification on the report she had provided.

Following the input from the Community Development Officer Members agreed to approve the quote from Lovell-Johns for the printing 500 A3 sized maps, to be supplied as 10 pads x 50 maps at a cost of £1,800 - £2,200 excluding VAT.

Councillor Morris suggested to help speed up the preparation and printing of the maps it may be useful to provide Lovell-Johns with a copy of the Tea Towel produced for sale in the Heritage Centre, as this provided a good layout of Ledbury and its points of interest.

Members reviewed the expenditure figures provided within the agenda papers and agreed several recommendations to be submitted to the Finance, Policy & General Purposes Committee, as listed below.



## **RECOMMENDED**

1. That the Finance, Policy & General Purposes Committee approve the following changes to the Great Places to Visit Funding subject to the approval of Economy & Place at Herefordshire Council:
  - i. That £200 be transferred from the Dropped Kerbs project to the Town Centre Public Realm (Sustainable Ledbury/Ledbury in Bloom) for the purchase of plants for autumn planting around the town.
  - ii. That £3,058.79 be transferred from the Jubilee Picnic in the Park underspend for the cost of the supply and fixing of 4 replacement bins on the Town Trail.
  - iii. That the remaining £1,800 from the Dropped Kerbs project, and £200 from the Jubilee Picnic in the Park underspend, a total of £2,000, be made available to purchase a weeding and urban cleaning system, to help prevent weeds and clean up pavements and other surfaces within the town.
  - iv. That the remaining £1,599.09 from the Jubilee Picnic in the Park underspend, and £1,000.00 from the Bye Street Toilets underspend, a total of £2,599.09, be made available to support works to replace the lighting in the upstairs of the Heritage Centre to enable the room to be used primarily as an event space
2. That the Clerk contact Ledbury Library to ask whether they would consider selling the counter/workspace they have that is no longer in use and report back to the next meeting of the Working Party.
3. That a recommendation be submitted to the Finance, Policy & General Purposes Committee that approval be given to appoint Lovel-Johns to provide tear off maps as per their quote (printing 500 A3 sized maps, to be supplied as 10 pads x 50 maps at a cost of £1,800 - £2,200 excluding VAT).
4. That the Community Development Officer provide them with a copy of the Tea Towel produced for sale in the Heritage Centre to assist them in the preparation of the maps.

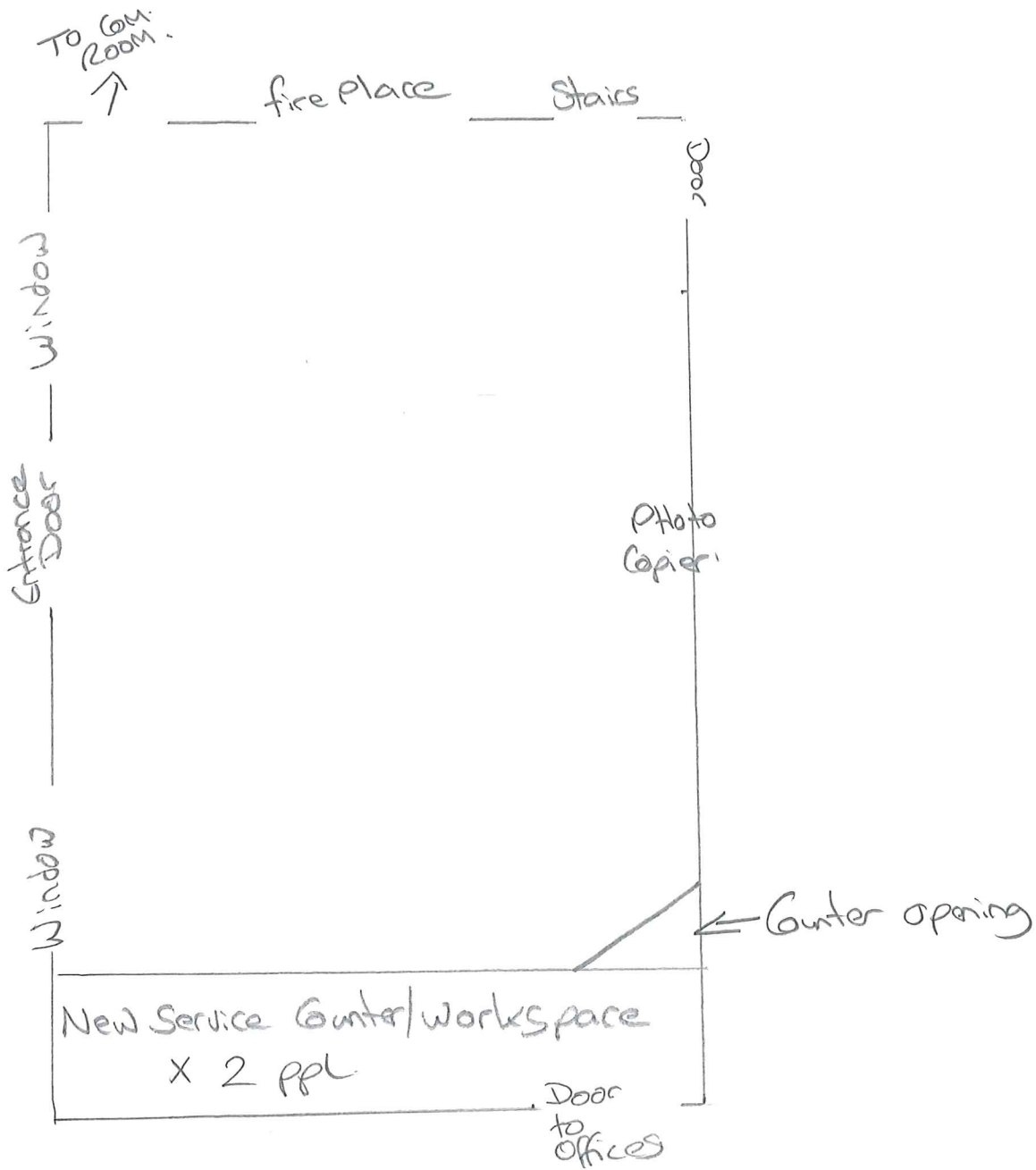
The meeting ended at 4.03 pm

Signed ..... Dated .....  
(Chair)

