



# LEDBURY TOWN COUNCIL

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6 April 2023

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

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, 13 April 2023 at 7.00 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 Economy & Tourism Committee meeting held on 9 March 2023 (Pages 4440 - 4446)  
(5 minutes)
5. To review the Action Sheet (Page 4447)  
(5 minutes)

### ECONOMY

6. To review Phase one of the Charter Market Strategy (Pages 4448 – 4452)
7. Platform Housing Community Chest  
<https://www.platformhg.com/platform-community-chest>

### TOURISM

8. Quotes received in respect of new layout in Town Council reception area to accommodate the Tourist Information Centre (Pages 4453 - 4463)

### PLANNING

9. Planning Consultations (15 minutes)

	Application Number	Deadline for comments/ determination	Application details
9.1	<u>220374</u>	Deadline for comments: 11.04.2023- Appeal Pending	Small scale demolition works with new single rear and two storey side extension – <b>Briar Bank, 49 Bank Crescent, Ledbury, Herefordshire. HR8 1AF</b>
9.2	<u>223602</u>	Deadline for comments – 22.04.2023	Remove existing central bar and erect a new bar counter and back-fitting at rear of room. Form new window opening to serve courtyard. Refurbish toilets. Repairs to existing



		Target determination date: 26.04.2023	flooring and panelling. Lay new clay tile flooring. Re-position door and partition. Erect close boarded bin enclosure. Relocate water tank and 2m high fence enclosure. – <b>The Talbot Inn, New Street, Ledbury, Herefordshire, HR8 2DX</b> <b>LISTED BUILDING CONSENT</b>
9.3	<u>230491</u>	Deadline for comments: 13.04.2023 Target Determination date: 27.04.2023	Proposed additional of Ring Main Unit (RMU) and enclosure on the north elevation – <b>Countryside Stores, Ledbury, Herefordshire, HR8 2JQ</b>
9.4	<u>230543</u>	Deadline for Comments: 06.04.2023 Extension granted Target determination date: 14.04.2023	Demolition of existing garage and outbuilding and erection of replacement attached garage – <b>Elmscroft, New Street, Ledbury, Herefordshire, HR8 2EE</b>
9.5	<u>230582</u>	Deadline for comments: 15.04.2023 Target Determination date: 01.05.2023	Single storey front extension – <b>Rosehannah, Little Marcle Road, Ledbury, Herefordshire, HR8 2DS</b>
9.6	<u>230624</u>	Deadline for Comments: 29.04.2023 Target determination date: 08.05.2023	Internal finish fit out, external sign and rear mechanical vent installed to existing retained fabric – <b>Wylde house, Ledbury, Herefordshire, HR8 2JE</b>
9.7	<u>230652</u>	Deadline for comments: 16.04.2023 Target Determination date: 24.04.2023	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>
9.8	<u>230680</u>	Deadline for comments: 23.04.2023	Application for approval of reserved matters following outline approval of 212114 – one dwelling and associated



		Target determination date: 26.04.2023	vehicular access – <b>Parkway House, Little Woolpits Lane, Parkway, Herefordshire, HR8 2JG</b>
9.9	<u>230688</u>	Deadline for comments: 29.04.2023 Target determination date: 11.05.2023	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 2JE</b>
9.10	<u>230711</u>	Deadline for comments: 22.04.2023 Target determination date: 27.04.2023	Proposed extension to integral garage to rear of house, proposed independent hot tub enclosure in garden, widening of existing patio door and internal alterations to existing dwelling – <b>Alvestone House, New Street, Ledbury, Herefordshire, HR8 2EE</b>
9.11	<u>230712</u>	Deadline for comments: 22.04.2023 Target determination date: 27.04.2023	Proposed extension to integral garage to rear of house, proposed independent hot tub enclosure in garden, widening of existing patio door and internal alterations to existing dwelling – <b>Alvestone House, New Street, Ledbury, Herefordshire, HR8 2EE – LISTED BUILDING CONSENT</b>
9.12	<u>230754</u>	Deadline for comments: 22.04.2023 Target determination date: 12.05.2023	Proposed additional plant on north elevation – <b>Countryside Stores, Ledbury, Herefordshire, HR8 2JQ</b>

9. **Tabled Applications** (If any)  
(applications received after agenda despatch where deadline dates for comments are earlier than the next committee meeting)
10. **Planning Decisions** (Pages 4464 - 4470)  
(5 minutes)
11. **Ledbury Viaduct Site Development** (Pages 4471 – 4484)
- i. Report received from Bloor Developments
  - ii. Response received from Bloor Developments in respect response received from Ledbury Town Council (To Follow)



**12. Section 106 (Standing item)**

**(Pages 4485 - 4501)**

Section 106 Portfolio of Works – Delivery Update to Parishes

**13. Date of next meeting**

**To note that the date of the next meeting of the Planning, Economy & Tourism Committee is scheduled for 13 April 2023 at 7.00pm**

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

Full agenda excluding confidential papers to:  
Councillor l'Anson (1)  
Press (2)

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







**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF AN PLANNING, ECONOMY & TOURISM  
COMMITTEE  
HELD ON 9 MARCH 2023**

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**PRESENT:** Councillors Bannister, Bradford, Howells, Hughes, Morris (Chair), and Shields

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker

**P740. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Manns and Sims.

**P741. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

**RESOLVED:**

No declarations of interest were received.

**P742. PUBLIC PARTICIPATION**

**RESOLVED:**

No members of the public were present.

**P743. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 09 FEBRUARY 2023.**

**RESOLVED:**

That the minutes of the Planning, Economy & Tourism Committee held on 9 February 2023 be approved and signed as a correct record.

**P744. TO REVIEW THE ACTION SHEET**

The Clerk gave the following updates on the outstanding actions on the action sheet.

**P730(3) – That the litter picker volunteer be approached to see if they would be interested in helping with the market on Tuesday and Saturday.**



The Clerk informed members that this had been completed and that the litter picker volunteer had said he would rather have for a full-time job than a part-time one. As a result of this outcome, they have been given a Town Maintenance job application form to complete and return.

**P732 – That the decision on the tear off maps be delayed.**

This action is no longer being pursued.

**P736(2) – That the Clerk email Herefordshire Council planning department to query why planning application no. 223555 had been refused – Y Pass Fish & Chip Shop**

The Clerk informed members that she had received a response from Herefordshire Council to say that this application had been refused because of the lack of information and paperwork.

Members agreed that they would like to show support by helping Y Pass Fish & Chip Shop with this application. Councillor Morris has already approached them once to help but will do so again to offer some more help.

**RESOLVED:**

**That the contents of the action sheet be received and noted.**

**P745.**

**OUTCOME OF ENQUIRY IN RELATION TO CHARTER MARKETS STATUS**

Members stated that it was good to see a new fruit & vegetable trader at the Charter Market every Tuesday.

**RESOLVED:**

**That the information received by NABMA noting that the Charter Market rights remain in the ownership of Ledbury Town Council until such time they decide to no longer hold this, was received and noted.**

**P746.**

**PLANNING CONSULTATIONS**

**i. Planning Application No. 230319**

**Proposed detached garage/workshop in rear garden of semi-detached dwelling – 5 Staplow Cottages, Staplow, Ledbury, Herefordshire, HR8 1NP**

**RESOLVED:**

**No objection.**

ii. **Planning Application No. 230401**

**T1 Leylandii Elwoodii, tree is brown on garden facing side due to lack of light in lower canopy, very close to garden wall and may cause issue in the near future – remove. T2 Golden conifer, tree takes up more garden than required, starting to cause damage to fence – remove. T3 Cherry tree, growing next to neighbours roof and trunk will be touching it in the next couple of years – remove – 2 Church Street, Ledbury, Herefordshire, HR8 1DH**

**RESOLVED:**

**No objection.**

iii. **Planning Application No. 230334**

**Proposed extension to an existing slurry store – Woodfield Farm, Ledbury, Herefordshire, HR8 2JB**

**RESOLVED:**

**No objection.**

iv. **Planning Application No. 230608**

**T1 Mixed hedge – remove Elder and trim hedge - Rose Cottage Belle Orchard Ledbury Herefordshire HR8 1DD**

**RESOLVED:**

**No objection.**

v. **Planning Application No. 223516**

**Application for Technical Details Consent for a development of 5 dwellings - Old Kennels Farm Bromyard Road Ledbury Herefordshire HR8 1LG**

Members noted that the AONB had made no objections on this planning application. it was suggested that the NDP should be referenced in respect of particular policies that may relate to this application. Councillor Howells agreed that he would provide the Clerk with the Policy details for inclusion in a response in respect of the application. However, if this application meets the criteria laid out within the NDP document then there will be no objections.



