

# LEDBURY TOWN COUNCIL

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4 August 2023

**TO: Councillors Bradford, Harvey, Howells, Hughes, l'Anson and Morris (Chair)**

You are hereby summoned to attend a meeting of the **Planning, Economy & Tourism Committee** which will be held in the **Council Offices, Church Lane, Ledbury**, on **Thursday, 10 August 2023 at 7.00 pm** for the purposes of transacting the business set out below.

Yours faithfully

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. Nolan Principles (Pages 162-163)**

**4. 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 Economy & Tourism Committee meeting held on 13 July 2023 (Pages 164-173)**

**5. To review the Action Sheet (Pages 174-175)**

**ECONOMY**

**6. Minutes of a meeting of the Markets Working Party (Pages 176-179)**

**TOURISM**

**7. Painted Room Visitor numbers March-May 2023 (Page 180-181)**

**8. Street Banners (Pages 182-183)**

**PLANNING**

**9. Planning Consultations**

	<b>Application Number</b>	<b>Deadline for comments/ determination</b>	<b>Application details</b>
9.1	<a href="#"><u>231872</u></a>	Deadline for comments 10 August 2023 – Target Determination date 5 September 2023	Conversion of and extensions to existing buildings to create a dwelling and associated works – <b>Land to rear of 1 Bridge Street, Ledbury, Herefordshire</b>
9.2	<a href="#"><u>231873</u></a>	Deadline for comments 10 August 2023 – Target Determination date 5 September 2023	Conversion of and extensions to existing buildings to create a dwelling and associated works – <b>Land to rear of 1 Bridge Street, Ledbury, Herefordshire – LISTED BUILDING CONSENT</b>



9.3	<a href="#">232071</a>	Deadline for comments 17 August 2023 – Target Determination date 13 September 2023	Proposed external chimney flue and internal alterations – YH Pass Fish and Chip Shop – <b>The Homend, Ledbury, Herefordshire, HR8 1BN</b>
9.4	<a href="#">232161</a>	Deadline for comments 17 August 2023 – Target Determination date 13 September 2023	Proposed external chimney flue and internal alterations – YH Pass Fish and Chip Shop – <b>The Homend, Ledbury, Herefordshire, HR8 1BN – LISTED BUILDING CONSENT</b>
9.5	<a href="#">232149</a>	Deadline for Comments 3 August 2023 – Target Determination date 22 September 2023	T1 - Large Cherry, carefully reduce one large low lateral extending south over entrance drive to approximately 4.5 metres removing approximately 2 metres end weight. Lift canopy over entrance driveway to give approximately 5 metres clearance from ground level. Large limb extending north over sitting area towards hotel, reduce in length to approximately 5 metres removing end 2 metres to a suitable live point to reduce leverage and risk of branch collapse, and lifting canopy lightly over sitting area. Canopy adjacent to end gable wall south east, reduce to give approximately 2 metres clearance to wall. Remove deadwood within canopy – 25 High Street, Ledbury, Herefordshire, HR8 1DS
9.6	<a href="#">233235</a>	Deadline for comments 17 August 2023 – Target determination date 14 September 2023	Proposed portal framed cover to an existing silage bunker – <b>Woodfield Farm, Ledbury, Herefordshire, HR8 2JB</b>
9.7	<a href="#">232279</a>	Deadline for comments 22 August 2023 – Target determination date 20 September 2023	Garden room at rear of garden – <b>17 Kingsmead, Ledbury, Herefordshire, HR8 2LS</b>

#### 10. Tabled Applications

(If any)

(applications received after agenda despatch where deadline dates for comments are earlier than the next committee meeting)

#### 11. Planning Decisions

(Pages 184-189)

## **GENERAL**

**12. Section 106 (Standing item) (Pages 190-219)**

**13. Date of next meeting**

**To note that the date of the next meeting of the Planning, Economy & Tourism Committee is scheduled for 14 September 2023 at 7.00pm in the Council Offices, Church Lane, Ledbury**

Distribution: Full agenda to: - Committee Members (6)  
File Copy (1)

Full agenda excluding confidential papers to:  
Press (2)  
Ward Councillors (2)  
Library (1)

Agenda front pages to all non-committee members (4)

**LEDBURY TOWN COUNCIL**

**The Seven Principles of Public Life**

**(Nolan Principles)**

**1. Selflessness**

Holders of public office should act solely in terms of the public interest.

**2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty**

Holders of public office should be truthful.

**7. Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



**LEDBURY TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM**  
**COMMITTEE**

**HELD ON 13 JULY 2023**

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**PRESENT:** Councillors Bradford (Chair), Harvey, Howells, Hughes, l'Anson.

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker  
Ward Councillors – Justine Peberdy & Stef Simmons

**P39. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Morris.

**P40. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

**RESOLVED:**

Councillor l'Anson declared an interest in planning application no. 231366 due to the applicant being her neighbour.

**P41. PUBLIC PARTICIPATION**

**RESOLVED:**

**P42. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 8 JUNE 2023.**

Councillor Hughes proposed that the minutes of the Planning, Economy & Tourism Committee meeting held on 8 June 2023 be signed as a correct record, Councillor Howells seconded this, and all members were in favour.

**RESOLVED:**

**That the minutes of the Planning, Economy & Tourism Committee meeting held on 8 June 2023 were signed as a correct record.**

**P43. TO REVIEW THE ACTION SHEET**

The following points on the action sheet were discussed:

**P28 – That both the draft Markets Strategy Outline & the draft Markets Policy be referred to the Markets Working Party to be discussed in more detail.**

Members were advised that a further report on both documents would be submitted to the next meeting of the Planning, Economy & Tourism Committee on 10 August 2023.

**P29(1) – That a temporary plan be drawn up for the Tourist Information Centre being in the Town Council offices for the short term and an interim report be provided at the next Planning, Economy & Tourism Committee meeting.**

Members asked the Clerk if any funding had been investigated for this. The Clerk informed members that she had spoken to representatives from the Herefordshire BID.

**P33(2) – That Herefordshire Council be asked to provide an official report on No. 14 High Street (the old Shaw Healthcare building), to include what the next steps are in relation to this building being made safe and usable again.**

The Clerk informed members that Herefordshire Council had copied her into recent correspondence in respect of this.

**RESOLVED:**

**That the contents of the Action Sheet be received and noted.**

**P44. MINUTES OF A MEETING OF THE MARKETS WORKING PARTY**

**RESOLVED:**

**That the minutes of a meeting of the Markets Working Party be deferred to the Planning, Economy & Tourism Committee meeting on 10 August 2023.**

**P45. PAINTED ROOM VISITOR NUMBERS MARCH-MAY 2023**

Members asked that this item be included on the next agenda to include the March–May visitor numbers from 2022 to allow them to make an accurate comparison. It was also suggested that a business plan and budget be reported to the committee to include sales.

Members noted that the Painted Room is sometimes shut on a Saturday. The Clerk informed members that the Painted Room is only shut as a last resort when there have been staff shortages. A new volunteer has recently been recruited, however there is still a need for more staff. Members questioned whether there would be any students interested in



helping, it was suggested that the Market House Theatre be approached to ask if there are any people there that would be interested in helping.

Councillor Harvey suggested that the Market House Theatre could help to put on a drama performance that could be recorded for the website to help encourage people to visit the Painted Room and other Heritage sites. It was also suggested that a virtual walk around the town with QR codes could be created to allow visitors to scan the QR codes at a particular location in Ledbury and then this would show pictures of what this area of the town looked like years ago compared to now. It was noted that this would be a good idea to introduce as part of the Heritage Open Days event.

**RESOLVED:**

- 1. That the visitor numbers from March–May 2022 be provided at the next committee meeting in addition to the March – May 2023 numbers to allow members to make a comparison.**
- 2. That a business plan and budget be included in this report going forward to enable Councillors to view and consider the “sales forecast”.**

**P46.**

**TOURIST INFORMATION CENTRE COUNCIL OFFICES**

Members asked the Receptionist for a verbal update on what the Hereford Tourist Information Centre looked like and what local merchandise they had for sale.

Members requested that a plan be provided to the next committee meeting to include local merchandise information, details on costs or whether items could be on a sale or return basis. Councillor Harvey suggested that a business plan needs to be put together for the Tourist Information Centre to include details such as staff, merchandise, recruitment process and make this the project for the Council this year along with sorting the website/electronic presence and improving the Charter Market.

**Ward Councillor Stef Simmons arrived at 7:22pm.**

Councillor Hughes proposed that the recommendation made in the report should be accepted, Councillor Howells seconded this, and all members were in favour.

Councillor Howells suggested that it would be wise to ask other local Tourist Information Centres who they contacted to help with their set up. Members agreed that the local towns in Herefordshire should all work together to help promote each other especially during tourism season.

All members were in favour of making a recommendation to Full Council to retrieve 3 quotes to commission a consultant to create a business plan for the Tourist Information Centre.

**RESOLVED:**

1. **That members noted the information provided by the CDO and would like to pursue working with Glide Media and the Herefordshire BID to improve the Tourist Information Centre.**
2. **That the Clerk obtain quotes from consultants on the cost to commission a business plan in respect of the future of the TIC.**

**P47. UPDATE FROM BUSES4US**

Members noted that no response had been received from Bloor Homes with regard to their written request for bus stops being installed on the Viaduct development site.

Members noted that the Aldi service is ending shortly and asked the Ward Councillors to look into this and investigate what is in place for when this service comes to an end. Members also asked if the Ward Councillors would help the Town Council with their efforts to encourage developers to install bus stops on all new housing developments in Ledbury.

Councillor Hughes proposed that the following recommendation be made to Full Council: "That the Traffic Management Working Party be authorised to work with Clare Stone to explore the possibility of S106 monies being used for a Ledbury Hoper type service". Councillor Howells seconded this, and all members were in favour.