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Key:	Incl Heritage Days		incl. meeting		incl bank holiday		incl school activity days		incl out of hours booking		incl staff training		incl. clerical work	
Apr-22	Av		May-22		av.		Jun-22		Jul-22		Aug-22			
	Visitor	Staff	Visitor	Hours	Staff	Hours	Visitor	Hours	Staff	Hours	Visitor	Hours	Staff	Av
	Nos	Open/Hours	Nos	open	hours	open	Nos	open	Hours	Open	Nos	open	Hours	Daily
	Mon	30 11 13.5 10	Mon	75 15 18 18.8	Mon	77 16 18 19.3	Mon	55 14 19.5 15.7	Mon	81 19 31.5 20.5				
	Tues	18 8 9 9	Tues	79 20 24 16.8	Tues	62 16 18 15.5	Tues	21 4 6 21	Tues	140 23 36 28				
	Weds	38 12 13.5 12.6	Weds	85 16 18 22.5	Weds	67 20 22.8 13.4	Weds	99 17 28.8 24.8	Weds	132 24 40.5 26.4				
	Thurs	41 12 13.5 13.6	Thurs	114 17 20.3 28.5	Thurs	73 19 22.5 14.3	Thurs	94 17 22.5 23.5	Thurs	97 20 31 24.25				
	Fri	Closed	Fri	1 0 closed 1	Fri	closed	Fri	12 closed 6	Fri	8 Closed 4				
	Sat	68 12 18 22.6	Sat	80 14 15.8 22.8	Sat	73 12 15.5 24	Sat	109 16 19.8 27.3	Sat	72 12 13 28.8				
	Sun	Closed	Sun	0	Sun	closed	Sun	8 closed 8	Sun	Closed				
totals	165 44 54	totals	359 82 78	totals	352 83 96.8	totals	398 68 96.5	totals	530 98 152					

	Sep-22						Av
		Visitor		Staff	Daily		
		Nos	Hours open	Hours			
	Mon	49	12	20.5	16.3		
	Tues	113	16	30.3	27.5		
	Weds	131	16	26.5	32.8		
	Thurs	154	20	36	30.8		
	Fri	8	0	2	4		
	Sat	72	12	15	28.8		
	Sun		closed				
	<b>totals</b>	<b>527</b>	<b>76</b>	<b>130</b>			





## LEDBURY TOWN COUNCIL

### MINUTES OF MEETING OF JOHN MASEFIELD WORKING PARTY HELD ON 23 SEPTEMBER 2022

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**PRESENT:** Councillors Morris, Sims.

**NON-COUNCIL MEMBERS:** Christine Tustin (Ledbury Civic & District Society)  
Chloe Garner (Ledbury Poetry Festival)

**ALSO PRESENT:** Angela Price – Town Clerk  
Emma Jackson – Community Development Officer (CDO)

#### JM13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Beddoes-Davis, Robert Vaughan (Honorary Chair of The John Masefield Society), Caroline Magnus (Committee Member of The John Masefield Society and Great Niece of John Masefield) and Charles Masefield.

#### JM14 DECLARATIONS OF INTEREST

No declarations of interest were received.

#### JM15 DRAFT TERMS OF REFERENCE

The Clerk advised members of the amendments to the Terms of Reference to reflect the discussions at the working party held on 28 August 2022.

#### RESOLVED:

**That the revised Terms of Reference be approved, subject to point 6 being amended to read as follows –**

- *The timeframe to establish a John Masefield memorial is not expected to exceed a three-year period.*
- *The memorial is to be dedicated to John Masefield and no other poets at this stage.*

#### JM17 ELECTION OF NON-COUNCIL MEMBERS TO THE JOHN MASEFIELD WORKING PARTY

Chloe Garner declined to be an elected member of the Working Party at this time, advising that the Board of The Poetry Festival are due to meet on 7 October, at which it is anticipated that The Poetry Festival will discuss this project. Chloe advised that she would report back on how The Poetry Festival would wish to be involved in the project following that meeting. Councillor Sims

welcomed engagement from The Poetry Festival and noted it was an important element to the progress of the project.

Councillor Morris hoped that Tim Keyes would be involved for similar reasons.

The Clerk advised members that she had received email correspondence from The John Masefield Society who had advised they would 'very much like to be associated with the current plans.'

Additionally, Caroline Magnus emailed on 22 September as follows:

*"I would like to confirm my interest in joining the Working Party for this John Masefield memorial project ... I am John Masefield's great niece and also a Committee member of the John Masefield Society. My grandfather was next in age to John Masefield and my mother (nee Masefield) spent part of her early childhood in Ledbury with her great Aunt and Uncle at the Priory. I gave the John Masefield's annual lecture in 2018 on the subject of the relationship between the two brothers. Much of it focused on their childhood and the years spent growing up in Ledbury before John was sent away to sea. As a member of the family, I am delighted to know that a commemoration of this sort is being considered. I am concerned that both the Family and the John Masefield Society should be involved in decisions relating to the form, shape or design of any commemoration that is proposed, and would be grateful for the opportunity to speak to the Working Party about this in November ... I would also ask that no firm decisions are taken on this before that meeting."*

Members welcomed this update and noted that they looked forward to meeting members of the John Masefield Society at the next meeting of the working party.

Councillor Morris hoped that future meetings will see more and regular representation from the local community, and that invitations continued to be sent to those individuals referred to in minute no. JM07. Members agreed that this was key to the progress of the project, and especially formal representation from the local schools.