**RESOLVED:**

1. That Councillor Howells will provide the relevant NDP Policies to the Clerk for use in responding to this application.
  2. If the application meets the NDP Policies the Clerk is instructed to provide a response of no objection.
- vi. **Planning Application No. 220783**

Little Bush Pitch Traveller Site – retrospective permission – a decision has been made to refer this to the planning committee at Hereford Council. Members noted that there had been no changes to the proposal since the consultation. Notwithstanding the use of the building, concern was expressed that it was not in accord with the approved plan. Hereford Council Officers had confirmed that the dimensions of the building tally with approved elevations, though the footprint on the plan was wrong. Furthermore, concern was expressed that the previous permission remains extant and includes an occupancy condition for travellers. Part of the current proposal is to “give up” that permission.

Members noted that both Councillor Harvey and Councillor Howells had produced good reports as Ward Councillors on this planning application. Councillor Howells informed members that he would attend the next Hereford Planning meeting taking place on Wednesday, 15 March 2023 to voice the general opinion of this Council and mention points from both reports regarding this application. All members were in favour of this.

**RESOLVED:**

**Objection on the grounds sited within the Ward Councillor reports**

**P747. TABLED APPLICATIONS**

**Planning Application No. 230543**

**Demolition of existing garage and outbuilding and erection of replacement attached garage - Elmscroft New Street Ledbury Herefordshire HR8 2EE**

**RESOLVED:**

**Members requested an extension on this application due to it being received on the same day as the Planning meeting and therefore not been available to view on Herefordshire Council’s website.**

**P748. PLANNING DECISIONS**

**RESOLVED:**

**That the planning decisions document be received and noted.**

**P749. MEETING WITH BLOOR DEVELOPMENTS**

Members were informed that Councillor Howells and Hughes attended the meeting with Bloor Developments and Councillor Howells gave a verbal update on the outcomes of this meeting:

- Bloor Developments are ensuring that they are protecting the viaduct site, advising that proposed design enable the viaduct to be viewed from vantage points within this phase of the development
- This development will commence toward the end of 2023 – date TBC.
- Benches will be put in place along the canal pathway.
- Drop kerbs will be implemented where possible.
- The houses will be in a position where major floodings should not affect them.
- Suitable trees and vegetation will be planted throughout the site.
- There will be a play area for residents and there will be a management plan to obtain this area.
- Bloor Developments had completed a major research project to try and match the architecture in Ledbury to these new builds as much as possible.

Members discussed having a bus service which could access this new housing site and believed that there should be sufficient bus bays and turning areas for buses to get through this site, should a bus contractor wish to provide a service. Members raised the content of a report that the Council had submitted to Hereford Council Planners in respect of bus infrastructure on this development. However, neither Bloor or Chloe Smart could recall having seen the report. It was agreed that the Clerk would forward this to both parties.

Members also suggested that the public need to be made aware of the canal that they are planning of putting in place and that they should be informed that it will be fully functional.

Members discussed that the security of the new footpaths and agreed that this should be investigated and checked with the safer neighbourhood team of West Mercia Police to establish whether the paths will be safe in the winter/dark. It was also requested that the lighting for these paths should be environmentally friendly to help reduce light pollution.



**P750. KEEPING CONSISTENCY WHEN CONSIDERING PLANNING APPLICATIONS**

**RESOLVED:**

To note that the Clerk has asked for this to be an item on the agenda at the next Town Clerk's meeting.

**P751. PUBLIC PATH DIVERSION ORDER – FOOTPATH ZB1 (PART) LEDBURY**

**RESOLVED:**

That the Public Path Diversion Order – Footpath ZB1 was received and noted.

**P752. SECTION 106 (STANDING ITEM)**

**RESOLVED:**

That the Section 106 item was received and noted.

**P753. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**

**RESOLVED:**

That the Neighbourhood Development Plan update was received and noted.

**P754. WITHDRAWAL OF LONDON TRAINS FROM HEREFORD**

**RESOLVED:**

That the Clerk write a letter to Sir Bill Wiggin MP similar to those from Mr Davies and Colwall Parish Council to support the comments in which they have made regarding the withdrawal of London trains from Hereford.

**P755. DATE OF NEXT MEETING**

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 13 April 2023.

**P756. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:**

That in accordance with Section 12(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public

interest that the press and public are excluded from the remainder of the meeting.

**P757. POSSIBLE USE OF CATENARY WIRES IN HOMEND FOR ADVERTISING BANNERS**

Members were advised that if they wanted to go ahead with purchasing banners for advertising in the Homend it would not be possible to fund this via The Great Places to Visit fund, due to timescales and funds. However, the Clerk advised that it may be possible to fund this from the Tourism budget line within the 2023/24 budget.

Members agreed that this style of banners may not be appropriate as stated by the Highways team at Herefordshire Council and that it would be a good idea to investigate banners that can be attached to lamp posts instead. It was stated that this option had been investigated previously with substantial research being undertaken. Members suggested that this information and proposal previously made should be located and brought back to the next meeting.

Members also suggested that 2 more prices from other companies should be received to stay in line with the usual procedure of receiving 3 quotes.

Councillor Bradford left the meeting at 8:13pm.

One member suggested that the Poetry Festival should be approached to see what company they have used to purchase their banners from in the past.

All members were in favour of these suggestions.

**RESOLVED:**

- 1. That the proposal made at a previous meeting about the use of advertising banners on lampposts be found and revisited at the next meeting.**
- 2. That 2 more quotes be received for the possible use of catenary wires in Homend for advertising banners.**

The meeting ended at 8:14pm.

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





Action Sheet March 2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P744	That the litter picker volunteer be approached to see if they would be interested in helping with the market on Tuesday and Saturday	TC	15.03.2023	Tom declined the offer due to concerns that it would affect his benefits.	Completed
P746(v)	That Councillor Howells provide the relevant NDP Policies to the Clerk for use in responding to application no. 223516 - Application for Technical Details Consent for a development of 5 dwellings - Old Kennels Farm, Bromyard Road, Ledbury, Herefordshire, HR8 1LG. If the application meets the NDP Policies the Clerk is instructed to provide a response of no objection.	PH / TC		Awaiting information	Not actioned
P754	That the Clerk write a letter to Sir Bill Wiggin MP similar to those from Mr Davies and Colwall Parish Council to support the comments in which they have made regarding the withdrawal of London trains from Hereford	TC	13.03.2023	Letter sent	Completed
P757	1. That the proposal made at a previous meeting about the use of advertising banners on lampposts be found and revisited at the next Planning meeting 2. That 2 more quotes be received for the possible use of catenary wires in Homend for advertising banners	TC	Future meeting of Committee	Due to workload and priorities this has not been progressed	In progress





# LEDBURY TOWN COUNCIL CHARTER MARKET STRATEGY

## PHASE 1 - ANALYSIS OF CHANGING SCENARIO

### A. National Context:

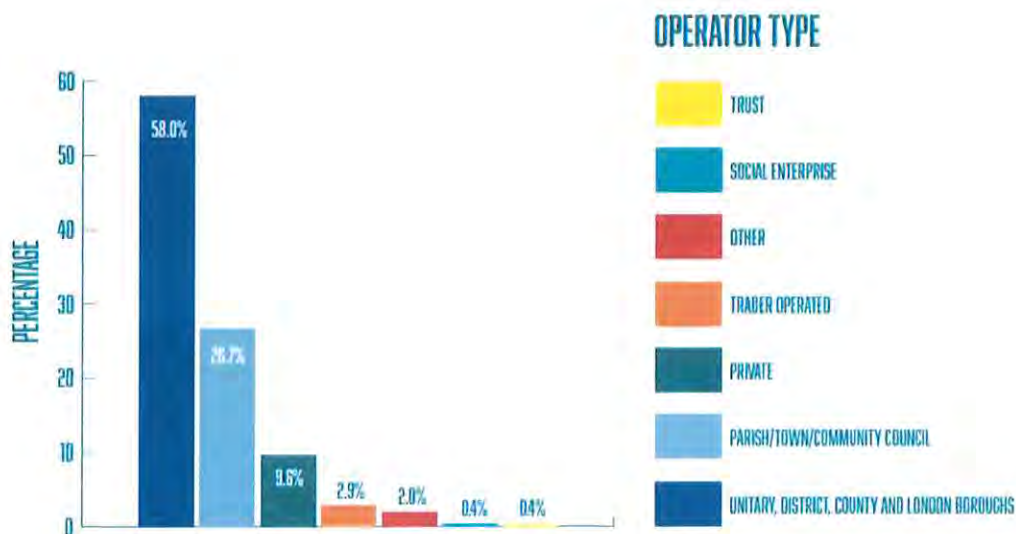
In December 2022, The National Association of British Markets (NABMA) published the findings of its latest, comprehensive National Survey of UK markets. It revealed that the industry faces major challenges in the years ahead. Whilst the overall number of markets (including outdoor street and indoor markets) has remained approximately the same (since these surveys began 15 years ago), the survey reveals some worrying trends:

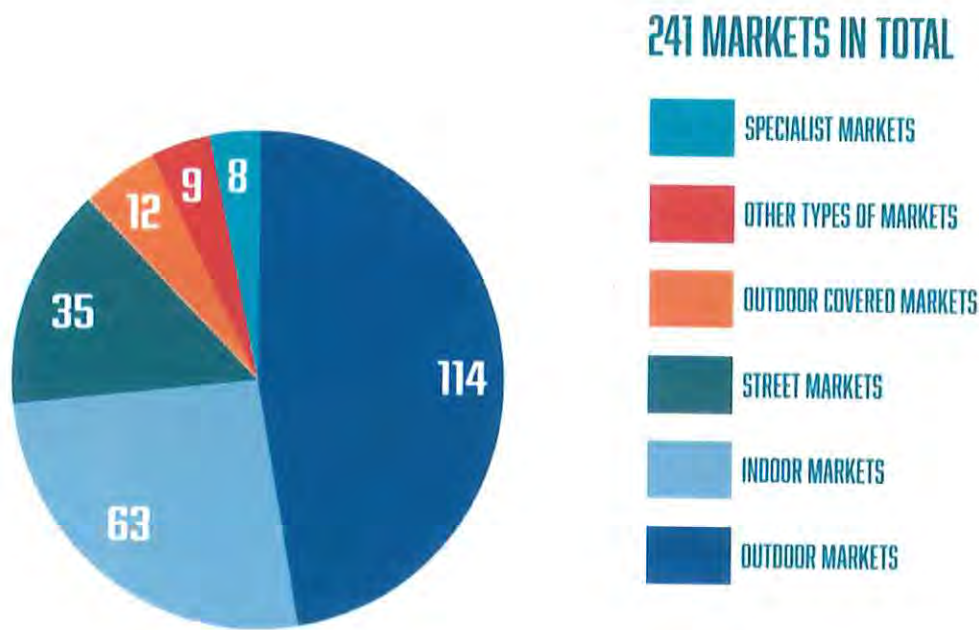
- **Stall occupancy** has fallen from an average of 77% in 2018 to 72% in 2022
- Estimated **number of market traders** has declined:

2009	2018	2022
46,000	32,000	17,000

- Only 8% of **traders are aged under 40**, which would suggest that markets may have a problem in terms of occupancy in the coming years, as older & more experienced traders retire from the trade.
- Of great concern to many operators is **the financial sustainability** of their operations with only 40% of markets reporting a financial surplus, a significant decline since 2018. More markets are operating at a loss : 27% of markets reported a deficit – a 6% increase on figures from 2017/2018.

The following data give an insight into the sector generally:





The current **average single stall market charges** are as follows (*current Ledbury Town Council charges are included for comparison*)

	Current	2017/2018	Ledbury
Outdoor Market	£22.97	£19.36	
Street Market	£32.62	£26.00	£18.50
Outdoor Covered Market	£15.95	£18.17	£22.00
Specialist Market	£33.60	Not Available	
Indoor Market	£125	£93.14	

*N.B. The research identified many ways of assessing charges meaning that comparison was very difficult.*

Only 13% of the Markets who took part in the survey record footfall. The 32 Markets that record footfall provide a combined total of 88.4 million annual visits. Ledbury, like many of the participating markets struggles to provide quantitative footfall data, relying on anecdotal evidence. Technological improvements, including those advocated as part of the Herefordshire BID project, might support better data provision in the future. The full details of the survey findings can be found here: [NABMA-Survey-2022.pdf](#) and Members are recommended to read the details further.



## **B. Local Context – 3 examples**

The CDO undertook site visits to two markets - Abergavenny and Hellens – and had a telephone conversation with Leominster market.

### **Hellens Farmers' Market**

Hellens, situated on the outskirts of Ledbury and near March Marcle, has proved an increasingly popular destination for those living locally seeking a discernible farmer's market experience. On the day, the CDO attended, visitors had travelled from far and wide, including Newent, Ledbury, Ross on Wye, the Cotswolds and south Shropshire. It offers a different experience to that of a market town street market and comparisons are therefore problematic. The high footfall (there was a queue for Peter Cooks' bread of 30 plus at 09:30am) reflects its growing popularity. This market is similar to Ledbury Country Market, held in the Burgage Hall on a Friday morning.

### **Abergavenny Market**

The CDO visited this market on a Tuesday in November, on the recommendation of one of Ledbury's market-based traders. The market is split over 3 sites: 1 indoor market hall, and 2 outdoor areas. Outdoor trader attendance on the day was poor – bad weather had been predicted. It was notable that Tuesday was still market day in Abergavenny with many visitors coming in from outlying villages to do their shopping and banking. However indoor traders noted that this traditional approach to a market day is also on the decline and reflected in the changing nature of the use of town centre.

### **Leominster Market**

Leominster Market, according to the contractor who is employed by Leominster Town Council, has proved very stable since its return to trading post pandemic. The 12 pitches situated in the Corn Square are regularly at capacity on its Friday weekday trading. The number of food-based producers has increased over the seven years that the contractor has been involved. This would mirror the Hellens experience. The contractor commented that it was the "social hub of Leominster" once a week, and an important element of the community work undertaken by Leominster Town Council. He also ran the community hall and was in attendance at the market every week. However, the future of Leominster Market is uncertain as the Corn Square site is about to undergo refurbishment works, which will see the market transfer to Broad Street. This offers the potential for increased pitches, but the change may result in reduced footfall, and less of a sense of local community gathering.

### C. Ledbury

Anecdotal evidence may give the impression that Ledbury Charter Market is struggling. The financial analysis suggests otherwise:

	<b>Dec 2021</b>	<b>2021/2022</b>	<b>Year To Date</b>
<b>INCOME</b>	£2246	£5150	£7084

There may be a number of contributing factors to this. Efficient invoicing, the success of two events (including the Christmas Lights Switch-on Market and late-night shopping), and new traders have all helped contribute. This is also a year that has not been affected by COVID restrictions, and members are asked to note that accurate comparative data with 2019 is not easily available. Regardless of this, Ledbury Charter Market is doing well financially and is already up by 40% on its targeted budget income. This is contrary to national trends.

