

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF AN ECONOMY & PLANNING COMMITTEE HELD ON 13 OCTOBER 2022

PRESENT: Councillors Bannister, Howells, Hughes, Morris (Chair), Shields & Sims.

ALSO PRESENT: Angela Price – Town Clerk
Sophie Jarvis – Minute Taker
Councillor Beddoes-Davis

P656. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bradford, Harvey and Manns.

P657. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

No declarations of interest were made.

P658. PUBLIC PARTICIPATION

No members of the public were present.

P659. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 8 SEPTEMBER 2022

Councillor Hughes asked if his name can be removed on page 4162, minute no. P640 due to him not being present at this meeting. Councillor Morris advised that it should read *“that Councillor Hughes be asked whether he would wish to be invited to sit on the S106 Working Party”*.

Councillor Hughes also highlighted that in minute no. P631 (2) it does not state what item is being considered at the next Markets Working Party and this should be clearer to people who have not attended the meeting.

RESOLVED:

That the minutes of the Planning Committee meeting held on 8 September 2022 be received and noted subject to the following amendments:

1. Minute no. P640 be amended to read as follows:

“It was agreed that a task and Finish Group should be set up to progress the S106 wish list. Councillors Bannister and Howells agree to be part of the Working Party and it was agreed that Councillor Hughes be asked whether he would wish to be a member of the Task & Finish Group.”



2. Minute no. P631 be amended to read as follows:

“That the Markets Working Party to invite the Food Group members to have a stall at the Charter Markets to promote buying locally sourced products.”

Councillor Shields arrived at 7:38pm.

P660. TO REVIEW THE ACTION SHEET

1. P638 – The Clerk informed members that she had received a response from Herefordshire Councils Licensing advising that an enforcement notice had been served on The Barn on 14 September 2022 which becomes effective on the 17 October 2022, following which The Barn has 28 days to comply
2. P640 – P605 (2) – The Clerk informed members that a S106 Working Party had been arranged for Wednesday, 13 October 2022. However, she advised that only Councillor Howells had been present at the meeting and therefore it was not possible to proceed. The Clerk advised that she had attended a S106 Portfolio meeting for Clerks the previous evening and as a result of this she and Councillor Howells had agreed to request a meeting with Justine Burnett to discuss the S106 information provided by Hereford Council.
3. P640 – P692 (B) – The Clerk informed members that a press release asking members of the public to provide suggestions of sites for dropped kerbs is yet to be completed but hoped that this would be done before she goes on annual leave at the end of the month.
4. P642 – Members asked for a report from the Community Development Officer on Ledbury Postcards for the next Planning meeting.
5. P652 – The Clerk advised she had written to DRM Buses requesting them to consider reinstating the 476 Bus Service as an hourly service. Councillor Morris asked if the Clerk could write to them asking if they could decrease the speed limit that the buses drive in town.

RESOLVED:

1. **That the Clerk prepare a press release asking members of the public to provide suggestions of sites where dropped kerbs could be installed around the town.**
2. **That the Community Development Officer be asked to provide a report on postcards to the next meeting of the Economy & Planning Committee, scheduled for 10 November 2022.**



P661. GAZEBO HIRE POLICY

Members were requested to give consideration to a Gazebo Hire Policy which had been drafted by the Community Development Officer. Councillor Hughes proposed to approve the policy, subject to the assembly instruction being enlarged, to an A4 size.

RESOLVED:

That the Gazebo Hire Policy document be approved, subject to the assembly instructions being enlarged to an A4 size.

P662. PROPOSALS FOR CHANGE OF RECEPTION AREA TO MEET REQUIREMENTS OF TOURIST INFORMATION SERVICE

Members were provided with a proposed design on how the current reception area could be changed to accommodate a larger space for the TIC. The Clerk advised that the current counter was not suitable as a workspace and that at a recent Grants Working Party it had been suggested that she contact the Masters House to enquire whether the counter/workspace previously used at the Masters House was available. Unfortunately, the clerk informed Members that she had been advised that this counter/workspace was no longer available but was advised that Hereford Council did have some other counter/workspace units that may be of use. Unfortunately, having seen the units, it is unlikely these would work within the space available.