#### **JM18 TO APPROVE AND SIGN NOTES OF THE MEETING OF THE WORKING PARTY HELD ON 28 AUGUST 2022**

##### **RESOLVED:**

**That the minutes of the meeting of the Working Party, held on 28 August 2022, be approved and signed as a correct record.**



## **JM19 UPDATE FROM THE UNIVERSITY OF LONDON REGARDING ANY POTENTIAL CONTROVERSIES RELATING TO JOHN MASEFIELD**

The Clerk advised members that Dr Philip Errington had replied to her letter. In his response, he stated:

*"I write as Masefield's bibliographer ... I have also edited of Masefield's work ... for a number of ... publishers. I am also the librarian and archivist of The John Masefield Society. I have received fellowships from the University of Texas and the Bodleian Library to research Masefield, have lectured widely on the writer, and am also a visiting research associate with the Department of English Language and Literature at University College London state categorically that there are no concerns known to me regarding John Masefield. He does, of course, represent many of the beliefs of the early twentieth century, but there is nothing unique to him that should over concern. Indeed, one might find in Masefield an early supporter of rights for women (a subject on which he lectured and wrote before the First World War). If I can be of any further assistance, please do not hesitate to contact me."*

All members gratefully welcomed this update. Councillor Sims recommended that there should be on-going communication with Dr Errington to keep abreast of ongoing research. The Clerk advised that she would continue communications with Dr Errington, as well as The John Masefield Society, and all other correspondence of significance. Councillor Morris requested that The Clerk also contact Peter Carter, who had previously chaired The John Masefield Society to update him regarding this correspondence from Dr Errington and assuage any concerns regarding the matter of Masefield's will. The CDO advised that a copy of a notable person's will would usually be held on archive, and therefore it may be worth asking The John Masefield Society for access to it.

### **RECOMMENDED:**

- 1. That the Clerk contacts Dr Errington specifically on the subject of being informed on emerging research about John Masefield**
- 2. That the Clerk writes to Peter Carter to inform him as matter of courtesy of the correspondence received from Dr Errington.**
- 3. That the Clerk contacts The John Masefield Society regarding access to a copy of the will to share with members of this Working Party and those involved henceforth for the purposes of this project.**



## JM20 TIMESCALES AND PROVISIONAL PROJECT BUDGET

Members reviewed the timescales and provisional paper budget that had previously been submitted to the Environment and Leisure Committee at the request of the John Masefield Task and Finish Group. Members noted that a working party had been established, as per point one. Members then worked through a more detailed project brief for Phase 1.

Members agreed that building community engagement and raising awareness of John Masefield's breadth of poetry, his life and specific connection to Ledbury was a primary purpose of Phase 1. Members also wished to engage and involve the community in a practical creative response to his work, including amongst those who were not yet familiar with his work.

It was agreed that engagement did not have to happen just in the form of creative workshops, methods of engagement could be adapted dependent on the audience e.g. a classroom specific project for young people would be different to a broader local community engagement idea. The creative responses of Phase 1 would then be amassed and used to inspire and inform what a lasting memorial would eventually be.

Chloe Garner asked for clarification on what a lasting memorial would be and the process to deciding on it. Councillor Sims advised that Phase 1 was a preparatory phase; establishing early active community engagement was a key part of the Council's role before the project became too defined e.g., while a final lifelike sculpture might be the view of some as a suitable memorial, wider members of the community may consider something different.

Consultation and community inspiration was important, and would allow new ideas to emerge, and for wider voices to be heard. Chloe Garner advised that a set of simple workshops on a response to a specific poem, for example, could result in a set of lovely personal poems but would not necessarily help define a final memorial to John Masefield. She agreed with members that enabling a creative response would build enthusiasm, and establish a baseline for the project, and that many people are currently unaware of the breadth of his work.

It was suggested that workshops in school settings should be memorable so that children would want to talk about it with friends and family, as well as working with the schools to facilitate communication of the project with its stakeholders.

Members concluded that creative workshops could take place in schools and at The Poetry House, subject to their agreement. Chloe Garner advised that The Poetry House would readily welcome being a venue, as providing the space and enabling its use for, by and with the local community was a key part of The Poetry's Festival existing strategy. Members considered using other local spaces like The Burgrave Hall or the Community Centre.

Members then discussed the target number of participants in Phase 1, and from what sections of the local community these would be drawn. Following comprehensive discussions, members concluded that in Phase 1 the total target number of participants would be 1500, through a variety of means explored below.

It was agreed that creative community workshops would not suffice as the only means of engagement. Chloe Garner wondered if the Working Party had considered other forms of engagement to support mass engagement, for example the Clerk suggested doing something on World Book Day. Chloe suggested using a method that would capture imaginations and enable heightened publicity, especially in local media because it had not been done in Ledbury before. Councillor Beddoes-Davis (in absentia) wished to advise the Working Party of a group called Two Faced Dance that had undertaken a street performance of Masfield's Christmas novel – Box of Delights. Councillor Morris especially welcomed this suggestion because it reflected his own ambition for theatrical performances to be an element of this phase. Members considered if this could be included in the already planned Christmas lights' switch on, planned for 27 November, and asked The Clerk to investigate if this was possible. It was suggested that if the two Faced Dance were interested in performing at the Christmas Lights Switch-on a soft launch of the Masfield project could run alongside the event.

It was agreed that publicity would need to be developed in time and approved and the Clerk advised that funding for this could be available from the "Events Budget". Volunteers could also help distribute leaflets to inform why this element was included in the Christmas Lights' Switch On event.

The CDO advised that there were other opportunities like the 30-Day Creative Challenge which takes place in January every year which offers opportunities for mass engagement. Chloe Garner advised that specific expertise on mass engagement participation might also be necessary. The Clerk suggested that Ledbury Town Council's social media could also be used to promote John Masfield's poetry with a regularly scheduled post sharing his work, and this would help enable feedback which in turn could be collated.

Members asked The Clerk to consider what existing staff resources were available and if additional ones needed to be factored in specifically for this project.

Members discussed the timetable for Phase 1 and recommended that Phase 1 be completed by the end of the Easter holidays 2023 but were mindful that if this timetable was not met then by the end of Summer 2023 should be the next goal. It was felt that completing workshops in schools by the end of late Autumn 2022 was probably too ambitious and unrealistic.