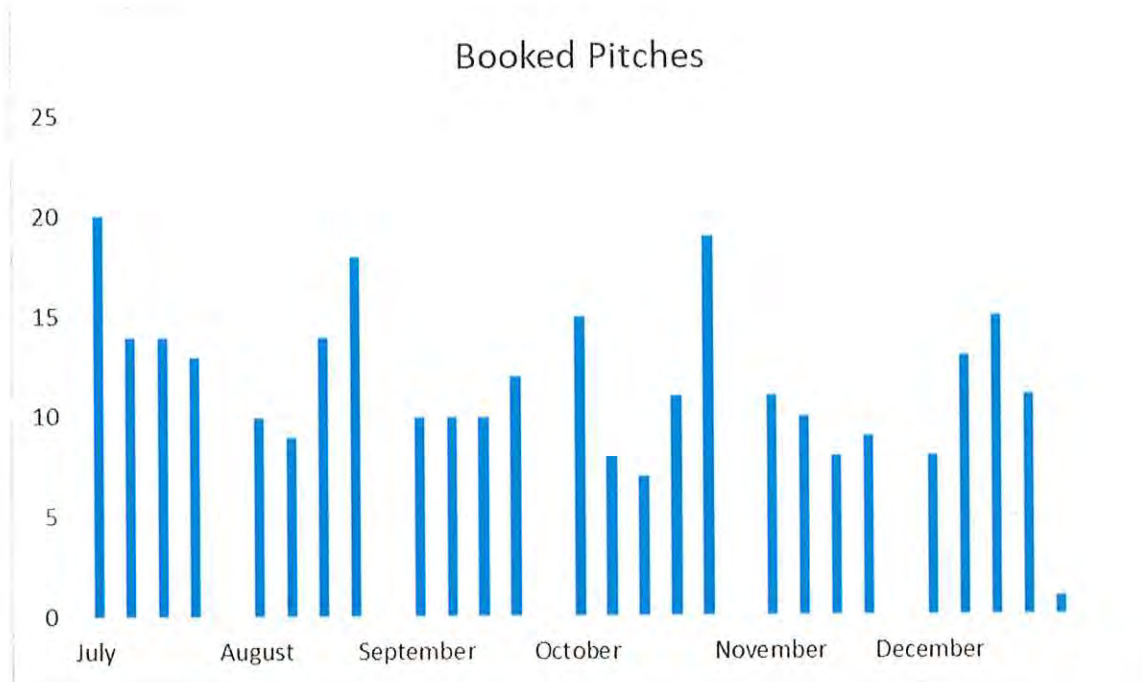
However, there is still room for improvement. Ledbury is a fair-weather market. Its exposed location noticeably impacts on both trader attendance and footfall. This is particularly noticeable on a Tuesday market, where capacity has rarely been above 20% this year. The Tuesday Market has however proved a useful vehicle for promoting information to residents, including attendance from Herefordshire Council and West Midlands Police Commissioning Service.

Ledbury's Saturday Charter Market reflects a different trend, that of the growing popularity of the artisan trader. The concept of a 'craft market' has evolved over one Saturday each month, and targeted sales to traders has helped. There are further opportunities to develop this on Saturdays.

There has been fewer social media around the Charter Market this year, due to a number of issues. Those days when social posts have been either promoted individually or officially have been positive and served as useful reminder. A targeted marketing campaign with features in free of charge local publications, and a dedicated regularly updated area of the website might increase footfall, but members are invited to consider the return on investment as well as ongoing maintenance costs.

Since the summer, the market has been unmanned on a regular basis. This has impacted on some day-to-day operational occurrences, such as pitch allocation or busking interference. The CDO and the Clerk regularly attend the market as customers, as do some Councillors. Traders generally welcome this interaction and find it helpful. Operationally, the CDO and Administrator manage the day-to-day bookings. This working arrangement, with the CDO securing new traders and the Administrator developing relationships with regular traders is generally working. The booking system has been improved and there are further opportunities for more stream-lined processes, including ensuring all regulatory requirements are fulfilled.

The data graph below demonstrates the overall trend of booked pitches since July 2022:



Members should note that there are frequently last-minute cancellations, and a review of the Terms and Conditions as part of Strategy Phase 2: The Audit is recommended.





## LEDBURY TOWN COUNCIL

<b>PLANNING, ECONOMY &amp; TOURISM COMMITTEE</b>	<b>13 APRIL 2023</b>	<b>AGENDA ITEM: 8</b>
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Report prepared by Julia Lawrence – Deputy Town Clerk

### **TOURIST INFORMATION CENTRE WITHIN THE COUNCIL OFFICES**

#### **Purpose of Report**

The purpose of this report is to advise members of the Planning, Economy & Tourism Committee of correspondence received from companies who have expressed a wish to develop the existing reception area of Ledbury Town Council ("LTC") so that it is also fit for purpose as a Tourist Information Centre.

#### **Detailed Information**

Members of the Planning, Economy & Tourism Committee will note that back in the Autumn of 2022, the Tourist Information Centre, based in the Ice Bytes shop in The Homend closed its doors for the last time. In October 2022, Ledbury Town Council took on the running of a "Tourist Information Service" but appreciated that in order for a proper Tourist Information Centre to be run out of the offices of Ledbury Town Council, then the reception area needed to be adapted to accommodate this new facility.

Local architects were approached to invite them to provide some concept designs and ideas as to how LTC could improve the services from within the Council offices. Ideas could have included anything from removing the reception counter and replacing it with something else and allowing for up to two workstations, possibly moving the location of the photocopier and/or utilising space in the chimney breast.

Five companies were originally approached, being:

- Ian Stainburn (Caroe & Partners);
- Meraki Architecture;
- Derrick Whittaker Architects;
- Josh Thomas Design House;
- Montez Architecture Ltd.

However, only two companies, both being local, have presented LTC with their quotations.

#### **Company 1**

This company has been in business since June 2019 and is an architectural based practice that offers unique, bespoke design solutions for all aspects of architectural, interior and external landscape projects. Based in Herefordshire, they provide the

focus and relationship of a small architectural firm but with the experience and foresight to deliver on any scale.

Please find attached at Appendix 1 a copy of their fee proposal which amounts to £850.00 plus VAT. This company has advised that should LTC wish to carry out changes to the fabric and finishes of the building, with its listed status, then a Listed Building Consent application will need to be produced and submitted. Therefore, Members will note that their fee proposal makes reference to preparing the documents and drawings and completion of the necessary planning portal forms but excludes the application fee, online submission charge and the cost of an OS map which is required for the location plan.

This company is a member of the Chartered Institute of Architectural Technologists.

Members may question what Architectural Technology is. It is:

“Architectural Technology is a creative and innovative design discipline which integrates architecture, science, technology and engineering.

Architectural Technology influences the technological, environmental, social, economic, cultural and political issues in both the built and natural environment. It ensures a building or structure is fit for purpose and designed with inclusivity in mind so that the needs of the end users are met. The design solutions will incorporate and address health and safety, welfare and ethical issues as well as the social well-being of those using the building or space”.

Members may also question what the difference is between a Chartered Architectural Technologist and an Architect? According to a definition on the website, it is as follows: “Architects are said to have a greater interest in the aesthetics, whereas Architectural Technologists often have more experience and training in the science and technology of buildings, such as how they are constructed”.

## **Company 2**

This company is a RIBA (“Royal Institute of British Architects”) Chartered Architects Practice specialising in historic buildings, as well as a SPAB Supporter (“The Society for the Protection of Ancient Buildings”) and members of the ARB (“Architects Registration Board”). With extensive knowledge and experience in providing bespoke solutions for alterations, extensions, and repairs of historic properties, including listed buildings, locally listed buildings, churches, and buildings within conservation areas, our team is well-equipped to handle a wide range of projects. Their expertise extends to modern buildings and developments in both urban and rural contexts.

In addition to their architectural services, they offer in-house heritage consultancy services, including Heritage Statements, Heritage Impact Assessments, and Building Recording. Their team of architects and heritage consultants have a deep understanding of the complexities involved in conserving and restoring historic buildings, as well as gaining the required permissions to carry out these works. They take pride in our ability to work with a wide range of buildings and to offer tailored solutions that meet the specific needs of our clients.



Please find attached at Appendix 2 a copy of their fee proposal. Whilst LTC had stated from the outset that concept designs and ideas were only required, this company felt that they were unable to quote fully without knowing what the Council's budget was and therefore their fee proposal does not include any costs relating to a possible planning application.

This fee quote, £1,625.00 (Stages 1 to 3) excludes costs to meet with the Architect and/or Interior Designer to develop the brief as noted under Stage 1. The costs for the Interior Designer are not included within this fee proposal although the hourly rate for the Interior Designer is £60.00 and nor has it been stipulated as to how many hours would be required at this stage.

It is important to note that Company 1 has supplied fees for the initial concept ideas only, as requested, whereas Company 2 has also included costs (Stages 4 to 6) to actually build the agreed end result following design and consultation with LTC. As a guide only, this Company believes that it may take up to 40 hours' worth of work for the Interior Designer to come up with the end result, which could equate to £2,400.

### **Recommendation**

That Members of the Planning, Economy & Tourism Committee consider the proposals put forward by the two companies and confirm whether they wish to proceed with one of the companies, appreciating that LTC is only addressing the concept design and ideas at this stage.