The Clerk advised that the Grants Working Party had discussed getting an architect or someone similar in to assist with the design and fitting out of the TIC. Members agreed that the Great Places funding allocated to the TIC should be used to engage to assist with the design and costing in respect of the reception area becoming a TIC.

RESOLVED:

That the Clerk be instructed to engage an architect or someone similar 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.

P663. PAINTED ROOM VISITOR NUMBERS

Members asked if this could be put on the agenda regularly in order to review the visitor numbers. The Clerk informed members that the Tour Guide Manager will provide a 5-year comparison report at the end of the year. Councillor Morris also commented that there would be a need for more volunteers and staff for the Painted Room.

RESOLVED:

That the Painted Room Visitor Numbers document be received and noted.



P664. TO ESTABLISH WHERE, IF ANYWHERE, TOURISM SITS WITHIN THE COUNCIL'S WORKING PARTIES

Councillor Sims stated that he believes tourism falls under the Economy & Planning committee but that this is not clear enough to members of the public. Councillor Sims proposed to change the committee name from Economy & Planning to Planning, Economy & Tourism. The Clerk informed members that this is what had been proposed at the Annual Meeting, which Members had rejected.

RECOMMEDNATION:

That a recommendation be made to Full Council to change the name of the Economy & Planning Committee to Planning, Economy & Tourism.

WORKING PARTIES

P665. MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY

Councillor Sims suggested that following the discussion in the previous agenda item, the John Masefield Memorial Working Party should be referred back to the Environment and Leisure Committee. His rationale for this was that the current stage of the John Masefield Project was about engaging with local residents, rather than tourists. Councillor Hughes stated that there is often an overlap from working parties in respect of Environment & Leisure and Planning, Economy & Tourism Committees, but agreed that the Environment and Leisure Committee should be its 'natural home'. Councillor Morris confirmed that this working party had originally reported to Environment and Leisure Committee.

The Clerk suggested that this working party could be reported to both committees. Councillor Sims stated that Phase 1 & 2 would fall under Environment & Leisure Committee and that phase 3 in the future might fall under Planning, Economy & Tourism Committee. Councillor Sims proposed that the Planning, Economy & Tourism Committee receives and notes the John Masefield Memorial Working Party minutes and that the Environment & Leisure Committee receives and acts on the recommendations as the parent committee

RESOLVED:

That the John Masefield Memorial Working Party minutes be submitted to both the Planning, Economy & Tourism Committee (to receive and note) and Environment & Leisure Committee (to act on recommendations).



P666. PLANNING CONSULTATIONS

11.1 Planning Application No. 222512

Proposed window and external doors repairs

RESOLVED:

No objection.

11.2 Planning Application No. 222806

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

Councillor Bannister suggested that this application should be objected due to it being retrospective. The Clerk advised that it possible to make a comment when submitting a response to the application.

RESOLVED:

Objection on the grounds that this is a retrospective application and that noting that the works have already been undertaken to remove the external ATM. It should be noted that this building is a listed building in the conservation area of Ledbury and following the removal of the ATM the building has been left in a manner not befitting with the Conservation Area and therefore Ledbury Town Council would request that this is remedied with immediate effect.

11.3 Planning Application No. 222807

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 – LISTED BUILDING

RESOLVED:

Objection on the grounds that this is a retrospective application and that noting that the works have already been undertaken to remove the external ATM. It should be noted that this building is a listed building in the conservation area of Ledbury and following the removal of the ATM



the building has been left in a manner not befitting with the Conservation Area and therefore Ledbury Town Council would request that this is remedied with immediate effect.