Members agreed that a recommendation be taken forward to the Economy and Planning Committee to seek quotes from specialist organisations and/or individuals who could help facilitate and advise on these workshops. Councillor



Sims asked Chloe Garner if The Poetry Festival could help provide a list of people to contact. It was suggested that the John Masefield Society also be contacted in respect of this. Councillor Sims advised that different facilitators may be employed dependent on the audience to be engaged.

The Economy and Planning Committee would also need to consider budget allocation for this project. The Clerk advised that there is some existing funding that may be used in the 2022/23 financial year and she agreed to discuss this separately with the Chair of Economy and Planning, as well as a possible application to Awards for All for funding towards the public engagement.

Councillor Sims advised that if the timescales set out above were to be met then external resources would be required, and the budget should reflect this. Councillor Sims also asked that consideration be given to appointing an overall project manager given Ledbury Town Council's existing staff arrangements. The Clerk agreed to explore this and provide a clear brief to the Economy and Planning Committee.

Members agreed that evaluation should also be built into the project from the outset, as it would help with drawing down funding at subsequent phases. The CDO advised that having external independent evaluation is key in enabling projects to develop and be more self-sustaining. This is an area that the John Masefield Society, and especially Dr Errington might also be able to advise on. Evaluation would therefore need to be considered as part of the budget provision.

Members agreed that evaluation would demonstrate impact; recording the project in the form of photographs etc. would help provide evidence of the project as it progressed. Members suggested that a specialist film company be approached to make a film of Phase 1. The Clerk agreed that officers would follow up on this.

Members agreed that a ballpark overall budget figure of £10-£15k for Phase 1 was accurate. Councillor Sims suggested that involving volunteers may help reduce costs e.g., leaflet design, distributing local publicity. The Clerk advised that the budget needed to be as detailed as possible with 3 quotes received, or alternatively she could ask the Economy and Planning Committee to agree a ceiling figure of £15k on Phase 1, with the caveat that if this figure was being neared, the Working Party would return to the Committee for further consideration.

Members noted that timescales were a concern. The Clerk agreed to review these and report back to the Working Party on what a realistic timescale would be.

Members also discussed how information boards would be included in Phase 1. They concluded that these would better sit in Phase 2 and agreed to explore these at a later stage. Alternative forms of sharing information could also be explored. Christine Tustin advised that Ledbury Civic and District Society might support here with a special event on the Life and Work of John Masefield.



Ledbury Library is also an existing source of information. Councillor Morris advised that the information boards should be an ongoing discussion for the Working Party.

Members also noted the current cost of living crisis and the impact this might have on the viability of this project. They were sensitive to the wider demands being placed on residents and by extension, council budgets. Members noted that the project would be mainly funded externally. Councillor Sims advised therefore community engagement is vital – this project is something the Council is facilitating for everyone in the Town and is a means to bring everyone together and boost tourism, and by extension the local economy to the benefit of all.

#### **RECOMMENDED:**

- 1. That the project be split into three phases, and that the first phase begins now and runs until the end of Easter holidays 2023 preferably, and no later than the end of summer 2023.**
- 2. That phases have the following distinct objectives:**
  - Phase One: Raises awareness and develops engagement in the local community; acts as a preparatory phase for phase 2**
  - Phase Two: Defines a lasting memorial and secures funding for it**
  - Phase Three: Delivers lasting memorial and considers legacy project**
- 3. That Phase One aims to engage 1500 participants**
- 4. That Phase One includes:**
  - Mass engagement initiatives**
  - Creative Community Workshops**
  - Social media campaign**
  - Evidence gathering for Phase 2**
- 5. That the project is soft-launched at the Christmas Lights Switch-On event (27 November 2022) subject to the availability of 2Faced Dance company and that the Clerk reports back to the Working Party on the feasibility of this timescale**
- 6. That volunteers be engaged to help with the operational elements of the project e.g., distribution of leaflets, publicity**
- 7. That independent evaluation is included in the project**
- 8. That a digital film company is appointed to record the project**

9. That The Clerk provides the Economy and Planning Committee with a plan for marketing this project
10. That the Economy and Planning Committee instructs The Clerk to seek quotes from specialist organisations and/or individuals who could help facilitate and advise on the community workshops
11. That the Clerk prepares a separate paper for the Economy and Planning Committee to consider the appointment of a project manager to oversee and/or undertake many of the elements listed above, while providing additional expertise and experience to support timely progress
12. That the Economy and Planning Committee allocates a budget with a ceiling figure of £15k to Phase One of this project

#### **JM21 REVISED DRAFT NOTICE OF INTENT**

Members reviewed the draft notice of intent. Councillor Morris requested that the reference to specific monies be removed. Councillor Sims and The Clerk advised that for fundraising and engagement purposes, some general reference should remain. Councillor Sims requested that a more proactive approach to seeking donations be included, as the Council's budget would not be the sole source of funding. Councillor Sims suggested that the Notice of Intent should clarify Phase 1's primary purpose is to inform the structure of Phase 2 and Phase 3.

#### **RESOLVED:**

**That officers review the Notice of Intent and distribute it via email in the interim for review.**

#### **JM22 DATE OF NEXT MEETING**

#### **RESOLVED:**

**That it be noted that the next meeting of the John Masefield Working Party is scheduled for 25 November at 10.00 am in Ledbury Town Council Offices.**

Signed ..... Dated .....  
(Chair)



## Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING DATE 11 July 2018</b>				
<a href="#"><u>192361</u></a>	Proposed works to remove T1 Cherry and works to T2 Variegated Maple to thin and lift the crown at <b>Bowling Green Cottage, The Southend, Ledbury, HR8 2HD</b> – works to trees in a conservation area	OK	No objection	No Decision
<b>LTC MEETING 9 DECEMBER 2021</b>				
<a href="#"><u>213810</u></a>	Reserved Matters application following outline 171532 for part of the landscaping matter for the advance planting of new hedgerow and associated planting to the north west boundary – <b>Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire</b>	Carl Brace	No Objection	No Decision
<b>LTC Meeting 10 April 2022</b>				
<a href="#"><u>220694</u></a>	Proposed new stables and garden store; to include vehicle access to stables and parking off road with turning area – <b>Ludstock Grange, Ross Road, Ledbury, Herefordshire, HR8 2LE</b>	MN	No Objection	No Decision
<b>LTC meeting 16 June 2022</b>				
<a href="#"><u>221577</u></a>	Construction of a low carbon commercial building comprising offices and warehouses heated with ground source and air source heat pumps with associated parking, HGV manoeuvring, new pavement connection, sustainable drainage and landscaping – Land between Leaddon Wy and Amcor Flexibles, Lower Road Trading Estate, Ledbury, Herefordshire, HR8 2DJ	CS	That the clerk contact the planning department in order to have a dialogue with the applicant regarding their application	No decision
<b>LTC Meeting 14 July 2022</b>				
<a href="#"><u>201718</u></a>	Appeal reference APP/W1850/W/21/3279731 – <b>Land South of Leaddon Way &amp; East Dymock road, Ledbury, Herefordshire, HR8 2JQ</b>	CS	Referred back to committee – appeal granted	Refused
<a href="#"><u>220783</u></a>	Proposed change of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller	MT	Deferred back to committee	No decision



	site – Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR82PX				
<a href="#">221797</a>	Repairs to existing structure including an extended slot drain to the base of the monument – <b>War Memorial, High Street, Ledbury – Listed Building Consent</b>	<b>EB</b>	Information only – conflict of interest		<b>Approved with conditions</b>
<b>LTC Meeting 14 July 2022</b>					
<a href="#">221152</a>	The part removal of an existing brick built wall (leaving 3ft of existing wall on either side) to allow access to an area of land owned by the home owner and the erecting of a new 6ft fence along the boundary line of the property – <b>7 Churchill Meadow, Ledbury. Herefordshire, HR8 2DG</b>	<b>JB</b>	No objection		<b>Approved with conditions</b>
<a href="#">221399</a>	Proposed single storey extension – <b>Roswyn, Orlham Lane, Leddington, Ledbury, Herefordshire, HR8 2LW</b>	<b>MN</b>	No objection		<b>Approved with conditions</b>
<a href="#">221775</a>	Proposed change of use to equestrian and install an all-weather riding arena – <b>High House, Parkway, Ledbury, Herefordshire, HR8 2JG</b>	<b>MN</b>	No objection, subject to a suitable EIS being carried out		<b>No decision</b>
<a href="#">222231</a>	Approval of reserved matters relating to layout, scale, appearance and landscaping (pursuant to outline planning permission re: APP/W1850/W/20/3244410 and LPA ref. 171532) for the construction of footpath/cycleway links connecting the approved residential and employment uses within the site to <b>Hereford Road and Ballard Close – Land at 23 The Southend, Ledbury, Herefordshire. HR8 2EY</b>	<b>CS</b>	Defer to next meeting (08.09.2022) – deadline for comments 09.09.2022		<b>No decision</b>
<a href="#">222261</a>	T1 – Variegated Holly situated on right hand side of gateway when approaching property, fell to as near ground level as possible. Reason – poor condition. T2 – Variegated Holly situated on left hand side of gateway, reduce in height by approximately 3m to second canopy line and lightly trim remaining lower canopy to leave a more compact and rounded appearance. Reason – outgrowing situation (has previously been reduced) – <b>Land at 23 The Southend, Ledbury Herefordshire, HR8 2EY</b>	<b>OK</b>	Request for evidence of justification of works		<b>Trees in Cons Area Works Can Proceed</b>

<a href="#">222290</a>	Proposed single storey extensions to front and rear of dwelling and replacement of garage flat roof with mono-pitched tiled roof. – <b>11 Winston Close, Ledbury, Herefordshire, HR8 2XQ</b>	<b>MN</b>	No objection	Approved with conditions
<a href="#">220783</a>	Proposed change of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site - <b>Little Bush Pitch, Bush Pitch, Ledbury Herefordshire, HR8 2PX</b>	<b>MT</b>	Defer until further information received from Ward Councillors and Planners – extension requested	No decision
<b>LTC Meeting 11 August 2022</b>				
<a href="#">221152</a>	Part removal of an existing brick-built wall (Leaving 3ft of existing wall on either side) to allow access to an area of land owned by the homeowner and the erecting of a new 6ft fence along the boundary line of the property – 7 Churchill Meadow, Ledbury, Herefordshire, HR8 2DG	<b>JB</b>	No objection	Approved with conditions
<a href="#">221399</a>	Proposed single storey extension – Roswyn, Orlham Lane, Leddington, Ledbury, Herefordshire, HR8 2LW	<b>MN</b>	No objection	Approved with conditions
<a href="#">221775</a>	Proposed changes of use to equestrian and install an all-weather riding arena – High House, Parkway, Ledbury, Herefordshire, HR8 2JE	<b>MN</b>	No objection, subject to a suitable Environment Impact Study having been carried out	No decision
<a href="#">222261</a>	Approval of reserved matters relating to layout, scale, appearance and landscaping (pursuant to outline planning permission appeal re: APP/W1850/W/20/3244410 and LPA ref: 171532) for the construction of footpath/cycleway links connecting the approved residential and employment uses within the site to Hereford road and Ballard Close – Land at 23 The Southend, Ledbury, Herefordshire, HR8 2EY	<b>CS</b>	Deferred to next meeting (Cllr Sims to provide report)	Trees in Cons Area Works Can Proceed