Company 1	£850.00 + VAT	Includes any initial Planning Application preparatory works, if required
Company 2	£1,625.00 + VAT	Excludes meetings to develop brief and any Planning application preparatory works, if required



## **FEE PROPOSAL**

Date Issued: **16<sup>th</sup> December 2022**  
Fee Letter No: **FP - E056 - 01**  
Stage of works: **Stage 1 - Listed Building Consent**  
Issue Method: **Email**  
To: [deputyclerk@ledburytowncouncil.gov.uk](mailto:deputyclerk@ledburytowncouncil.gov.uk)

### **Mrs Julia Lawrence**

Town Council Offices  
Church Street  
Ledbury  
HR8 1DH

Dear Julia

**Re: Ledbury Town Council**

Further to our discussions, I am writing as promised with a fee proposal for the architectural services in respect of a Listed Building Consent Application for the above project. I have broken down the service into a series of stages for your reference.

**- SURVEY**

Detailed and measured survey of the existing building which will form the basis for the modelled design.

**- DESIGN**

Analysis of the current existing conditions as well as the clients' needs and wants along with a review of the surrounding context and developing a design to reflect this.

**- DRAFTING**

Preparation of scheme drawings and information comprising of location plan, site plans, floor plan and detail section.

**- SUPPORTING DOCUMENTS**

Producing a Design & Access Statement and Heritage Statement to accompany the application drawings.

**- SUBMISSION**

Preparing the documents and drawings and completion of the necessary planning portal forms.

**- CONSULTATION**

Ongoing discussions and contact with the local planning authority to ensure the application transitions through the process as smooth as possible.



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**TOTAL AMOUNT FOR THE ABOVE WORKS:**

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**£850.00**

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The above fee excludes the application fee, online submission charge and the cost of an OS Map which is required for the location plan. These costs can be paid for on your behalf and invoiced separately.

The above fee includes all reasonable expenses and a set of revisions per drawing / pack.

Electronic copies of the drawings in PDF and DWG formats would be freely available.

Our invoice for this amount will be broken down into a few stages with the final invoice issued upon submission of the application. Note: Invoice payments can only be accepted by bank transfer.

Any additional works requested would be subject to an agreed fee or our current hourly rate set at £50 / hour.

# LEDBURY TOWN COUNCIL TIC

## Fee Proposal



Prepared for :  
Ledbury Town Council

Issued:  
04.04.23

Site Address:  
Ledbury Town Council  
Church Lane  
Ledbury  
HR8 1DH



## INTRODUCTION

We are excited to offer our architectural services for the redesign of your tourist information centre. Our team consists of experienced and knowledgeable architects who have a deep appreciation and understanding of historic buildings, particularly those with timber frames. As conservation architects, we are well-versed in the techniques required to preserve and protect historic structures.

Our services include conducting a survey of the existing space and then coming up with a new design. We will work closely with an experienced interior designer and yourselves to create a design that is sympathetic to the historic character of the building while also meeting your modern-day needs. We will provide full architectural services from concept design through to completion, in line with RIBA stages, to ensure that your project is delivered on time and within budget.

Our strengths lie in dealing with the structure and planning elements, and overseeing contractors, while the interior designer will bring their expertise in selecting finishes and furnishings to the project. We will work closely with you to ensure that the design is cohesive and functional while also meeting your aesthetic requirements.

Please note that we are awaiting the interior designer's costs for their services, but we will forward them on to you as soon as possible once we receive them. We understand that this information is essential for you to make informed decisions about your project, and we will do our utmost to provide you with a complete and accurate fee proposal as soon as possible.

We are confident that our team can help transform your tourist information centre into a functional, aesthetically pleasing, and highly efficient space that will serve the needs of your visitors. Within this document, we have outlined the necessary steps we think are considered to progress your project. If you have any questions, please do not hesitate to get in touch with us.

Thank you for considering our proposal, and we look forward to the opportunity to work with you on this exciting project.

**Members of the [redacted] Team who would be leading your project are:**

[redacted] set up the architectural practice of [redacted] joined [redacted] in 2021 as a mechanical engineer before studying architecture. [redacted] with a background in providing specialist heritage advice to a range of clients, including historic churches. She has also worked on large-scale reinstatement projects on listed buildings after fires and floods, managing the project from start to finish. [redacted] brings a wealth of success in compiling reports and statements about heritage assets to the team. and since then his practice has continued to grow and works on buildings all over the UK.

PROJECT INFORMATION IS AVAILABLE ON REQUEST OR CHECK OUT

## METHODOLOGY

I am proposing that we break each project down into several manageable phases, which reflect the process we would follow and is in line with the RIBA Plan of Work. We find this phased approach is invaluable when working alongside historic buildings as it provides a structured framework that enables us to meet your needs while ensuring the project's success. This methodology enables us to monitor progress, manage risks and control costs, while ensuring that the final result meets your expectations.

### 1 - Brief and Preparation

This first stage is crucial in laying the groundwork for the entire project. It primarily involves developing and understanding your brief as well as obtaining accurate information about the property as a baseline. This helps to identify key opportunities and constraints that may influence design solutions going forward. There are several key tasks to this stage.

Our initial step would involve scheduling an on-site meeting with you to develop your project brief. This meeting provides us with an opportunity to understand your aims, objectives, aspirations, and priorities in greater depth. By gaining insight into your ideas and preferences, we can work towards a common goal and ensure that we are all aligned in our approach. Meeting on-site also allows us to gain a better understanding of the project's physical constraints and opportunities during our discussions. At the moment we know that you wish to accommodate a photocopyier and two workstations but it would be beneficial to ensure that this has not altered.

During this stage we would also look at getting a clear understanding of the physical condition of the space. This would largely be through the undertaking of a measured survey of the affected areas from which we can provide detailed plans. These are both a great record of the heritage asset at this point in time, but also can be used as a basis for developing proposals and marking up repairs. Due to the age of the building, there is a potential for some isolated repairs to be required, and with materials that are sympathetic to the timber frame and infill panels, as well as the fireplace.

By having a precise understanding of the buildings as they stand today, we can make informed decisions and provide design solutions that are appropriate, effective, and sympathetic to the building's heritage significance. This is not a small stage, but done correctly, should provide you with a clear understanding of the space we have to work with and a good basis for any works going forward.



## 2 - Concept Design

We will begin to develop design concepts that respond to your brief, taking into account the constraints and opportunities identified in the previous stage. We will produce sketch schemes and other visuals to communicate our design ideas to you, which we can discuss and amend. This stage will also involve the interior designer's initial proposals of how the space might look

At this point we will look to organise preliminary costings from a quantity surveyor to make sure that the works are tailored to the project budget

## 3 - Developed Design

This stage involves taking the concept designs from the previous stage and developing these into more detailed designs. We will develop the drawings and visuals to help communicate the proposals to both yourselves as well as other stakeholders, including the local authority should listed building consent be required. The design will be adjusted to make sure that it reflects your needs, but also the budget and planning and building regulations constraints.

During this stage, we will produce documentation to allow us to submit planning and listed building consent applications if relevant to the project. Not only do these include designs, but an understanding of repairs, site layouts, and necessary specialist reports. A key document that will be submitted is the Heritage Statement, which assesses the significance of the building and the impacts the proposals may have on the historic built environment. We find that providing clear and concise documentation helps to demonstrate our thought-process and fully justifies the team's decision making process, giving confidence to statutory consultees during the planning process.

## 4 - Technical Design

During this stage, we will produce all the design information required to construct the project. This includes the preparation of all necessary drawings, schedules, and specifications for construction, including detailed information on materials, finishes, and components. We will also look to satisfy and discharge any planning conditions that may result from consented applications

This stage also involves the preparation of tender documents which we will use to obtain prices from potential contracting firms. This involves vetting potential contractors and walking through the project with them. Following their returns, we will analyse their prices for your consideration. By the end of this stage, we should have all the documents produced and a contractor ready to start on site.

## 5 - Construction

In Stage 5, our role as architects shifts towards providing support to you and the contractor during the construction phase.