**RESOLVED:**

1. **That Ward Councillors be asked to look into when the Aldi bus service is likely to come to an end and what if anything will be put in place in its stead.**
2. **That Ward Councillors be asked to help investigate bus stops being put in at all of the new development sites in Ledbury.**

**RECOMMENDATION:**

**That members recommend to Full Council that the Traffic Management Working Party be authorised to work with Clare Stone to explore the possibility of S106 monies being used for a "Ledbury Hopper" type service.**

## PLANNING CONSULTATIONS

i. **Planning Application No. 230680**

**Application for approval of reserved matters following outline approval of 212114 – one dwelling and associated vehicular access – Parkway House, Little Woolpits Lane, Herefordshire, HR8 2JG. Re-consultation.**

Councillor Hughes proposed Ledbury Town Council submit no objections to this planning application, Councillor Bradford seconded this, and a vote took place. 4 members were in favour, 1 abstained.

**RESOLVED:**

**No objection**

ii. **Planning Application No. 231593**

**Retrospective planning application for the change of use of land to a dog daycare business and associated development – The Bullen, Ledbury, Herefordshire, HR8 2JE**

Ward Councillor Stef Simmons gave members a verbal update on this planning application which she had been looking into.

Councillor Hughes proposed that Ledbury Town Council submit no objections to this planning application, Councillor Bradford seconded this, and a vote took place. 2 members were in favour and 3 abstained.

**RESOLVED:**

**No objection**

iii. **Planning Application No. 231366**

**To revert the small shop area on the ground floor back to residential use – 3 Church Street, Ledbury, Herefordshire, HR8 1DH**

Councillor I'Anson declared an interest in this planning application and did not take part in voting on this item.

Councillor Hughes proposed that Ledbury Town Council submit no objections to this planning application, Councillor Bradford seconded this, and a vote took place. 3 members were in favour, 1 abstained.

**RESOLVED:**

**No objection**

**iv. Planning Application No. 231853**

**Proposed lowering of a section of wall along a length of approximately 25 meters and replace with a timber close boarded fence to match the height of the exiting wall (Part retrospective) – Bye Street Car Park, Ledbury, Herefordshire, HR8 1BU**

Councillor Hughes proposed Ledbury Town Council submit no objections to this planning application, Councillor Bradford seconded this, and a vote took place. 4 members were in favour, 1 abstained.

**RESOLVED:**

**No objection**

**v. Planning Application No. 231916**

**Proposed single storey extension – 38 Woodfield Road, Ledbury, Herefordshire, HR8 2XJ**

Councillor Hughes proposed Ledbury Town Council submit no objections to this planning application, Councillor Bradford seconded this, and a vote took place. 4 members were in favour, 1 abstained.

**RESOLVED:**

**No objection**

**vi. Planning Application No. 231923**

**Proposed works to existing damaged stone plinth filled and covered with proposed tiling to match – Sear House, Bye Street, Ledbury, Herefordshire, HR8 2AA**

Councillor Hughes proposed that Ledbury Town Council submit no objections to this planning application, Councillor Bradford seconded this, and a vote took place. 4 members were in favour, 1 abstained.

**RESOLVED:**

**No objection**



**P49. TABLED APPLICATIONS**

**RESOLVED:**

There were no tabled planning applications.

**P50. PLANNING DECISIONS**

**RESOLVED:**

That the Planning Decisions document be received and noted.

**P51. ENFORCEMENT NOTICE WITHDRAWAL IN RESPECT OF LITTLE BUSH PITCH, LEDBURY, HEREFORDSHIRE, HR8 2PX**

Councillor Harvey gave members a verbal update of this planning application.

**RESOLVED:**

Members received and noted the Enforcement Notice Withdrawal in respect of Little Bush Pitch, Ledbury, Herefordshire, HR8 2PX.

**P52. TRAFFIC REGULATION ORDER SCHEME TO IMPLEMENT NO ENTRY RESTRICTION ON WOODLEIGH ROAD, LEDBURY**

Members discussed the confusion over whether the proposed cycle lane would be access for pedestrians as well. Ward Councillors clarified that this proposed cycle lane is just for bikes, and it would not include any access for pedestrians to utilise this as well.

All members were in favour of accepting this proposed traffic regulation order scheme in principal but would like to request that pedestrians be incorporated into this and for it to include traffic calming measures.

**RESOLVED:**

That members accept the traffic regulation order scheme to implement no entry restriction on Woodleigh Road, Ledbury in principle. However, it be requested that pedestrian access is included in this plan along with traffic calming measures.

**P53. APPLICATION FOR PREMISES LICENSE AT LEDBURY MINI MARKET, 10 NEW STREET, LEDBURY, HR8 2DX**

Members discussed that this is a new tenant at this property and that they would support this premises proving they trade responsibly.

**RESOLVED:**

**That members support the application for a premises license at Ledbury Mini Market, 10 New Street, Ledbury, Herefordshire, HR8 2DX.**

**P54. APPEAL DECISION – 49 BANK CRESENT, LEDBURY, 220374 – APPLICANTS COSTS DECISION**

**RESOLVED:**

**That members received and noted the appeal decision – 49 Bank Crescent, Ledbury, 220374 – applicants costs decision.**

**P55. TO GIVE CONSIDERATION TO AREAS IN LEDBURY THAT WOULD BENEFIT FROM ON-STREET CHARGING INFRASTRUCTURE**

Members suggested that it might be wise to walk around town to view where the on-street charging points could be beneficial and to view how this would affect the pavement.

Members agreed that this information should be shared on the Town Council's website and social media platforms to make sure that local residents are aware.

**RESOLVED:**

**That Ledbury Town Council share this information on the website/social media platforms to make local residents aware.**

**P56. REPORT PREPARED BY COUNCILLOR HOWELLS IN RESPECT OF MCCARTHY STONE PROPOSALS**

**RESOLVED:**

**That the report prepared by Councillor Howells in respect of the McCarthy Stone proposals be sent to Herefordshire Council Planning Officers.**

**P57. NEIGHBOURHOOD DEVELOPMENT PLAN**

Members discussed establishing a project to promote public awareness and engagement to obtain responses to consultations in the Local Plan. With the new Local Plan coming into place Members agreed that raising public engagement should be a priority for this and that the Neighbourhood Development Plan Working Party be reviewed in January.

**RESOLVED:**

**That the Neighbourhood Development Plan Working Party be reviewed in January, but in the meantime the Council raise awareness of the Local Plan consultation which it is anticipated will commence in September 2023.**

**P58. SECTION 106 (STANDING ITEM)**

**TO REVIEW LEDBURY TOWN COUNCIL S106 WISH LIST**

Members agreed that a task & finish group be set up to review the S106 wish list in more detail.

**RESOLVED:**

**That a task & finish group be set up to review the Ledbury Town Council S106 wish list in more detail.**

**P38. DATE OF NEXT MEETING**

**To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 10 August 2023.**

The meeting ended at 9:00pm.

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





## Action Sheet July 2023

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P44	That the minutes of a meeting of the Markets Working Party be deferred to the Planning, Economy & Tourism Committee meeting on 10 August 2023.	TC	10.08.2023	On agenda for consideration	Completed
P45	1. That the visitor numbers from March - May 2022 be provided at the next committee meeting in addition to the March - May 2023 numbers to allow members to make a comparison.	TGM	Jul-23	TGM asked to provide comparisons for future agendas	In progress
	2. That a business plan and budget be included in the Painted Room Visitor Numbers report moving forward to enable Councillors to view and consider the "sales forecast".	TGM	01 July 2023	TGM & TC to meet to discuss further	In progress
P46	1. That members approved LTC officers to pursue working with Glide Media and the Herefordshire BID to improve the Tourist Information Centre.	CDO	Jul-23	Glide media contacted	Awaiting delivery of cabinet and leaflets
	2. That the Clerk obtain quotes from consultants on the cost to commission a business plan in respect of the future of the Tourist Information Centre.	TC	Aug-23	Clerk to progress	In progress
P47	1. That Ward Councillors be asked to look into when the Aldi bus service is likely to come to an end and what, if anything will be put in its place.	Ledbury Ward Councillors			Update awaited

	2. That Ward Councillors be asked to help investigate bus stops being put in at all of the new development sites in Ledbury.	Ledbury Ward Councillors			Update awaited
	<b>Recommendation:</b> That members recommend to Full Council that the Traffic Management Working Party be authorised to work with Clare Stone to explore the possibility of S106 monies being used for a "Ledbury Hopper" type service.	TC	03.08.2023	To be considered at Full Council meeting on 003.08.2023	In progress
P52	That members accept the traffic regulation order scheme to implement no entry restriction on Woodleigh Road, Ledbury in principle. However, it be requested that pedestrian access is included in this plan along with traffic calming measures.	TC	21.07.2023	Meeting held with ward Councillors and HC/BBLP officers	Completed
P56	That the report prepared by Councillor Howells in respect of the McCarthy Stone proposals be sent to Herefordshire Council Planning Officers.	TC	Jul-23	Report sent to HC Officers	Completed
P57	That the Neighbourhood Development Plan Working Party be reviewed in January, but in the meantime the Council raise awareness of the Local Plan consultation which it is anticipated will commence in September 2023.	TC	on-going		On-going
P58	That a Task & Finish group be set up to review the S106 wish list in more detail.	TC	01.08.2023	Email sent to cllrs with dates	In progress

## **LEDBURY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE MARKETS WORKING PARTY MEETING HELD ON 4 JULY 2023**

**PRESENT:** Councillors Hughes, l'Anson and Morris  
Mrs Caroline Green – Chairman (Trader in Ledbury High Street)

**ALSO PRESENT:** Angela Price – Town Clerk  
Olivia Trueman – Community Development Officer (CDO)

**MWP1. TO ELECT CHAIRPERSON FOR THE 2023/24 MUNICIPAL YEAR**

**RESOLVED:**

**That Caroline Green be elected as Chair of the Market Working Party for the 2023/24 Municipal Year.**

**MWP2. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Howells and Tim Brenan (Market Trader)

**MWP3. DECLARATIONS OF INTEREST**

A declaration of interest was received from Councillor Helen l'Anson in relation to a regular Trader who had provided comments in relation to agenda item 6. Councillor l'Anson was asked to sign the Declaration of Interests register.