<a href="#">222261</a>	T1 – Variegated Holly situated on right hand side of gateway when approaching property, fell to as near ground level as possible. Reason – poor condition. T2 – Variegated Holly situated on left hand side of gateway, reduce in height by approximately 3m to second canopy line and lightly trim remaining lower canopy to leave a more compact and rounded appearance. Reason – outgrowing situation (has previously been reduced) – Land at 23 The Southend, Ledbury, Herefordshire, HR8 2EY	<b>OK</b>	This planning application be deferred and that the Clerk be instructed to contact Herefordshire Council for evidence that tree works are necessary	<b>Trees in Cons Area Works Can Proceed</b>
<a href="#">222290</a>	Proposed single storey extensions to front and rear of dwelling and replacement of garage flat roof with mono-pitched tiled roof – 11 Winston Close, Ledbury, Herefordshire, HR8 2XQ	<b>MN</b>	No objection	<b>Approved with conditions</b>
<a href="#">220783</a>	Proposed changes of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site – Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR8 2PX	<b>MT</b>	Deferred to next meeting (Councillor Howells to provide verbal update on meeting with PO's)	<b>No decision</b>
<b>LTC MEETING 8 SEPTEMBER 2022</b>				
<a href="#">222407</a>	Proposed annexe – 14 Oatleys Terrace, Ledbury, Herefordshire, HR8 2BX	<b>MN</b>	No objection	<b>No decision</b>
<a href="#">222689</a>	Proposed replacement conservatory – 10 Horse Lane Orchard, Ledbury, Herefordshire, HR8 1PP	<b>MN</b>	No objection	<b>Approved with conditions</b>
<a href="#">222231</a>	Approval of reserved matters relating to layout, scale, appearance, and landscaping (pursuant to outline planning permission appeal re: APP/W1850/W/20/3244410 and LPA ref. 171532) for the construction of footpath/cycleway links connecting the approved residential and employment uses within the site to Hereford Road and Ballard Close	<b>CS</b>	That a response be provided in respect of the accessibility of buses onto the site once developed and that Councillor Howells provide the Clerk with the specific Neighbourhood Development Policies	<b>No decision</b>



<a href="#"><u>222261</u></a>	T1 – Variegated Holly situated on right hand side of gateway when approaching property, fell to as near ground level as possible. Reason – poor condition. T2 – Variegated Holly situated on left hand side of gateway, reduce in height by approximately 3m to second canopy line and lightly trim remaining lower canopy to leave a more compact and rounded appearance. Reason – outgrowing situation (has previously been reduced) – Land at 23 The Southend, Ledbury, Herefordshire, HR8 2EY	<b>OK</b>	No objection, subject to independent advice being sought by Planning Officers to confirm that the works are necessary	<b>Trees in Cons Area Works Can Proceed</b>
<a href="#"><u>220783</u></a>	Proposed change of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site – Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR8 2PX	<b>MT</b>	That Ledbury Town Council defer making a comment until such time confirmation of the referral has been received	<b>No decision</b>



# Collins

**Design & Build  
& Project Management**

Ms Angie Price  
Clerk to Ledbury Town Council  
Via e-mail

Our Ref: Kriekles House - 5363  
Please ask for: Russell Pryce  
Your Ref:  
Direct Line: 01981 242928  
Mobile: 07931 808200  
E-mail: russell@collinsdb.co.uk

29<sup>th</sup> September 2022

Dear Ms Price

**PRE-ORDER CONSULTATION  
TOWN AND COUNTRY PLANNING ACT 1990, SECTION 257,**

**PROPOSED PUBLIC PATH DIVERSION ORDER – FOOTPATHS ZB1 AND ZB2 IN THE  
PARISH OF LEDBURY**


I have submitted a proposal to Herefordshire Council, to divert part of footpaths ZB1 and ZB2 in the Parish of Ledbury. A diversion is needed to allow permitted development (for which planning permission is to be granted this month) to be carried out. The planning application number is P221577/F.

The site is at OS Grid Reference SO 369948 – 237560. A plan is attached identifying both the existing legal line and the proposed diversion.

I would be grateful if you would let me have your views on the proposal, using the attached plan to illustrate them if you wish.

Please reply by the 29<sup>th</sup> October 2022 with any comments that you may have.

Yours sincerely



**Russell Pryce MRTPI  
Planning Manager  
CDB Planning and Architecture**





This map shows the proposed footpath route (green dashed line) and the existing footpath route (green solid line) from the A417 to the Amcor Flexibles factory. The route is divided into two sections: ZB1 and ZB2. ZB1 is the section between the A417 and the factory, and ZB2 is the section between the A417 and the existing footpath. The map also shows the Amcor Flexibles factory, Childer Road, and the A417.

**EXIST**  
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**Collins**

**Design & Build  
& Project Management**

UNIT 5, WESTWOOD INDUSTRIAL ESTATE, PONTRILAS,  
HEREFORD, HR2 6EL  
TEL: 01601 240642 FAX: 01601 242526

## Warehouse and offices

JAGA

Krickels House (Jaga). Lower Road Trading Estate. Lethbridge HB8 2D

Latitude, Longitude	
11° 14'	140° 00' 00"

Glenn Morris	JAGA-5363-05
PALE	11-300

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Designer

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## MEMORANDUM

To : RESPONSIBLE AUTHORITIES/INTERESTED PARTIES

From : LICENSING SECTION, ENVIRONMENTAL HEALTH AND TRADING STANDARDS

Tel : 01432 261647 My Ref : PR02017

Date : 23.09.2022 Your Ref :

### LICENSING ACT 2003 NOTIFICATION OF APPLICATION FOR GRANT OF PREMISES LICENCE

The Licensing Section has received the following applications for the grant/variation of a premises licence. A summary of each application is provided in the table below. Any responsible authority who has not already received your copy of the application please contact the Licensing Section on the above number. However if you would like to view any of the applications copies are available at the licensing section.

Should you wish to make a representation in respect of any one of the applications listed then please submit your information on the memorandum below to the licensing section before expiry of the 28 day representation period which is the date shown in column 4 of the table below. Please be aware that the licensing authority can only consider those representations that are relevant to the four licensing objectives: ***Prevention of Crime and Disorder, Prevention of Public Nuisance, Public safety and Protection of Children from Harm.***

For the Environmental Health Commercial and Environmental Protection Teams should officers wish to raise any issues in respect of any of the applications listed below please contact the Environmental Health team (licensing) in good time for the relevant representations to be co-ordinated and made to the licensing section within the 28 day period.