We will provide regular site inspections to ensure that the work is progressing according to the design and specification. We will also be available to answer any questions or resolve any issues

that arise during construction. We will work closely with the contractor to ensure that the design is being executed according to the plans and specifications, and any necessary changes are made in a timely and efficient manner. Our primary responsibility during this stage is to ensure that the building is constructed in accordance with the approved design, and that your expectations are met in terms of time and quality.

As part of these works, we propose undertaking the following:

- Prepare contract documents for signature
- Provide the contractor with copies of documents
- Establish and track progress against a Construction Programme
- Monitor contractor's compliance with planning conditions.
- Check contractor's insurances
- Check progress against timetable
- Check quality of work
- Clarify any queries from the contractor
- Meet contractor on site to note setting out before works begin
- Undertake valuations
- Issue certificates for payment
- Regular site visits to monitor works
- Snag work prior to completion to highlight any outstanding items
- Issue Certificate of Practical Completion.

We also can fulfil the role of CDM Principal Designer which involves making sure that the Health & Safety requirements under the Construction Design and Management Regulations 2015 are accommodated with the project. Under the CDM Regulations, as a client, you have a duty of responsibility to make sure that the works are being undertaken safely. We would check that contractors provide method statements and risk assessments to minimise risk, oversee the health and safety file, review site safety, effectively providing information to cover your duties under CDM.

## 6 - Handover

We will oversee the final stages of the project and ensure that the building is completed to a high standard. We will conduct a final inspection of the building to ensure that it meets the approved design and specifications. We will also prepare and issue the necessary certificates of completion, including the practical completion certificate and the final certificate.

During this stage, we will also assist you in finalizing any outstanding issues with the contractor, including defects and snagging items. We will work closely with the contractor to ensure that these items are resolved in a timely and efficient manner. We will also oversee the defect liability period to ensure any defects should arise.

In essence, our responsibility in Stage 6 is to guarantee that the construction is finalized to the utmost level of excellence and that you are content with the finished product. We will maintain a close collaboration with you and the contractor to ensure that the project is successfully accomplished, and any final concerns are immediately addressed.



# FEE PROPOSAL

At present, it is difficult to ascertain the scale of the project without an idea of your budget to undertake the transformation of the space. For example, the cost of bespoke furniture items and their construction involves much greater input from ourselves. Our present brief does not suggest for the requirement for planning applications and therefore this has not been included, should this change we would be happy to provide an updated cost.

Please see below our fixed fees for Stages 1 to 3, as well as our percentage fee for Stages 4 to 6. Please note that the following costs do not including the interior designer's fees.

STAGE 1	BRIEF AND PREPARATION	
• Measured survey of the affected space, including production of floorplans, internal elevations and front elevation.		£650.00
• Timber frame survey of affected areas to note condition.		£375.00
• Meeting to develop brief	Hourly	
	<b>Total</b>	<b>£1,025.00</b>

\*

STAGE 2	CONCEPT DESIGN	
• Mostly provided by interior design, but allowance of time for production of drawings by Montez Architecture (approx. 4 hrs)		£300.00
	<b>Total</b>	<b>£300.00</b>

\*

STAGE 3	DEVELOPED DESIGN	
• Decorative works are not considered at this point to require planning, therefore allow cost for finalisation of concept design.		£250.00
	<b>Total</b>	<b>£300.00</b>

\*

## STAGE 4 to 6 PERCENTAGE FEE

- Percentage fee based on final contract value 12%
- CDM Principal Designer role 1%

For example, should the final construction contract value be £10,000, our fee for stages 4 to 6 would be £1,300.

All costs are exclusive of VAT.

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# Terms & Conditions

## GENERAL TERMS



**GENERAL** - The terms of engagement shall generally be in accordance with the Royal Institute of British Architects (RIBA) Standard Form of Agreement for the Appointment of Architect being registered with the ARE are an RIBA Chartered Practice with

**SCOPE OF WORK** - The scope of work to be carried out by our business is applicable to RIBA Stages of Work, or by the criteria outlined in the individual scope of works/project brief agreed with the client. These conditions form part of the Fee Proposal. The approval of planning and LBC permissions is not dependant upon fee. Fee is to be paid regardless of planning approval or not

**CHANGES** - If the scope of the project changes, or if significant alterations be made, for whatever reason, additional charges may occur

**TERMINATION** - Either party may terminate this agreement at any time by giving not less than 14 days written notice to the other party. Should the appointment be terminated for any reason, fees will be due in proportion to the amount of work completed or in progress up to the date of termination

A 'cooling off period' of 14 days will be in effect from the confirmation of this proposal, allowing the terminator or the commission but within the conditions of the following termination clause. If you would like works to commence within this 14 day period, a letter waiving your cooling off rights must be received by

In the event of termination, the Client will only be liable to pay the Consultant such outstanding sums as may be due for the services that have been performed in accordance with this Agreement. In any case of termination, the Consultant shall return to the Client all documents and other information issued by the Client to the Consultant

**INSURANCE** - Ltd maintain public liability insurance to the value of £2,000,000 and public liability to the sum of £5,000,000 see limitation of liability opposite

## STANDARD FEES



**HOURLY RATES** - Hourly rates are to be charged at £75.00 per hour for Principal Architect, £60.00 per hour for Heritage Consultant and £50.00 per hour for Architectural Technician

**SITE VISITS** - On-site and travelling time is chargeable at the above rate.

**VAT** - Fees stated are exclusive of VAT. VAT will be payable at the time of invoices

**PERCENTAGE FEE** - May be applied either as  
 a) A percentage applied to the final cost of the building work (contract sum)  
 b) Individual percentages for each stage of work

Where a percentage fee is charged before the final cost is known, the percentage will be applied against the current approved estimate of the cost of the building works or the contract sum at tender.

The Final Cost is the actual total cost of the works as executed by the contractor, including any works carried out by sub-contractors, craftsmen or other conservators on the issue of the final certificate  
 Percentage fees shall be recalculated on the actual total cost including any items of work certified or paid for

separately. Should the client act as the contractor, or supply any material or labour, the percentage fees should be based on the Architect's (or where appointed the Quantity Surveyor's) estimate of the total construction cost of the works as if they had been carried out by a builder supplying all labour and materials on a contractual basis

**ADJUSTMENTS TO FEE** - In certain circumstances the agreed fee may need to be adjusted, including for allowance for any loss and expense should changes be made to any or all of the following:

- a) Alterations to the agreed scope of work or brief.
- b) Changes to the approved estimate of the cost of building work
- c) Changes to the project time line (i.e. bringing work forward/putting on hold)
- d) Changes to the agreed services as stated in the agreement

Should a project run over a period greater than 12 months, lump sums, time charges, printing and shall be reviewed and will be charged at the company's standard rate at the time of the invoice

**ADDITIONAL WORK** - Additional fees may be due if structure are involved in extra work and expense not agreed and for reasons beyond the Architect's control where by

- a) The cost of any work or equipment for which the Architect requires to perform services not included in the cost of building work
- b) The Architect is required to vary any drawing or item of work commenced or completed or to provide a new design after the client has authorised an approved design
- c) Performance of the services is delayed or disrupted outside the Architect's reasonable control
- d) Revision of any reports, drawings, specifications or other documentation due to changes in planning interpretation, enactment or revision of laws, statutory or other regulations
- e) Consideration of notices, applications or claims by the contractor under a building contract
- f) Any event beyond the Architect's reasonable control

Additional fees shall be calculated on a time basis in accordance with Hourly Rates. - will in form the client on becoming aware of any additional work

**NON ACCEPTANCE OF TENDER** - Where have been instructed by the Client to invite a forms tender or tenders for work in connection with the project, but no tender is made or accepted, shall be entitled to fees up to and including RIBA work stage 4 (40% of fee) applied to the construction cost or part of it relating to the work or services current at the date of invitation to tender.