**MWP4. TO ELECT NON-COUNCIL MEMBERS**

None received.

**MWP5. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES  
OF THE MARKETS WORKING PARTY HELD ON 11 APRIL 2023**

**RESOLVED:**

**That the minutes of the meeting of the Markets Working Party held on 11 April 2023 be approved and signed as a correct record.**

**MWP6. COMMENTS AND SUGGESTIONS FROM TRADERS REGARDING  
MARKET POLICY**

Members were provided with comments and suggestions from Dragon Produce and Young and Green Homes in relation to the draft policy. It was agreed that all suggestions were beneficial, and that the policy should be updated with the amendments.

Councillor Morris suggested that the CDO provide a report to every Markets meeting detailing who had been contacted to trade at the market. Councillor Hughes suggested that this be done as a brief report which could be done verbally.

There was a conversation about temporary screening under the Market House during the winter, to create a barrier from the wind and cold. The Town Clerk advised members that due to the Market House being a listed building there would be no way of attaching screening to the building. Councillor Hughes suggested using the gazebos under the Market House which would provide some protection.

The CDO reminded members that she had already contacted Herefordshire Council to ask whether they would provide Market Traders with discount on parking when using Herefordshire owned car parks, in particular St Katherine's. Members agreed that this could be included in the strategy for future discussion.

**RESOLVED:**

- 1. That the Draft Policy be updated with the relevant comments and suggestions received from Traders.**
- 2. That the CDO provide a verbal report to each Market Meeting on the progress of inviting new traders to the Market.**
- 3. That the Council advertise the use of gazebos under the Market House, particularly during the winter months.**

**MWP7. OUTLINE CHARTER MARKET STRATEGY AND POLICY STATEMENT**

The Town Clerk advised Members that the Planning Economy Tourism Committee had referred the document back to the Working Party.

Members were disappointed that there had been no discussion on the draft strategy at the Planning Economy and Tourism Committee.

Councillor Morris felt that the strategy was difficult to read and understand.

The Town Clerk suggested that she and the CDO work together to create a final draft copy of the Market Strategy and that it be submitted to the next Planning, Economy, and Tourism agenda in August. Councillor Hughes advised he would be happy to work with officers to achieve this.



**RESOLVED: That the Town Clerk, CDO and Councillor Hughes meet to provide more information in the Market Strategy document and that this be submitted to the Planning, Economy, and Tourism agenda in August.**

**MWP8. REQUEST RECEIVED FROM NABMA**

Members were advised that NABMA have recently taken on the administration of the All-Party Parliamentary Group and have subsequently secured a date for an AGM on Tuesday, 18 July 2023.

The correspondence received requested that Ledbury Town Council contact the local MP to attend the AGM to ensure that the meeting is properly constituted.

**RESOLVED: That Ledbury Town Council write to the MP asking him to attend the AGM on Tuesday, 18 July, to reconstitute the All-Party Parliamentary Group**

**MWP9.3 DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of the Markets Working Party is scheduled for Monday, 11 September 2023 at 10.00 am.**

**The meeting ended at 11.00am.**

**Signed ..... Dated .....**



Key:	Incl event				incl. meeting	incl bank holiday				incl school activity days				incl out of hours booking				incl staff training				incl. clerical work							
Mar-23					Av	Apr-23					av.	May-23					Av	Jun-23					Av	Jul-23					Av
	Visitor	Hours	Staff	Daily		Visitor	Hours	Staff	Daily		Visitor	Hours	Staff	Daily		Visitor	Hours	Staff	Daily		Visitor	Hours	Staff	Daily					
	Nos	Open	Hours	visits		Nos	open	hours	visits		Nos	open	Hours	visits		Nos	Open	Hours	visits		Nos	open	Hours	visits					
Mon	22	12	13	5.5	Mon	41	12	13.5	13.6	Mon	46	12	13.5	15.3	Mon	75	16	18	18.8	Mon									
Tues	32	12	13	8	Tues	70	16	18	17.5	Tues	72	20	22.5	14	Tues	59	16	18	14.4	Tues									
Weds	29	12.5	14.5	7.25	Weds	76	17	21	19	Weds	72	20	25.5	14	Weds	51	14	17	14	Weds									
Thurs	57	12	14	14.3	Thurs	58	16	18	14.5	Thurs	81	16	18	20.3	Thurs	84	20	22.5	16.8	Thurs									
Fri		Closed	1		Fri	4	closed		4	Fri		closed			Fri		closed			Fri		Closed							
Sat	9	Closed	5		Sat	129	18	20	28.6	Sat	86	12	17.5	21.5	Sat	58	8	9	29	Sat									
Sun		Closed			Sun		closed			Sun		closed			Sun		closed			Sun		Closed							
totals	149	48.5	59.5		totals	378	79	90.5		totals	357	80	97		totals	327	74	84.5		totals	0	0	0						

Aug-23					Av	Sep-23					Av																			
	Visitor	Hours	Staff	Daily		Visitor	Hours	Staff	Daily																					
	Nos	open	Hours	visits		Nos	Open	Hours	visits																					
Mon					Mon																									
Tues					Tues																									
Weds					Weds																									
Thurs					Thurs																									
Fri		closed			Fri		Closed																							
Sat					Sat																									
Sun		closed			Sun		Closed																							
totals	0	0	0		totals	0	0	0																						



<b>PLANNING, ECONOMY &amp; TOURISM COMMITTEE</b>	<b>10 AUGUST 2023</b>	<b>AGENDA ITEM: 8</b>
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Report prepared by Angela Price – Town Clerk

## **STREET BANNERS**

### **Purpose of Report**

The purpose of this report is to provide Members with a response received by the CDO to an enquiry made to Tewkesbury Town Council in respect of their street banners.

### **Detailed Information**

Following a discussion around street banners at a previous meeting the CDO contacted Tewkesbury Town Council to enquire about their street banners.

As Members may be aware the street banners in Tewkesbury depict Coats of Arms, which are associated with people who were involved in the battle in Tewkesbury in 1471 and the CDO has received the following information from a member of the Tewkesbury Battlefield Society who co-ordinates the production of the banners.

*“My name is Andrew Lawrence and your enquiry about our banners has been passed onto me as I ‘coordinate’ their production. I am a member of The Tewkesbury Battlefield Society and I and other members make them all ourselves. As you may already know the coats of arms on our banners are all associated with people who were involved in the battle here in 1471. Fortunately, the participants in that battle were well recorded and with research into heraldic records their arms have been found. We never felt that permission to use them was necessary, as all of the original owners are long dead. Over the years we have had many enquiries from other towns about them and have always tried to help. I can send you a guide on how we make them, but you will also need is a group of people who are interested in a community project. It involves a number of stages. Cutting and sewing the blank banner from medium weight canvas, drawing your chosen design, and then painting it. Finding suitable locations to hang them, installing brackets to put them on and more people to put them up. Most of these, except where to find the volunteers, are in the guide.*

*We started with just one or two and it grew from there. Now, thirty years later, we have 200 banners and a group of people who meet up every week to paint and socialise in a local hall. In all it has become an enjoyable community project with the fruits of their labour displayed around the town during June to September. After that we collect the banners in and repair and refresh them over the winter, ready for the following year.*

*I hope this is of some help. If you would like to know more, please get in touch.”*

Following receipt of the email, the Clerk suggested that the CDO contact Ceilia Kellet to explain that the Council are investigating something similar for Ledbury and ask

whether, as a local historian, she would be interested in working with the Council on such a project.

Ceilia advised that she felt this could be an interesting community project and suggested as Ledbury doesn't really have a battle to refer to, explaining that the Civil War I Ledbury was more of a skirmish than a battle, that it might be worth pursuing an alternative route. She advised that she had over the past year, been involved with a project which involves the memorials in the Parish Church, some of which show the coats of arms of the families such as Biddulph Martin etc. Ceilia suggested these could be used as historical links to Ledbury as well as a coat of arms depicted in a stain glass window in Ledbury.

### **Recommendation**

That Members of the Planning, Economy & Tourism Committee authorise officers to proceed with setting up a meeting to investigate the above as a possible way forward with street banners in Ledbury.

# Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING 13 OCTOBER 2022</b>				
<a href="#"><u>222107</u></a>	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) - <b>Land North of Viaduct Adjoining Orchard Business Park Ledbury Herefordshire</b>	<b>CS</b>	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 provided 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 2022.	<b>Approved with conditions</b>

<b>LTC MEETING 10 NOVEMBER 2022</b>				
<u>223248</u>	Proposed demolition of existing buildings on site and erection of Retirement Living apartments with associated access, car parking, landscaping, ancillary facilities, and associated works – <b>Building and curtilage of Greenacres bungalow and land to the rear of The Knapp and Westmead, The Homend, Ledbury, Herefordshire</b>	<b>CS</b>	Members discussed possible issues with this planning application as they felt it would intrude on the green space which is noted in the Neighbourhood Development Plan (NDP). It was discussed	<b>No decision</b>



			that a member of the Committee should produce a draft planning-based report on this including the following issues which were raised: <ul style="list-style-type: none"> <li>1. The height of the building</li> <li>2. The ecological value of the land</li> <li>3. Potential traffic issues</li> <li>4. NDP</li> </ul>	
<b>LTC MEETING 12 January 2023</b>				
<a href="#">223742</a>	<b>LISTED BUILDING CONSENT.</b> Replacement main entrance door – <b>Masefield Solicitors Office, Worcester Road, Ledbury, Herefordshire, HR8 1PN</b>	<b>KR</b>	No objections	<b>No decision</b>
<a href="#">223921</a>	Proposed dwelling – <b>Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS</b>	<b>EB</b>	Object on the grounds that this application will result in the over development within a conservation area.	<b>No decision</b>
<b>LTC MEETING 9 February 2023</b>				
<a href="#">222107</a>	Approval of reserved matters relating to layout, scale, external appearance and landscaping (pursuant to outline planning permission appeal ref: APP/W1850/20/3244410 and LPA ref. 171532 for 230 dwellings with associated highways infrastructure (internal roads, footways, footpath/cycleway and spine road) and play area (Phase 1) – <b>Land North of viaduct, adjoining Orchard Business Park, Ledbury, Herefordshire.</b>	<b>CS</b>	Object on grounds outlined by Herefordshire Council and many other organisations.	<b>No decision</b>

<a href="#">230103</a>	Proposed variation of condition 2 of planning application 200066 (Demolition of retail building (A1) and erection of production building (B2)) – additional HGV yard, 1 loading bay to be added 3 loading bays to be removed and parking spaces to be consolidated to the south of the extension - <b>Countrywide Stores Dymock Road Ledbury Herefordshire HR8 2JQ</b>	<b>OJ</b>	No objections	<b>No decision</b>
<b>LTC MEETING 11 April 2023</b>				
<a href="#">230652</a>	Proposed demolition of mid C20 former hop kilns on the roadside and replacement with new storage building; Refurbishment of the late C19/early C20, 2 storey brick building for offices, staff facilities and two-bed apartment. Erection of mono-pitched, open-fronted canopy to link the proposed new storage building to the existing warehousing (the northern range) – <b>Juggs Green Business Park, Staplow, Ledbury, Herefordshire, HR8 1NR</b>	<b>EB</b>	No objection	<b>No decision</b>
<a href="#">230680</a>	Application for approval of reserved matters following outline approval of 212114 – one dwelling and associated vehicular access – <b>Parkway House, Little Woolpits Lane, Parkway, Herefordshire, HR8 2JE</b>	<b>EB</b>	No objection	<b>No decision</b>
<a href="#">230688</a>	Proposed change of use from detached residential garage to commercial dog grooming salon with signage and mechanical vent added – <b>Wylde House, Ledbury, Herefordshire, HR8 2EE</b>	<b>EB</b>	No objection	<b>No decision</b>
<a href="#">220783</a>	Retrospective change of use of land and laundry/wash room for existing travelling site – <b>Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR8 2PX</b>	<b>MT</b>	Members noted that Ward Councillors would be attending the next Planning Meeting at Hereford Council to voice Ledbury Town Council's opinions of	<b>No decision</b>

			this being a retrospective planning application which could be seen to breach Herefordshire Council's policy.	
<a href="#">223921</a>	Planning Re-consultation – <b>Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS</b>	<b>EB</b>	Objection - on the grounds of over development in a conservation area and that this planning application does not fall within the design principles of the Ledbury Neighbourhood Development Plan.	<b>No decision</b>
<b>LTC MEETING 18 May 2023</b>				
<a href="#">230954</a>	Proposed extension to side and rear of property – <b>4 Beggars Ash Cottages, Beggars Ash, Wellington Heath, Ledbury, Herefordshire. HR8 1LN</b>	<b>LS</b>	No objection	<b>No Decision</b>
<a href="#">230959</a>	Proposal to extend existing bungalow, including replacement garage. Extension to include rooms in roof and roof realignment – <b>Brambles, Orchard Lane, Ledbury, Herefordshire, HR8 1DQ</b>	<b>LS</b>	No objection	<b>No Decision</b>
<a href="#">230987</a>	Proposed change of use and conversion of the former Methodist Chapel to a restaurant and associated managers flat – <b>Methodist Church, The Homend, Ledbury, Herefordshire, HR8 1BP</b>	<b>LS</b>	No objections, subject to the comments submitted by Severn Trent in respect of drainage being complied with and disabled access being considered	<b>No Decision</b>
<b>LTC MEETING 8 JUNE 2023</b>				

<a href="#">230973</a>	Proposal to allow 7 kerbstones to be dropped at front of house to allow for driveway access – <b>116 Bridge Street, Ledbury, HR8 2AW</b>	<b>EB</b>	No objections	<b>No decision</b>
<a href="#">231641</a>	Proposed works: Wellingtonia – remove shear cracked limbs and deadwood. Western Red Cedar – remove limb with risk of failure. Reduce crown by 10 feet in view of close proximity of neighbour's house – <b>Ashmead, Woodleigh Road, Ledbury, Herefordshire, HR8 2BG.</b>	<b>OK</b>	No objections	<b>No decision</b>
<b>LTC MEETING 13 JULY 2023</b>				
<a href="#">230680</a>	Application for approval of reserved matters following outline approval of 212114 – one dwelling and associated vehicular access – <b>Parkway House, Little Woolpits Lane, Herefordshire, HR8 2JG – re-consultation</b>	<b>EB</b>	No objections	<b>No decision</b>
<a href="#">231593</a>	Retrospective planning application for the change of use of land to a dog daycare business and associated development – <b>The Bullen, Ledbury, Herefordshire, HR8 2JE</b>	<b>RB</b>	No objections	<b>No decision</b>
<a href="#">231366</a>	To revert the small shop area on the ground floor back to residential use – 3 Church Street, Ledbury, Herefordshire, HR8 1DH	<b>RB</b>	No objections	<b>Approved with conditions</b>
<a href="#">231853</a>	Proposed lowering of a section of wall along a length of approximately 25 meters and replace with a timber close boarded fence to match the height of existing wall (Part retrospective) – <b>Bye Street Car Park, Ledbury, Herefordshire, HR8 1BU</b>	<b>GW</b>	No objections	<b>No decision</b>
<a href="#">231916</a>	Proposed single storey extension – <b>38 Woodfield Road, Ledbury, Herefordshire, HR8 2XJ</b>	<b>JD</b>	No objection	<b>No decision</b>
<a href="#">231923</a>	Proposed works to existing damaged stone plinth filled and covered with proposed tiling to match – <b>Sear Houe, Bye Street, Ledbury, Herefordshire, HR8 2AA</b>	<b>JD</b>	No objection	<b>No decision</b>

## **Section 106 Portfolio of Works – Delivery Update to Parishes**

1<sup>st</sup> & 2<sup>nd</sup> August 2023

Andrew Houston – Programme Manager

Economy & Environment

# Introduction & Handover

- Presentation – Andrew Houston (Programme Manager)
- Aims: Provide an update the S106 Programme and overview of next stages of delivery
- AOB / Q&A

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**Andrew Houston**

**Programme Manager**

Programme Management Office

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Mob: 07894718264

Email: [Andrew.Houston@herefordshire.gov.uk](mailto:Andrew.Houston@herefordshire.gov.uk)

Corporate Services

Plough Lane

Hereford

HR4 0LE

# Introduction – Section 106 (S106)

- **S106 agreements are legal agreements negotiated between the council and the developer** (under the Town and Country Planning Act 1990) to ensure developers make a reasonable financial contributions towards local physical and social infrastructure.
- **Linked to a specific development** and specifies what the contribution (£) has been secured for and by gain type category.
- Normally **specifies time period within which monies must be spent**, failing which the contribution may be required to be returned to the developer.
- **Section 106 monies are paid at key stages of development (trigger points)** in accordance with relevant terms of a particular obligation to fund projects across a range of themes, e.g. highways, education, community and leisure facilities, etc.

# Background – S106

- Historic Challenges in Delivery
- Cabinet Report approved recommendations March 2023
- The purpose of which is to have one set commissioning and delivery processes under the same governance





# S106 – Planning Obligations Process

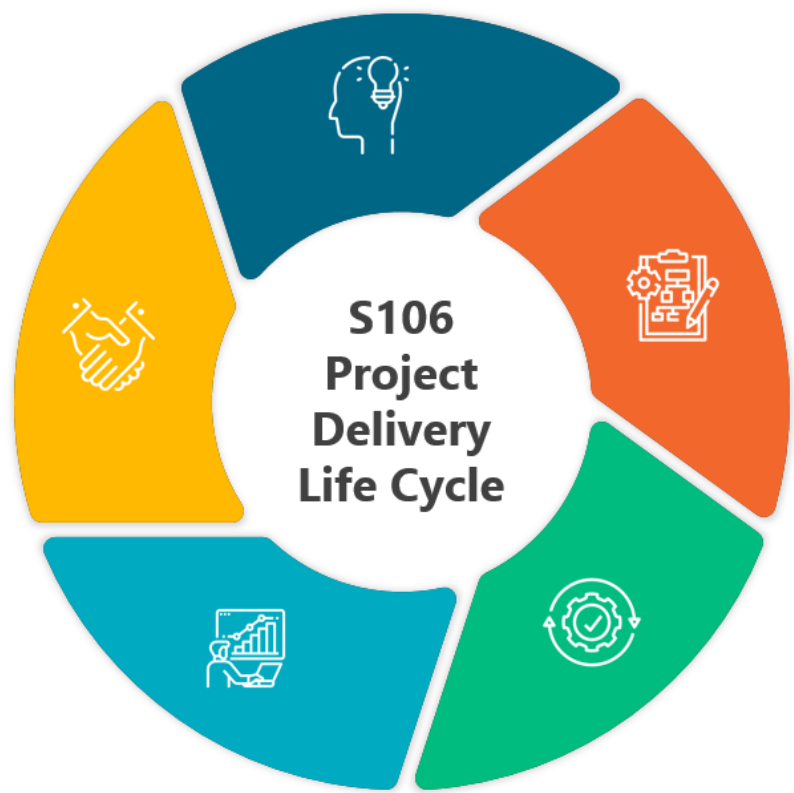


# S106 Delivery Role

- To oversee the design, planning and delivery of S106 projects to ensure that work is completed in line with time, cost and quality aspirations.
- The project manager also gives consideration to statutory obligations such as planning consents / building regulations and Health & Safety.
- Each commissioned project will be assigned a specific Project Manager who is responsible for the overall Project Management, Delivery and Reporting of the project:

S106 Delivery Project Managers Team Members		
Programme Manager	Andrew Houston – S106 Programme Manager	<a href="mailto:Andrew.Houston@herefordshire.gov.uk">Andrew.Houston@herefordshire.gov.uk</a>
Highways & Transport	Gregg Speller – Senior Project Manager	<a href="mailto:gregg.speller2@herefordshire.gov.uk">gregg.speller2@herefordshire.gov.uk</a>
Education	Andrew Houston – Senior Project Manager	<a href="mailto:Andrew.Houston@herefordshire.gov.uk">Andrew.Houston@herefordshire.gov.uk</a>
Off-Site Play & Open Space	Jennifer Hilton Trout – Senior Project Manager	<a href="mailto:jennifer.hiltontrout@herefordshire.gov.uk">jennifer.hiltontrout@herefordshire.gov.uk</a>
Sports	Jennifer Hilton Trout – Senior Project Manager	<a href="mailto:jennifer.hiltontrout@herefordshire.gov.uk">jennifer.hiltontrout@herefordshire.gov.uk</a>
Programme Co-ordinator	Lynne Robinson - Programme Co-ordinator	<a href="mailto:Lynne.Robinson@herefordshire.gov.uk">Lynne.Robinson@herefordshire.gov.uk</a>

# Project Delivery Overview



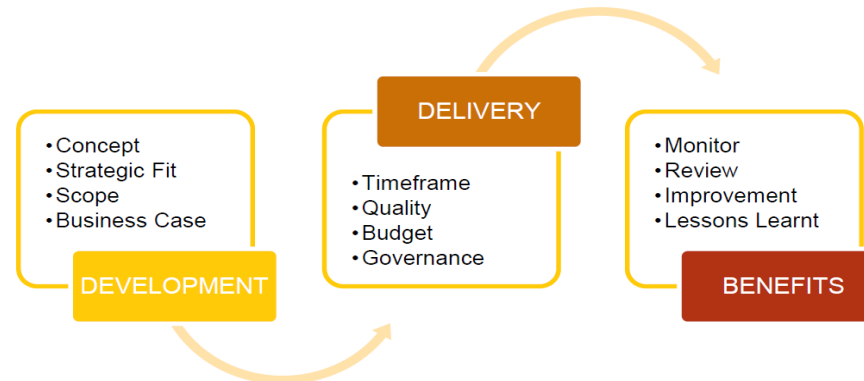
- 0 Stage 0: Commissioning**  
Initiation: encapsulates the concept, ideas and basic information for project delivery
- 01 Stage 1: Options & Feasibility**  
Engagement and project formalisation
- 02 Stage 2: Planning & Design**  
Design, procurement and statutory approvals.
- 03 Stage 3: Delivery**  
On-site delivery of building / infrastructure project.
- 04 Stage 4: Handover & Closure**  
Closure signifies the final stage or completion of the project.

# S106 – Project Types

There are two types of Projects Commission:

- PMO Direct Commission
- Third Party Delivery Assurance

The type of commission will depend on whether the S106 is a contribution to a larger project (Third Party Delivery Assurance) or whether the S106 is providing the full value of the project (PMO Direct Commission).



# S106 Delivery Pack

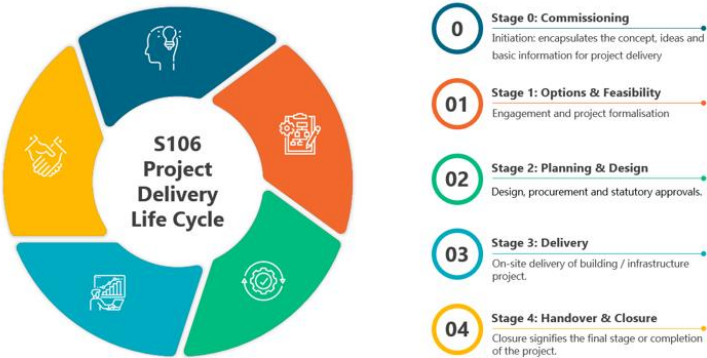
- Completed and out for review with Service Areas
- The pack includes S106 process information, contact details, search facility information and HC's requirements

Final

## S106 Delivery Information

Following the Commissioning of a project, the S106 Delivery Team will manage the project lifecycle to ensure compliant and robust delivery practices:

### Project Delivery Life Cycle



**The client / or organisation responsible for delivery will be requested to provide the following information:**

- Evidence of Statutory Approvals if required (Planning Consent / Building Regulations / Secretary of State / Landlord Consent)
- Overview of Procurement Exercise and receipt of quotations
- Programme Information (start / finish delivery timescales)
- Contract Information (between responsible party and contractor)
- Contractor Risk & Method Statements / Health & Safety File
- If you are a VAT registered organisation.
- Bank Account details for payments – this must be on letter headed paper and in a PDF format.

# S106 Programme Updates

- S106 has a total capital balance of £13.22m
- Highways, Education, Off-Site Play & Open Space and Sports - £12.24m

Gain Type	Remaining Capital Balance	Projects in Delivery (£)	Number of Projects	Expenditure (Since April 2023)	23/24 Forecast
Education	£4.69m	£2.68m	25	£356,008.50	£2.68m
Highways & Transport	£5.96m	All - Stage 2 - Planning & Design	72	£4,671.20	£1.38m
Off-Site Play & Open Space	£0.82m	£0.40m	14	£2,861.53	£0.45m
Sports	£0.77m	£0.31	9	£67,360.24	£0.33m
<b>Totals</b>	<b>£12.24m</b>	<b>£3.39m</b>	<b>120</b>	<b>£430,901.47</b>	<b>£4.84m</b>

# Highways and Transport Programme

## Programme Overview

- Total S106 funding of £5.96m across the County
- **53** Wards, **137** Parishes, **5** Towns & **1** Council
- 72 Projects

## What do we deliver?

- Delivery arm of the S106 process
- Any new infrastructure as an addition to the publicly maintainable highway
- Complete design and build process for the project lifecycle
- S106 funding cannot be used for maintenance purposes
- Projects range from lining schemes all the way up to multi-million pound transportation infrastructure





# Highways and Transport Programme

## Programme delivery Mechanism & History

- Historic project challenges
- Full scope & design review of 72 projects
- Project separation & Implementation of new rolling programme working with BBLP and appointment of AECOM



**Balfour Beatty**

Total Number of Projects	72
BBLP Tranche 1	£626,158.15
AECOM Tranche 2	£5,314,664.13
Total Outstanding Balance (Includes Direct Delivery Projects)	£5,963,277.87



## S106 Highways & Transport - BBLP Commissions

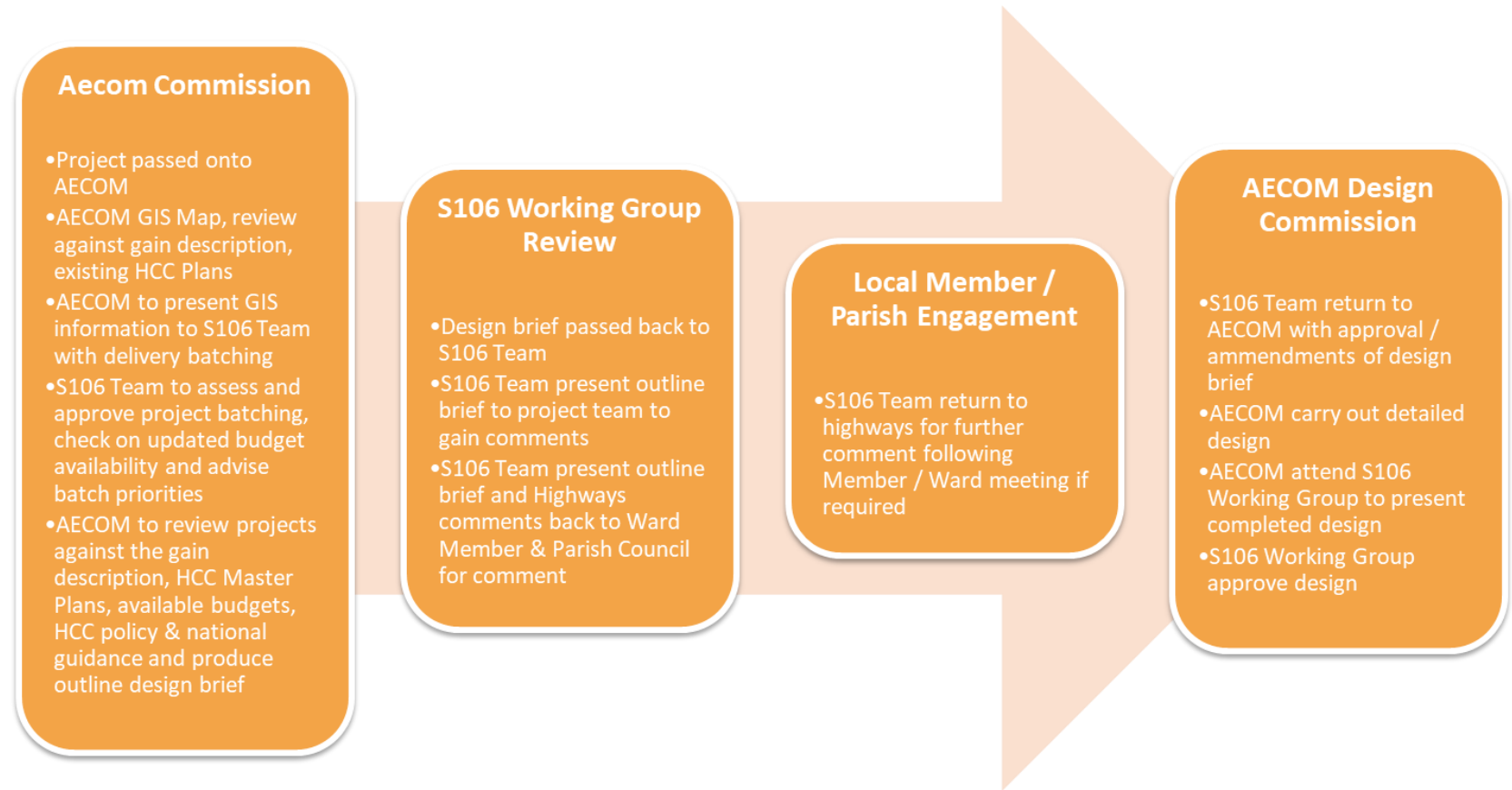
Location	Project Description	Ward	Parish	Available Budget
Canon Pyon	Zebra Crossing and Footways	Weobley	Canon Pyon	£120,215.28
Kington	Zebra Crossing	Kington	Kington	£54,940.4
Leominster, Barons Cross	Zebra Crossing	Leominster South Leominster East	Leominster	£115,531.03
Little Dewchurch	Traffic Calming	Dinedor Hill	Little Dewchurch	£6,961.56
Weobley	Parking Improvements	Weobley	Weobley	£87,762.94
Withington	Footways & Traffic Calming	Hagley	Withington	£237,746.94