Premise Name	Premise address	Max Time	Start of 28day period	End of 28day Period	Current Licences
New Market House Café & Grill	1 The Homend Ledbury HR8 1BN	Sale/Supply of Alcohol (consumption on the premises)  Monday – Sunday 12:00 16:00 18:00 21:00	24.09.2022	24.10.2022	New Grant  Proposed DPS  Istvan Szigetvari 7 Leadon Place Ledbury  19/01311/LAPE01 Medway Council

**LICENSING TEAM  
ENVIRONMENTAL HEALTH AND TRADING STANDARDS**



# MEMORANDUM

To : LICENSING OFFICER

From :

Tel : My Ref :

Date : Your Ref :

---

**LICENSING ACT 2003  
APPLICATION FOR GRANT OF PREMISES LICENCE  
NEW MARKET HOUSE CAFÉ & GRILL**

Having assessed the above application, I would like to make the following representation:

Representation	Industry Guidance
PREVENTION OF CRIME & DISORDER	
PUBLIC SAFETY	
PREVENTION OF PUBLIC NUISANCE	
PROTECTION OF CHILDREN FROM HARM	

## REFERENCES

Please Reference the industry guidance from which your representation has been sourced.

**OFFICER  
POSITION  
AUTHORITY**





S.106 Funding for Ledbury - 09/08/2022											
Ward	Parish	Gain Type	Planning Ref	Link to Planning Application	Planning Application Title	Gain Description	Gain Amount Received	Balance	Repayable Date	Data Confirmation Required *	
Ledbury											
Ledbury South	Ledbury	Education	P130613/F 130613/F	<a href="#">Planning application details - Herefordshire Council</a>	New residential development to provide 7 no new houses in lieu of existing chalet bungalow.	Education Facilities mean pre-school provision, £1464, Ledbury Primary School £11694, John Masefield High School , Post 16 education and learning£522, Herefordshire Youth Service provision£3498 and special educational needs£828	£34,321.00	£966.59	19/04/2026		
Ledbury	Ledbury	Education	143116	<a href="#">Planning Application Details</a>	PROPOSED OUTLINE PLANNING PERMISSION FOR THE ERECTION OF UP TO 321 RESIDENTIAL DWELLINGS (INCLUDING UP TO 35% AFFORDABLE HOUSING, STRUCTURAL PLANTING AND LANDSCAPING, INFORMAL PUBLIC OPEN SPACE, CHILDREN'S PLAY AREA, SURFACE WATER ATTENUATION, VEHICULAR ACCESS POINT FROM LEADON WAY AND ASSOCIATED ANCILLARY WORKS. ALL MATTERS RESERVED WITH THE EXCEPTION OF THE MAIN SITE ACCESS. (FOR DOC 6, 7, 8 & 23 SEE 170075)(FOR DOC 4 11 13 & 22 SEE 173302) (FOR DOC 12 & 20 SEE 200182).	means primary education provision at Ledbury Primary School	£480,705.92	£480,705.92	N/A	*	
Ledbury South	Ledbury	Offsite Play/Open Space	P130613/F 130613/F	<a href="#">Planning application details - Herefordshire Council</a>	New residential development to provide 7 no new houses in lieu of existing chalet bungalow.	Open space contribution towards the provision expansion improvement or maintenance of the Open Space Facility	£2,220.00	£2,220.00	19/04/2026		
Ledbury South	Ledbury	Offsite Play/Open Space	P194182/F	<a href="#">Planning application details</a>	CREATION OF 93 NEW DWELLINGS WITH ASSOCIATED ACCESS AND PARKING (FOR DOC 3 4 5 6 & 14 SEE 211759) (FOR DOC 7 & 19 SEE 212321) (FOR DOC 8 SEE 220108) (FOR DOC 15 SEE 221340) (FOR DOC 9 & 12 SEE 221397).	Means a financial contribution of £72,940.00 (seventy two thousand nine hundred and forty pounds) index-linked in accordance with clause 8.1 of this Deed to provide the off-site open space.	£72,940.00	£72,940.00	19/07/2027	*	
Ledbury West	Ledbury	Public Realm	P160606/F 160606	<a href="#">Planning application details - Herefordshire Council</a>	Proposed extension to existing factory building and erection of a limited assortment discount food store (Class A1), car parking, landscaping and associated works	Landscaping improvements to the Master's House being a grade 2* listed building within the public realm in Ledbury town centre.	£120,833.00	£116,833.00	06/04/2027		
Ledbury	Ledbury	Sports	143116	<a href="#">Planning Application Details</a>	PROPOSED OUTLINE PLANNING PERMISSION FOR THE ERECTION OF UP TO 321 RESIDENTIAL DWELLINGS (INCLUDING UP TO 35% AFFORDABLE HOUSING, STRUCTURAL PLANTING AND LANDSCAPING, INFORMAL PUBLIC OPEN SPACE, CHILDREN'S PLAY AREA, SURFACE WATER ATTENUATION, VEHICULAR ACCESS POINT FROM LEADON WAY AND ASSOCIATED ANCILLARY WORKS. ALL MATTERS RESERVED WITH THE EXCEPTION OF THE MAIN SITE ACCESS. (FOR DOC 6, 7, 8 & 23 SEE 170075)(FOR DOC 4 11 13 & 22 SEE 173302) (FOR DOC 12 & 20 SEE 200182).	Outdoor Sport - towards the cost of the improvement of existing and the provision of new off-site sports in accordance with the Playing Pitch Assessment	£158,201.02	£158,201.02	N/A	*	
Ledbury West	Ledbury	Transport/Highways	DCNE0009/1537/F NE091510/F	<a href="#">Planning application details - Herefordshire Council</a>	Proposed 9 No. 2 bed bungalows including the relevant drive ways and landscaping.	Transport Facilities mean any or all of the following sustainable transport initiatives/facilities at the Council's discretion: pedestrian access/improvements in the locality of the Development; improvements to bus and passenger waiting facilities in the locality of the Development; improvements to Safe Routes to Schools (road safety scheme) in Ledbury; a contribution to Safe Routes to Schools in Ledbury; improvements to roadways and cycle facilities in the locality of the Development.	£15,488.00	£15,184.08	14/11/2022		
Ledbury South	Ledbury	Transport/Highways	P130613/F 130613/F	<a href="#">Planning application details - Herefordshire Council</a>	New residential development to provide 7 no new houses in lieu of existing chalet bungalow.	Transport facilities mean any or all of the following sustainable transport improvements and/or facilities at the Council's discretion, improvements to buss shelters and bus stops in the locality of the development, safe routes to schools a road safety initiative, improvements to lighting and signage to existing highway, pedestrian and cycle routes, improvements to pedestrian and cyclist crossing facilities, new on/off road, pedestrian and cycle links to the Development, traffic calming measures.	£20,676.00	£20,549.43	19/04/2026		
Ledbury	Ledbury	Transport/Highways	143116	<a href="#">Planning Application Details</a>	PROPOSED OUTLINE PLANNING PERMISSION FOR THE ERECTION OF UP TO 321 RESIDENTIAL DWELLINGS (INCLUDING UP TO 35% AFFORDABLE HOUSING, STRUCTURAL PLANTING AND LANDSCAPING, INFORMAL PUBLIC OPEN SPACE, CHILDREN'S PLAY AREA, SURFACE WATER ATTENUATION, VEHICULAR ACCESS POINT FROM LEADON WAY AND ASSOCIATED ANCILLARY WORKS. ALL MATTERS RESERVED WITH THE EXCEPTION OF THE MAIN SITE ACCESS. (FOR DOC 6, 7, 8 & 23 SEE 170075)(FOR DOC 4 11 13 & 22 SEE 173302) (FOR DOC 12 & 20 SEE 200182).	Transport (bus stop provision) - towards new bus stop and shelter on the west side of Martins Way, plus the provision of a shelter at the existing bus stop on the east side of the road, together with associated kerbing works, ground works, drainage works and design.	£24,145.45	£24,145.45	N/A	*	
Ledbury South	Ledbury	Wye Valley Trust	190568/F	<a href="#">Planning application details</a>	Land adjacent Martins Way Ledbury	Means a contribution of £18,631.12 to be used towards the provision of hospital services in Hereford	£18,631.12	£18,631.12	07/03/2032		
Totals:							948,161.51	910,376.61			
Monies part received											