11.4 Planning Application no. 223103

Erection of single storey extension with partial demolition to healthcare facility – Rose Cottage, Belle Orchard, Ledbury, Herefordshire, HR8 1DD

RESOLVED:

No objection.

11.5 Tabled Planning Application no. 222107

Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref: APP/W1850/W20/3244410 and LPA ref. 171532) for 230 dwellings with associated drainage, highway infrastructure (internal roads, footways, footpath/cycleway and spine road) and play area (Phase 1)

Members were requested to give consideration to this planning application, which was tabled at the meeting, due to the urgency to provide a response to planning officers.

RESOLVED:

That Councillor Howells provide a draft response to all committee members, via email, by the end of business Monday, 17 October and that committee members provide any feedback to the draft by no later than the close of business on Wednesday, 19 October, and the final draft be provided to the Clerk by the end of business Thursday, 20 October to allow the Clerk to provide the response to Planning Officers before going on annual leave on 21 October.

P667. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

P668. PROPOSED FOOTPATH DIVERSION – ZB1 AND ZB2 LEDBURY, HEREFORDSHIRE

RESOLVED:

That the following questions be sent to Herefordshire Council:

1. How wide will the footpath be and in which areas?



2. How will the hedging be maintained to ensure there is a shield from the bypass to ensure pedestrian safety?
3. What are the reasons for the footpath being pushed to where it is?

P669. NOTIFICATION OF APPLICATION FOR GRANT OF PREMISES LICENCE

RESOLVED:

That the notification of application for grant of premises licence be received and noted.

P670. S106 FUNDING FOR LEDBURY 2022

Members agreed that this should be a standing item on the Planning, Economy & Tourism agenda. Discussions also took place regarding the Transport/Highway gain amount for Ledbury West, which was due to end in November 2022. Members queried what would happen to this money if it was not spent. The Clerk informed members that she is in the process of organising a meeting with Herefordshire Council, herself, the Mayor and the Deputy Mayor to discuss this in further detail, but in the meantime she had emailed Justine Burnett in respect of this.

RESOLVED:

1. **Town Clerk to arrange a meeting with Herefordshire Council in order to go through the S106 Funding for Ledbury 2022 in much more detail.**
2. **That the Section 106 become a standing item on the agenda to be reviewed in Planning Committee meetings each month.**

P671. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)

Councillor Howells gave a verbal update on the NDP. He informed all members that the website is now fully up to date with all the relevant NDP documents. Councillor Howells informed members that there will be an updated document provided at the Full Council meeting on Thursday, 1 December 2022.

RESOLVED:

That the Neighbourhood Development Plan Working Party update be received and noted.

P672. REQUEST RECEIVED IN RESPECT OF SID BEING SITED ON A449

Members discussed the siting of Speed Indicator Device (SID) on the A449, noting that they felt this was a sensible request. There were discussions as to



how the sites for SIDs had been taken over by Herefordshire Council and this may affect the location of a new one as they cannot be within 2km of each other.

RESOLVED:

That members receive and note the contents of the report and refer it to the Traffic Management Working Party for further consideration and inclusion in the Traffic Regulation Order that is being drafted by that committee.

P673. CORRESPONDENCE RECEIVED IN RESPECT OF CLOSURE OF BARCLAYS BANK

Councillor Sims asked if a report could be provided including an investigation of places where people can take out cash and pay in cheques, noting that there had been an incident where no one could draw out cash or receive cash back in stores in Ledbury during the Mop Fair.

RESOLVED:

That the Town Clerk investigate the following and provide a report to a future meeting of the committee:

- **Ways of bringing together a community bank hub and the pros/cons of this**
- **24-hour available service at this**
- **Counter services currently available in Ledbury**
- **How are the banks on board with this?**
- **Examples of how it could tie into the food bank**

P674. DATE OF NEXT MEETING

RESOLVED:

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

The meeting ended at 9.00pm.

Signed
(Chair)

Dated 11.11.2022