## S106 Highways & Transport - AECOM Priority Commissions (Previous BBLP)

Location	Project Description	Ward	Parish	Available Budget
Holmer and Shelwick, Attwood Lane	Traffic Calming	Holmer	Holmer and Shelwick	£119,247.36
Holmer and Shelwick, Church Way Junction	Traffic Calming	Holmer	Holmer and Shelwick	£42,784.41
Holmer and Shelwick, Munstone Road	Traffic Calming	Holmer	Holmer and Shelwick	£434,133.38
Kingstone Village	Outstanding funding to be combined with new Aecom projects	Wormside	Kingstone	£33,123.07
Bromyard and Winslow, A44 Bus Stop	Outstanding funding to be combined with new Aecom projects	Bromyard West	Bromyard and Winslow	£2,424.21
Burghill	Footway Construction	Queenswood	Burghill	£53,581.75
Stoke Lacy, Cricks Green Traffic Calming	Traffic Calming	Three Crosses	Stoke Lacy	£77,833.5
Bodenham	Traffic Calming	Hampton	Bodenham	£94,070.74

# A New Way of Working

- AECOM GIS Mapping
- Development of new 4-stage design delivery process and creation of H&T Working Groups
- Development of Separate Working Groups for large scale projects
- Improved stakeholder engagement at every level and stage of the project lifecycle
- Development of new procurement system to maximise value for money and speed up delivery



# AECOM GIS Mapping

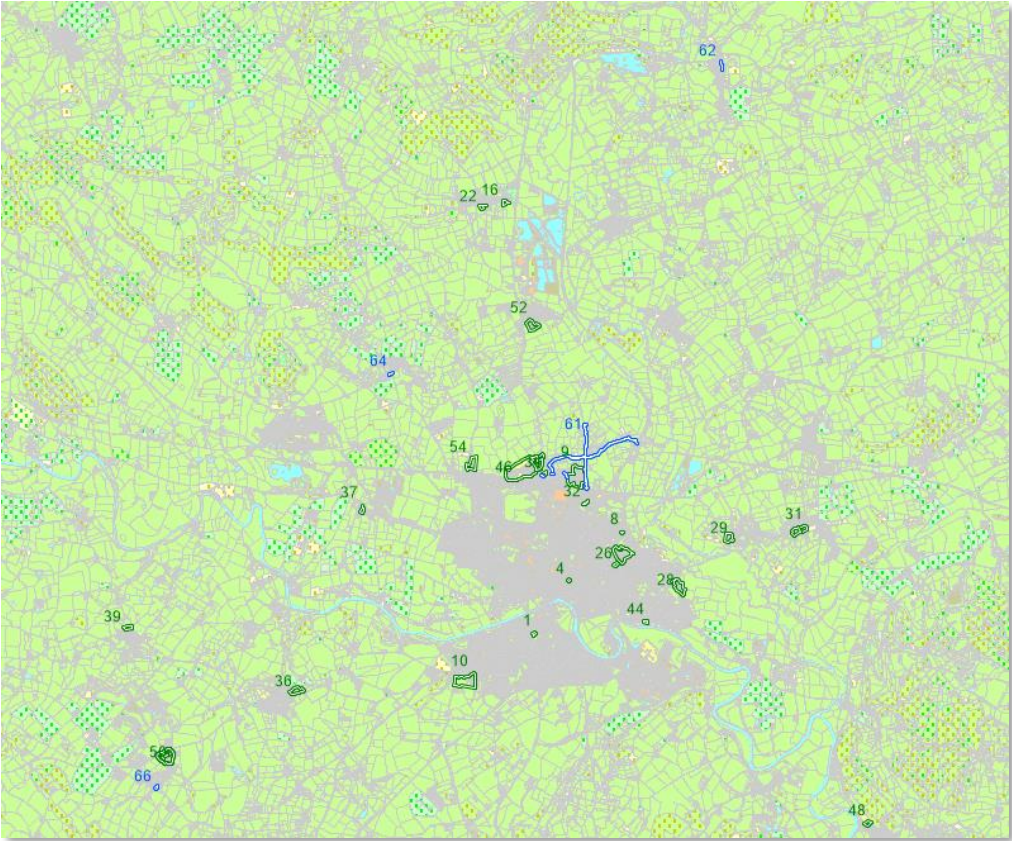
- AECOM have completed the initial GIS mapping phase to feed into the HCC system