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<b>ECONOMY &amp; PLANNING COMMITTEE</b>	<b>13 OCTOBER 2022</b>	<b>AGENDA ITEM: 17</b>
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Report prepared by Angela Price – Town Clerk

## **REQUEST RECEIVED IN RESPECT OF SID BEING SITED ON A449**

### **Purpose of Report**

The purpose of this report is to advise Members of the Economy & Planning Committee of correspondence received requesting consideration be given to a Speed Indicator Device (SID) being installed on the A449.

### **Detailed Information**

The following request has been received for a SID being installed on the A449.:

*“That a two-way SID be sited to advise traffic from both directions of their speed.*

*That the 30mph restriction be extended to further up the hill to where there is a “Welcome to Ledbury” sign. It would seem entirely logical to ask drivers to reduce their speed at the point we indicate the welcome to visitors. Most other towns and villages arrange their welcome signs together with that kind of notice.*

*Also, that a “buffer zone” be created further back up the road just before the first turn-off that connects to the A438 so that the actual turn to the A438 and the turn off to Cut Throat Lane are both within a 40mph restriction. Such a speed reduction would compare with the speed reductions existing on all the other main and secondary roads that lead into the town and might avoid the frequent accidents on the turnings mentioned.”*

The author of the request has added to this that the A449 is the only main road into Ledbury which has no restriction on the approach down the hill other than the existing short 30mph which is far too near the centre of the town to have any effect on speeding cars. Pedestrians crossing from the Cabbage Lane side into Horse Lane Orchard cannot see cars coming from the main crossroad and many cars coming up from the lights are travelling over 30 by the time they come into sight making it dangerous to cross from either side, the attached map illustrates the abrupt change from 60 to 30.

Members should note that this request has previously been shared with the Traffic Management Working Party, and the author has advised that he has a letter from James Hervey Bathurst in support of the idea of a buffer zone of 40mph being installed at the junction of the A438 near Upper Hill Farm Lane which he is happy to submit if required.

4201



### **Recommendation**

That Members note the content of the report and refer it to a meeting of the Traffic Management Working Party for further consideration and inclusion in the Traffic Regulation Order that is being drafted by that committee.

ECONOMY & PLANNING	13 OCTOBER 2022	AGENDA ITEM: 18
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Report Prepared by Angela Price Town Clerk

## **CLOSURE OF BARCLAYS BANK**

### **Purpose of this Report**

The purpose of this report is to bring to the attention of Members a scheme that is being considered in communities where High Street bank services are being withdrawn.

### **Detailed Information**

On 31 August, the following correspondence was sent to the Clerk:

*"I can't be the first person to contact you re the closure of banks in Ledbury. for me it's a mere inconvenience, but for many traders and elderly residents etc., it must be a dreadful inconvenience.*

*I was listening with great interest to Radio 4 this week where they were investigating a new phenomenon – the Bank Hub.*

*As far as I could ascertain (having come in part-way through, the high street banks club together to occupy and staff one building in a small town. There are only a handful around the country, but I can see this taking off.*

*Win win... as people can use this facility as they used to use their own bank. Plus, the opening hours are sensible unlike a regular bank!*

*I know that the Post Office can do some of the stuff, but realistically, who has the time and inclination to stand in a queue for an hour?*

*I think this is something that, if you're not already onto it, the Town Council might do well to look into.*

*Here is a link to the item on Radio 4*

*<https://www.bbc.co.uk/sounds/play/m001bkxb?partner=uk.co.bbc&origin=share-mobile>*

*I look forward to hearing what you think – this could be such a boost to our local traders!"*

### **Recommendation**

That Members give consideration to the information provided above and consider whether they would wish to investigate this further.