## EXPENSES AND DISBURSEMENTS



**EXPENSES** - Out of pocket expenses are charged in addition to fees and can be itemised, if this is requested in advance. Expenses include the costs directly associated with the project of the following items: printing, photocopying, mounting, binding and photography, Ordnance Survey plans, search fees, publications, couriers and non-routine telephone and postage, travel - fares, car hire, taxis, car mileage (at 45p/mile), subsistence and hotels

**DISBURSEMENTS** - The following charges are normally paid direct by the client. Other consultant fees and expenses, planning, Building Regulations and any other Local Authority charges. Work carried out by, Land Surveyors, Tree surgeons, soil and other investigative contractors and laboratories, Photographers, Perspective artists, Model makers or other specialists. If a payment is made on behalf of the client, it will be subject to a 20% administrative charge

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## TERMS OF PAYMENT



**PAYMENT** - Payment is due within 14 days of the date of invoice. If an invoice is not settled within 14 days of the date of issue, the right is reserved to:

- Charge monthly interest on the unpaid amount on the bank base lending rate
- Cease work on the project and withhold documents
- Take whatever legal remedy exists in order to obtain payment

If you consider the fees that we have invoiced are not in accordance with the agreement, you may within a period of 14 days from the date of the invoice, complain in writing to us. If you do not make such a complaint within 14 days of the invoice, the rights specified in section above will apply

## COPYRIGHT



The Architect shall own the copyright of any drawings and documents produced in carrying out Services and generally asserts the Architect's moral rights to be identified as the author of such work. No design or work prepared by the architect may be registered by the client without the full written consent of the architect

Providing that all fees and/or other amounts paid up to date, the Client shall have a licence to copy and use the drawings and documents but only for purposes related to construction of the Project or as they were intended. The information may not be used for reproduction of the design for any part of any extension of the Project or any other project.

It shall not be liable for any use of the drawings or documents other than for the purpose for which they were prepared or if the material is modified other than by or with consent of the Architect.

The Client shall have the right to publish photographs of the Project through the website and social media, and the Client shall give reasonable access to the Project for two years after practical completion. Should this be an issue please notify in writing

The Client shall not issue all drawings in PDF or PNG format, raw data such as CAD files will not be issued unless specified in the fee agreement. The copyright in all designs, and all documents and drawings prepared by this practice and in any works executed from those documents remains property of the consultant, unless otherwise agreed in writing

## ADDITIONAL TERMS



### LIMITATION OF LIABILITY

The Architect, its agents, advisors, employees, members, officers and partners will not be liable for breach-of-contract damages suffered by the commissioning party that are remote or speculative, or that could not reasonably have foreseen on entry into this agreement - including natural catastrophes, governmental acts or omissions, laws or regulations, terrorism, labour strikes or difficulties in communications systems breakdowns, hardware or software failures, transportation stoppages or slowdowns or the inability to procure supplies or materials

In any action or proceedings brought against the Architect under or in connection with the Agreement whether in contract, negligence, tort or howsoever, the maximum liability under this agreement will not exceed the amount of fees paid by the commissioning party to the Architect under this agreement or appointment

d. Except for breaches of confidentiality, neither party will be liable to the other party for any special, indirect, consequential or incidental damages of any kind, including, without limitation, any loss of profit, loss of use, or business interruption, based on any claim under this agreement, even if such party has been advised of the possibility of such damages.

e. The Architect, its agents, advisors, employees, members, officers, directors, and partners accepts no liability for the built product, nor the service provided by third parties involved in the building of it. It is the Client's responsibility to undertake direct employment of third parties. All contracts with the contractor are strictly between the client and the contractor. The Architect merely acts to represent the client's best interests, and any recommendations provided are to be considered as advice only, with the final decision and liability resting with the client and the contractor involved

f. It is the responsibility of the building contractor/builder/tradesman employed by the client to provide service related to the building of the physical built product, to: (i) adjust the designs drafted by the Architect to site-specific constraints; (ii) to ensure the built product and the methods used in building conform to current health and safety and building regulations; (iii) to ensure the appropriate materials and work methods are used; (iv) to account for owner's revisions and preferences; (v) to pursue certified structural guidance wherever necessary, and (vi) to have appropriate insurance in place prior to starting work on the project

**NOTE** These appointment conditions are governed by English Law, unless specifically varied in writing.

Version: September 2022



Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
<b>LTC MEETING DATE 11 July 2018</b>				
<a href="#">192361</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 14 July 2022</b>				
<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, HR82PX</b>	MT	Deferred back to committee	No decision
<b>LTC Meeting 14 July 2022</b>				
<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>	MT	Defer until further information received from Ward Councillors and Planners – extension requested.	No decision
<b>LTC Meeting 11 August 2022</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 – <b>Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR8 2PX</b>	MT	Deferred to next meeting (Councillor Howells to provide verbal update on meeting with PO's)	No decision



**LTC MEETING 8 SEPTEMBER 2022**

<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>	That Ledbury Town Council defer making a comment until such time confirmation of the referral has been received	<b>No decision</b>
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**LTC MEETING 13 OCTOBER 2022**

<a href="#">223103</a>	Erection of single storey extension with partial demolition to healthcare facility – <b>Rose Cottage, Belle Orchard, Ledbury, Herefordshire, HR8 1DD</b>	<b>MN</b>	No objection	<b>Approved with Conditions</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/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	<b>No decision</b>

			annual leave on 21 October 2022.	
<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 that a member of the Committee should produce a draft planning-based report on this including the following issues which were raised: <ol 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> </ol>	<b>No decision</b>
<u>223347</u>	Proposed two and single storey extensions, replacement garage and new prefabricated garden office to exiting detached dwelling – <b>Woodlands, Little Marcle, Ledbury, Herefordshire, HR8 2LD</b>	<b>MN</b>	No objections	<b>Approved with Conditions</b>



**LTC MEETING 8 DECEMBER 2022**

<a href="#">223313</a>	Various internal and external works. To include dismantling chimney stack, removal of lean-to garden shed/workshop, repair works to gable end, fencing and gate and strengthening of roof beam – <b>The Ark, Woodleigh Road, Ledbury, Herefordshire, HR8 2BG</b>	MN	No objections	Approved with Conditions
<b>LTC MEETING 12 January 2023</b>				
<a href="#">223476</a>	Conversion of portal barn to single dwelling – <b>Portal Barn, Upper Mitchell Farm, Ledbury, Herefordshire, HR8 1JF</b>	MN	No objections	No decision
<a href="#">223742</a>	<b>LISTED BUILDING CONSENT</b> . Replacement main entrance door – <b>Masefield Solicitors Office, Worcester Road, Ledbury, Herefordshire, HR8 1PN</b>	KR	No objections	No decision
<a href="#">223855</a>	Proposed internal and external alteration to include alterations to windows, the installation of a wood burner and flue and internal refurbishment – <b>The Old Bake House, Underdown, Ledbury, Herefordshire, HR8 2JE</b>	MN	No objections	No decision
<a href="#">223856</a>	<b>LISTED BUILDING CONSENT</b> . Proposed internal and external alteration to include alterations to windows, the installation of a wood burner and flue and internal refurbishment – <b>The Old Bake House, Underdown, Ledbury, Herefordshire, HR8 2JE</b>	MN	No objections	No decision
<a href="#">223921</a>	Proposed dwelling – <b>Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS</b>	EB	Object on the grounds that this application will result in the over development within a conservation area.	No decision
<a href="#">223968</a>	Proposed extension to integral garage to rear of house, proposed independent hot tub enclosure in garden, widening of exiting patio door and internal alterations to existing dwellings – <b>Alvestone House, New Street, Ledbury, Herefordshire, HR8 2EE</b>	KR	No objections	No decision