AECOM Browser

BBLP Browser

Carto\_Text...OS,1\_50\_000\_Scale\_Colour\_Raste Map

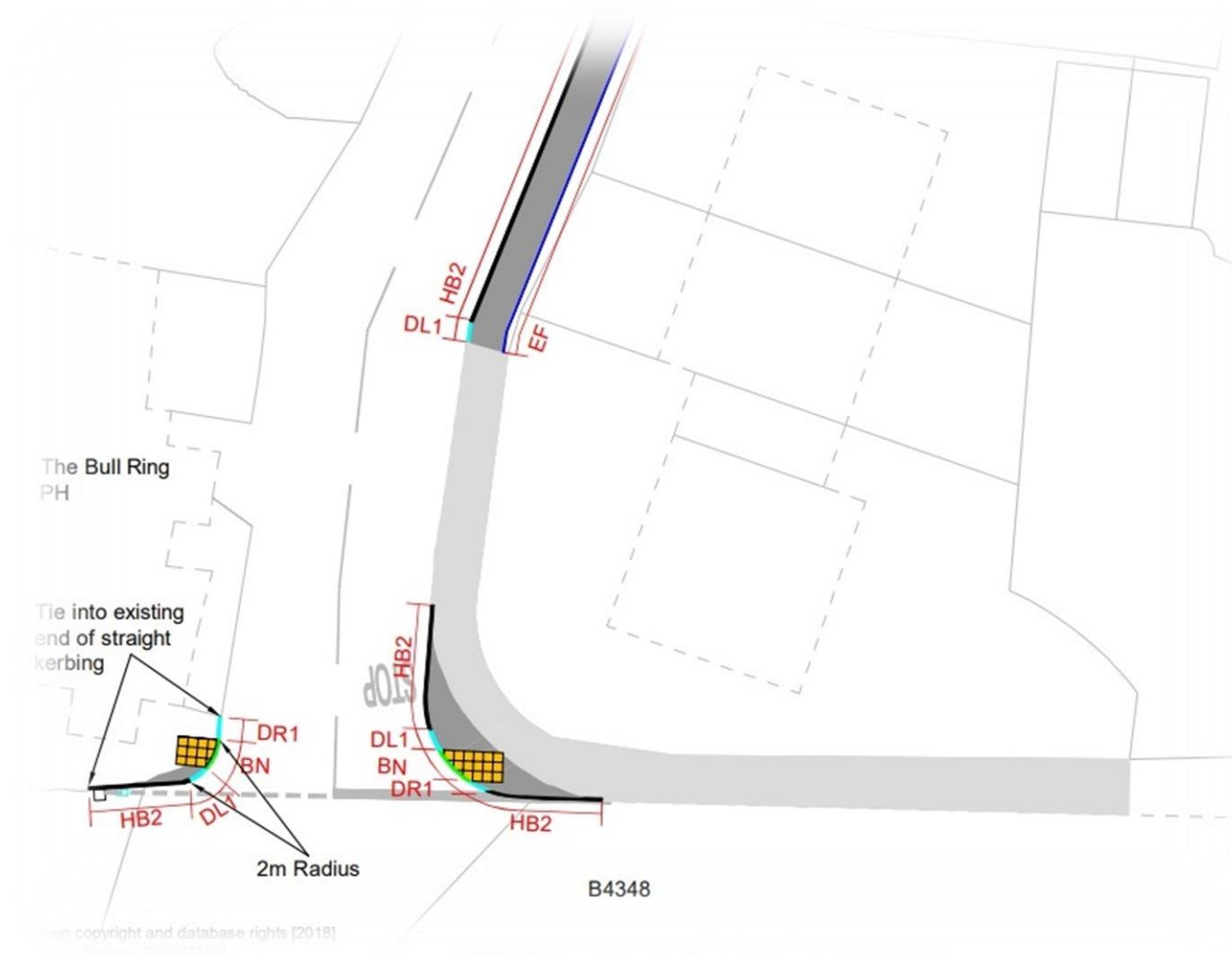
FIN_CAP_Code	Project_Title	Ward	Parish	Description_1
CAP213	1	Red Hill	Hereford	Local centre (Class A1 and A3) with car parking and ancilla
CAP211	2	Aylestone Hill	Hereford	Construction of new detached building for teaching music
CAP211	2	Aylestone Hill	Hereford	Construction of new detached building for teaching music
CAP212	3	Aylestone Hill	Hereford	Partial redevelopment of College Campus to provide new i
CAP205	4	Central	Hereford	Demolition of listed and non-listed buildings, erection of b
CAP198	5	Leominster East	Leominster	Change of use and conversion to 2 studio, 6 one bed and 1
CAP201	6	Leominster North & Rural	Leominster	Erection of 14 affordable dwellings, associated highway an
CAP204	7	Bircher	Kingsland	Proposed 15 dwellings, garages, parking spaces, amenity a
CAP194	8	Holmer	Hereford	Erection of 6 No apartments in two storey form together w
CAP383	9	Holmer	Holmer and Shelwick	Residential development (300 Dwellings) including access f
CAP192	10	Newton Farm	Hereford	Proposed erection of 69 dwellings and delivery of Haywood
FIN1366	11	Ross West	Ross-on-Wye West	Erection of Aldi discount food store with associated parkin
CAP818	12	Ross North	Ross-on-Wye North	Erection of 87 dwellings and associated garages, new acces
CAP576	13	Ledbury West	Ledbury	Proposed 9 No. 2 bed bungalows including the relevant dr
CAP526	14	Hope End	Colwall	Proposed construction of 20 new dwellings and new acces
CAP459	15	Hope End	Colwall	Proposed construction of 20 new dwellings and new acces
FIN1359	16	Queenswood	Wellington	Residential development of 20 houses comprising 13 open
FIN692	17	Ross East	Ross-on-Wye East	Removal of existing house and garage and redevelopment
CAP511	18	Ross East	Ross-on-Wye East	Retention of existing dwelling (Penrice) and erection of 8 b
CAP522	19	Hope End	Bosbury	Proposed erection of a part single, part two storey buildi
FIN984	20	Ross East	Ross-on-Wye East	Erection of 90 bed care home
FIN1706	21	Golden Valley North	Cusop	Proposed residential development
CAP609	22	Queenswood	Wellington	Construction of 12 no two storey dwellings with associated
FIN1240	23	Ross East	Ross-on-Wye East	Conversion of an existing hotel into 5 no. residential flats a
FIN1355	24	Ledbury South	Ledbury	New residential development to provide 7 no new houses i
FIN1355	24	Ledbury South	Ledbury	New residential development to provide 7 no new houses i
FIN1365	25	Ross East	Ross-on-Wye East	Proposed development of 8 no. residential apartments, per
FIN1363	26	Aylestone Hill	Hereford	Demolition of community home and construction of 7 no. i
FIN1718	27	Bromyard Bringsty	Bromyard and Winslow	Hybrid application - part Outline for 76 dwellings (35% aff
FIN1567	28	Backbury	Hampton Bishop	Proposed residential development (up to 110 dwellings), a
FIN1793	29	Hagley	Lugwardine	Residential development comprising 20 open market home
CAP808	30	Bromyard Bringsty	Whitbourne	Erection of 20 no. new houses, bungalows and apartments
FIN1801	31	Hagley	Lugwardine	Proposed erection of 40 dwellings including 14 affordable
FIN1801	31	Hagley	Lugwardine	Proposed erection of 40 dwellings including 14 affordable
FIN1403	32	Holmer	Hereford	Removal of condition 4 of permission S122600/O - to negc
FIN1701	33	Ross East	Ross-on-Wye East	Conversion to create two retail shop units and 11 residenti
FIN1899	34	Holmer	Holmer and Shelwick	Proposed erection of 10 no dwellings along with associat
FIN1784	35	Ledbury	Ledbury	PROPOSED OUTLINE PLANNING PERMISSION FOR THE ER



# Highways and Transport Programme

## What's Next?

- Completion of batching and priority identification phase
- Start of batch 1 priorities to move into scope & design phase
- Engagement with BBLP on historic design commissions
- Future delivery aspirations of £1,380,107.05 for the end of the financial year





# S106 Education Programme - Updates

- Service Commissioners: Quentin Mee / Karen Knight
- Summer Delivery Programme – Autism Hubs / SEMH
- Projects include: classroom extensions, refurbishment, conversion, reconfiguration, canopies & outdoor areas / learning space, security works, fencing.....
- Youth Allocations – through Talk Communities

Total Number of Projects	25
Current value of projects in delivery	£2,686,789.72
Current value of projects in commissioning phase	£2,308,246.08
Overall value of programme	£4,995,035.80

# Case Study

S106 – Education – Holmer C E Academy – William Building Extension



**Project Status:** Complete  
**Completion Date:** 03th July 2023

## Background

The first floor extension to the Williams Building at Holmer C of E Academy consists of two classrooms, toilets, store and staircase providing much needed additional capacity space for pupil needs.

The project was funded by solely by Section 106 receipts school devolved capital and primary Section 106 receipts from X

## Details

The total cost for the works was £774,319.62. The Section 106 Contributions provided £705,420.15 with Holmer CE Academy providing £68,889.47of devolved capital.

The completion of the project in July 2023 and has provided Holmer CE Academy with an enlarged school to better serve its increased pupil numbers.

**Budget** £705,420.15

**Cabinet Member:** Cllr E Swinglehurst

**Directorate:** Corporate

**Project Type:** Medium

## Contact Details

Project Sponsor: Andrew Lovegrove  
Capital Portfolio Manager: Michael Griffin  
Programme Manager: Andrew Houston  
Project Manager: Andrew Houston  
Service Lead: Quentin Mee

# S106 Off-Site Play & Open Space Programme

- Commissioners: Ruth Jackson / Elizabeth Duberley
- Off-Site Play & Open Space typically includes playground / equipment enhancements, gardens and landscaping, improvements to Parks including access and egress, natural play / learning....

Total Number of Projects	14
Current value of projects in delivery	£400,042.65
Current value of projects in commissioning phase	£430,943.51
Overall value of programme	£830,986.16



# Delivery Programme – Off-Site Play & Open Space

Project Title	Location	Ward	Parish	Expected Delivery (If known)
Dingle Open Space Play Equipment Installation	Dingle Open Space, Cusop	Golden Valley North	Cusop	October 2023
Ropewalk Avenue Playground Installation	Ropewalk Avenue, Leominster	Leominster South	Leominster	September/October 2023
Weobley Rose Garden Installation	Weobley Rose Garden	Weobley	Weobley	August 2023
Tupsley Park Gate Installation	Tupsley Park, Quarry Park Road	Eign Hill	Hereford City	September 2023
Kington Pollinators	Kington	Kington	Kington	August 2023
The Storybook Trail	Belmont and Haywood Country Park	Belmont Rural / Newton Farm	Belmont Rural / Hereford City	November 2023
Improvements to Rudhall View Play Area	Rudhall View Play Area	Penyard	Lea	September/October 2023
Improvements to Clehonger Play and Recreation Ground	Clehonger	Stoney Street	Clehonger	September/October 2023
Improvements to Bartestree and Lugwardine Play and Recreation Ground	Bartestree and Lugwardine Play and Recreation Ground	Hagley	Lugwardine	September/October 2023

# Delivery Programme – Off-Site Play & Open Space (Cont.)

Project Title	Location	Ward	Parish	Expected Delivery (If known)
Play Facility Improvements in Ross	Ross-On-Wye	Ross North / East / West	Ross-On-Wye	September/October 2023
Play Facility Improvements in Fownhope	Fownhope	Backbury	Fownhope	September/October 2023
Play Facility and PROW Improvements in Fromes Hill	Fromes Hill	Bishops Frome & Cradley	Bishops Frome	September/October 2023
Play Facility and Open Space Improvements in Madley	Madley	Stoney Street	Madley	September/October 2023
Gate Replacement for Children's Play Area	Goodrich Village	Kerne Bridge	Goodrich	November 2023

# S106 Sports Programme

- Commissioners: Ruth Jackson / Elizabeth Duberley
- Sports typically includes improvements to sports facilities and infrastructure

Total Number of Projects	9
Current value of projects in delivery	£314,504.33
Current value of projects in commissioning phase	£522,191.35
Overall value of programme	£836,695.68

# Delivery Programme – Sports

Project Title	Location	Ward	Parish	Expected Delivery (If known)
Adult Gym Equipment Installation	Cusop Village Hall	Golden Valley North	Cusop	October 2023
Bromyard Bowmen Club Facility Improvements	Bromyard Bowmen Club	Bromyard Bringsty	Bromyard and Winslow	September 2023
Works to extend clubhouse and changing rooms	Ross Rugby Club	Ross North	Ross-On-Wye	September 2023
New riverside access steps	Ross Rowing Club	Ross West	Ross-On-Wye	September 2023
Petanque Court and football pitch facility improvements	Ross Sports Centre	Ross West	Ross-On-Wye	August 2023
Provision of Indoor Cricket Nets	Bromyard Cricket Club	Leominster East	Leominster	September 2023
Provision of Indoor Cricket Nets	Hereford Rugby Club	Leominster East	Leominster	September 2023
Signage to Tennis Courts	Lady Hawkins School	Kington	Kington	September 2023
Recreation ground pavilion refurbishment	Orleton Recreation Ground	Bircher	Orleton	TBC

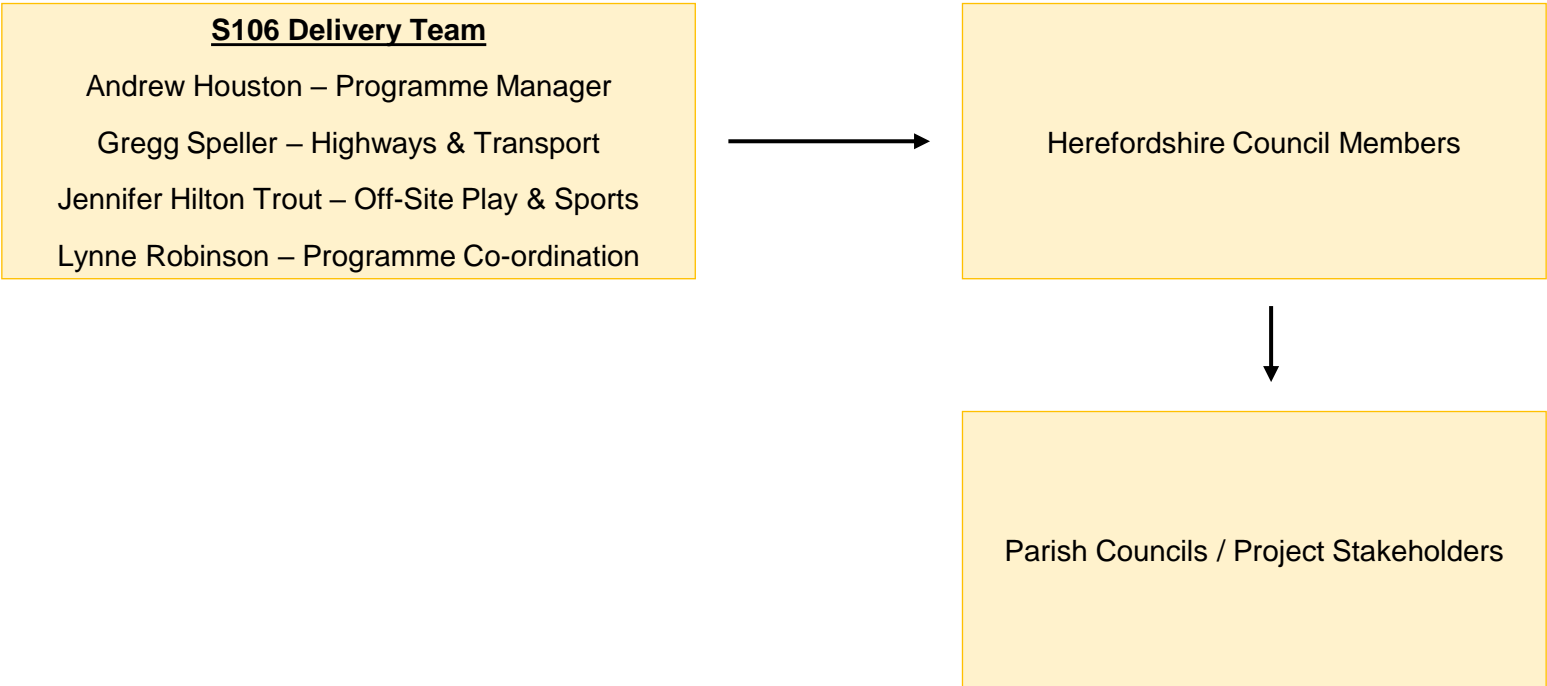
# Stakeholder Engagement

## Search Facility / Website

- The Herefordshire Council website provides a search facility for S106 contributions.
- The search facility enables you to see the:
  - Section 106 income available from a development site
  - Section 106 income due to be paid on sites that have commenced
  - Sites that are being monitored to ensure that section 106 income is received when the trigger point for payment is met
- If you don't know your ward or parish, check our [parish councils and wards map](#). You can also [find out more about Section 106 agreements](#).
- **Website Link:** [Section 106 planning obligations – Herefordshire Council](#)
- **Guidance Video:** [S106 Contributions Search Facility Overview](#)

# Stakeholder Engagement


- Communication – Ward Members
- Drop in Sessions – 24<sup>th</sup> August 2023



# Successes so far?

- Implementation of new delivery processes and mechanisms
- Collaborative approach
- New delivery team and resource specialism
- Introduction of robust Search Facility
- Vast delivery programme - £23/24 Forecast £4.84m
- Progress on Highways & Transport

**Section 106 Portfolio Delivery – Lugwardine Primary Academy – Hall & Staff Room Extension**



**Project Status:** Complete  
**Completion Date:** 28<sup>th</sup> June 2022

**Budget:** £214,204.  
**Cabinet Member:** Cllr Liz Harvey

**Background**

The project comprised of an extension to the existing hall, along with internal remodelling to increase the floor area. In order to accommodate the hall extension, the existing adjoining staffroom was relocated to a new extension.

The project was funded by school devolved capital and primary Section 106 receipts from Land East of Church House Bartestree, Quarry Field Lugwardine and Land South A438 Bartestree.

**Details**


The total cost for the works was £272,024. The Section 106 Contributions provided £214,204 with Lugwardine Primary Academy providing £57,820 of devolved capital.

The completion of the project in June 2022 has provided Lugwardine Primary Academy with an enlarged hall for the school to better serve its increased pupil numbers.

**Contact Details**

Project Sponsor: Andrew Lovegrove  
Capital Portfolio Manager: Justine Burnett  
Project Managers: Andrew Houston  
Service Leads: Quinton Mee

**S106 Highways and Transport – Lugwardine A438 Pelican Crossing**



**Project Status:** Complete  
**Completion Date:** 04<sup>th</sup> November 2022

**Budget:** £212,000  
**Cabinet Member:** Cllr Liz Harvey, Cllr John Harrington and Cllr Diana Toynbee

**Background**

Three developments in the area of Bartestree and Lugwardine have provided Section 106 contributions for improvements to pedestrian improvements in the area of St Mary's R.C. High School.

A Cabinet Report published 26<sup>th</sup> May 2021 proposed a Zebra Crossing which was amended to a Pelican crossing after a technical review to further improve the safety for users of the crossing.


**Details**

The scheme is to install a Pelican crossing on the A438 to the east of the school entrance and improve the footway in this area. Work is substantially complete with a temporary signalled crossing in place. The final pelican installation is programmed for completion in the 1<sup>st</sup> week November 2022.

**Contact Details**

Project Sponsor: Andrew Lovegrove  
Capital Portfolio Manager: Justine Burnett  
Project Manager: Hugh Dannatt  
Service Lead: Geoff Pickford

**Section 106 Portfolio Delivery – Ross Sports Centre – Flood Damage Reinstatement and Refurbishment Project**



**Project Status:** Complete  
**Completion Date:** 30<sup>th</sup> April 2022

**Budget:** £38,371.40  
**Cabinet Member:** Cllr Liz Harvey

**Background**

In October 2019 the county experienced prolonged exceptional wet weather which culminated in Storm Ciara leaving the county area of Ross on Wye under many feet of floodwater. The sports centre playing pitches were underwater for some 3 months with the ground so saturated that there was no place for the flood water to drain away.

The project comprised of extensive flood damage reinstatement and refurbishment.

The project contribution was funded by Section 106 receipts from the development at Penrice Walford Road, Ross-On-Wye and Land East of the A40 Ross-On-Wye.

**Details**

The total cost for the works was £239,292. The Section 106 Contributions provided £38,371.40.

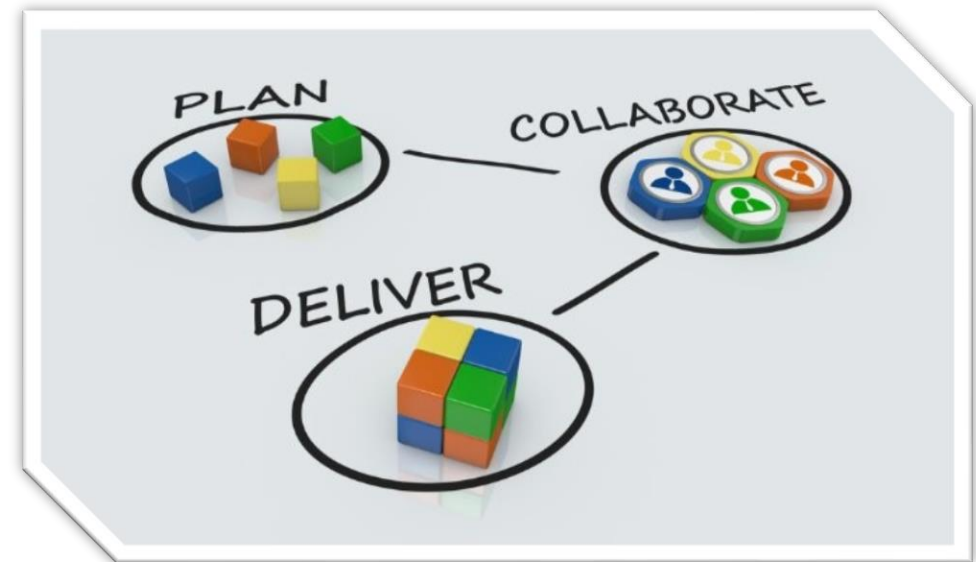
After an extensive schedule of works and construction setbacks due to the United Kingdom entering into numerous lockdowns, the project was completed on 30<sup>th</sup> April 2022.

**Contact Details**

Project Sponsor: Andrew Lovegrove  
Capital Portfolio Manager: Justine Burnett  
Project Managers: Andrew Houston  
Service Leads: Geoff Pickford

# What is next for S106?

- Launch for S106 website page
- Issue of S106 info pack – including Forward Funding (FF)
- New stakeholder engagement process
- Increased efficiency on project delivery – summer programme & beyond
- Completion of batching and priority identification phase – Highways & Transport
- Further commissioning to reduce backlog – place of equilibrium
- Legislation changes - Biodiversity Net Gain





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