<a href="#">223969</a>	<b>LISTED BUILDING CONSENT.</b> Proposed extension to integral garage to rear of house, proposed independent hot tub enclosure in garden, widening of exiting patio door and internal alterations to existing dwellings – <b>Alvestone House, New Street, Ledbury Herefordshire, HR8 2EE</b>	KR	No objections	No decision
<a href="#">223996</a>	Proposed floor extension and porch with internal alterations – <b>15 Martins Way, Ledbury, Herefordshire, HR8 2XW</b>	KR	No objections	No decision
<a href="#">224095</a>	T1 English Oak – reduce the overall crown back by approx. 50%. T2 Common Ash (x3) – potential ADB – sectionally dismantle both tree down to leave as near ground level as possible T3 Common Ash x2 (Near Cabin) – dismantle down to leave as near ground level as possible. T4 Common Ash (all trees 4-5 stems leaning towards house) front garden - dismantle down to leave as near ground level as possible. T5 Goat Willow and 1 Ash – crown raise in order to make room for crane access for the above – <b>Massington Lodge, Eastnor, Ledbury, Herefordshire, HR8 1EG</b>	OK	No objections	Trees covered by TPO – Consent Granted
<a href="#">224127</a>	Proposed single storey side extension – <b>Ivory House, 51 Hallwood Drive, Ledbury, Herefordshire, HR8 2FY</b>	KR	No objections	Approved with Conditions
<b>LTC MEETING 9 February 2023</b>				
<a href="#">230172</a>	Listed Building Consent – Proposed change of use from ground floor offices to self-contained two bed apartment – <b>Lanark House, 17 New Street, Ledbury Herefordshire, HR8 2DX</b>	EB	No objections	No decision
<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>	CS	Object on grounds outlined by Herefordshire Council and many other organisations.	No decision

ffo



<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>	OJ	No objections	No decision
<b>LTC MEETING 9 March 2023</b>				
<a href="#">230319</a>	Proposed detached garage/workshop in rear garden of semi-detached dwelling - <b>5 Staplow Cottages, Staplow, Ledbury, Herefordshire, HR8 1NP</b>	EB	No objection	Approved with Conditions
<a href="#">230401</a>	T1- Leylandii Elwoodii, tree is brown on garden facing side due to lack of light in lower canopy, very close to garden wall and may cause issue in the near future- remove. T2- Golden conifer, tree takes up more garden than required, starting to cause damage to fence -remove T3- cherry tree, growing next to neighbours roof and trunk will be touching it in the next couple of years- remove - <b>2 Church Street Ledbury Herefordshire HR8 1DH</b>	OK	No objection	No decision
<a href="#">230334</a>	Proposed extension to an existing slurry store - <b>Woodfield Farm Ledbury Herefordshire HR8 2JB</b>	EB	No objection	Approved with Conditions
<a href="#">230608</a>	T1: Mixed hedge - remove Elder and trim hedge - <b>Rose Cottage Belle Orchard Ledbury Herefordshire HR8 1DD</b>	OK	No objection	Withdrawn
<a href="#">223516</a>	Application for Technical Details Consent for a development of 5 dwellings - <b>Old Kennels Farm Bromyard Road Ledbury Herefordshire HR8 1LG</b>	EB	Cllr Howells will provide the relevant NDP Policies to the Clerk for use in responding to this application. If the application meets the NDP Policies, the Clerk is instructed to provide a response of no objection.	No decision


<p><a href="#">220783</a></p>	<p>Little Bush Pitch Traveller Site – retrospective permission – a decision has been made to refer this to the planning committee at Hereford Council. Members noted that there had been no changes to the proposal since the consultation. Notwithstanding the use of the building, concern was expressed that it was not in accord with the approved plan. Hereford Council Officers had confirmed that the dimensions of the building tally with approved elevations, though the footprint on the plan was wrong. Furthermore, concern was expressed that the previous permission remains extant and includes an occupancy condition for travellers. Part of the current proposal is to “give up” that permission - <b>Little Bush Pitch Bush Pitch Ledbury Herefordshire HR8 2PX</b></p>	<p><b>MT</b></p>	<p>Objections on the grounds sited within the Ward Councillor reports.</p>	<p><b>No decision</b></p>
<p><a href="#">230543</a></p>	<p>Demolition of existing garage and outbuilding and erection of replacement attached garage - <b>Elmscroft New Street Ledbury Herefordshire HR8 2EE</b></p>	<p><b>KR</b></p>	<p>Members requested an extension on this application due to it being received on the same day as the Planning meeting and therefore not been available to view on Herefordshire Council's website.</p>	<p><b>No decision</b></p>



# LAND NORTH OF LEDBURY VIADUCT

Architectural Identity Study | February 2023

**BLOOR HOMES**

**BARTON  
WILLMORE** now  **Stantec**

4471



# Introduction

The following report is an Architectural Identity Study based on the building design principles found in the National Model Design Code June 2021 including:

- » Thresholds and Boundaries
- » Roofscapes
- » Windows
- » Composition and Variation
- » Materials and Detailing

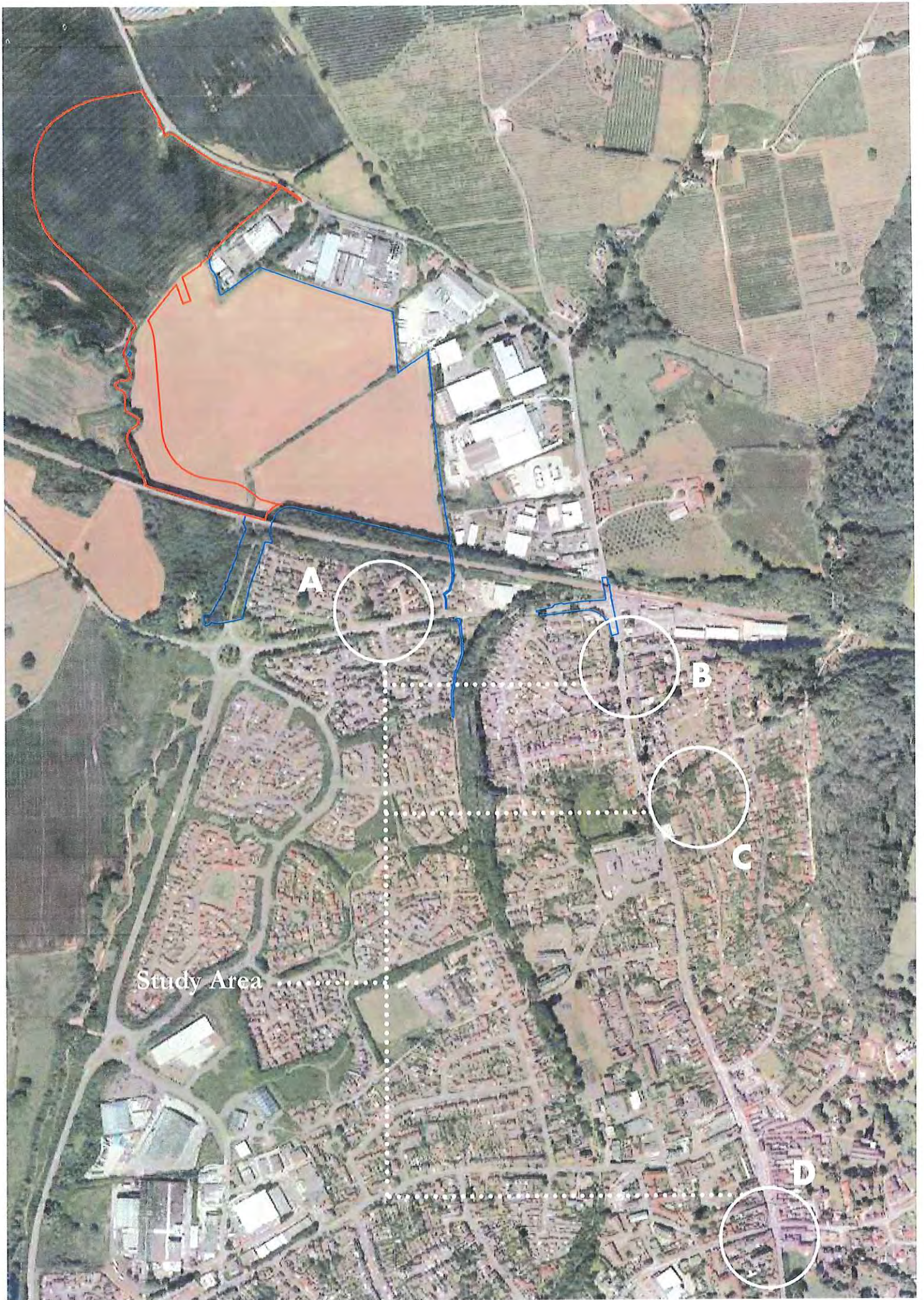
The study includes photographic material gathered from various residential parts of Ledbury including those close to the site as shown on the plan opposite.

This report should be read in conjunction with the Design Compliance Report in support of the Phase 1 Reserved Matters Application.

This document aims to summarise common architectural language that exists within Ledbury and which is then considered and reflected within the Phase 1 RM. We believe our RM proposals reflect much of the local architectural style, detailing and materials within Ledbury and therefore our proposals will fit sensitively into the future growth of the town.

Red line - Reserved Matter Application  
Blue line - Outline Planning Application





Study Area

A

B

C

D



North Ledbury - Hereford Road

A

Simple canopies above doors

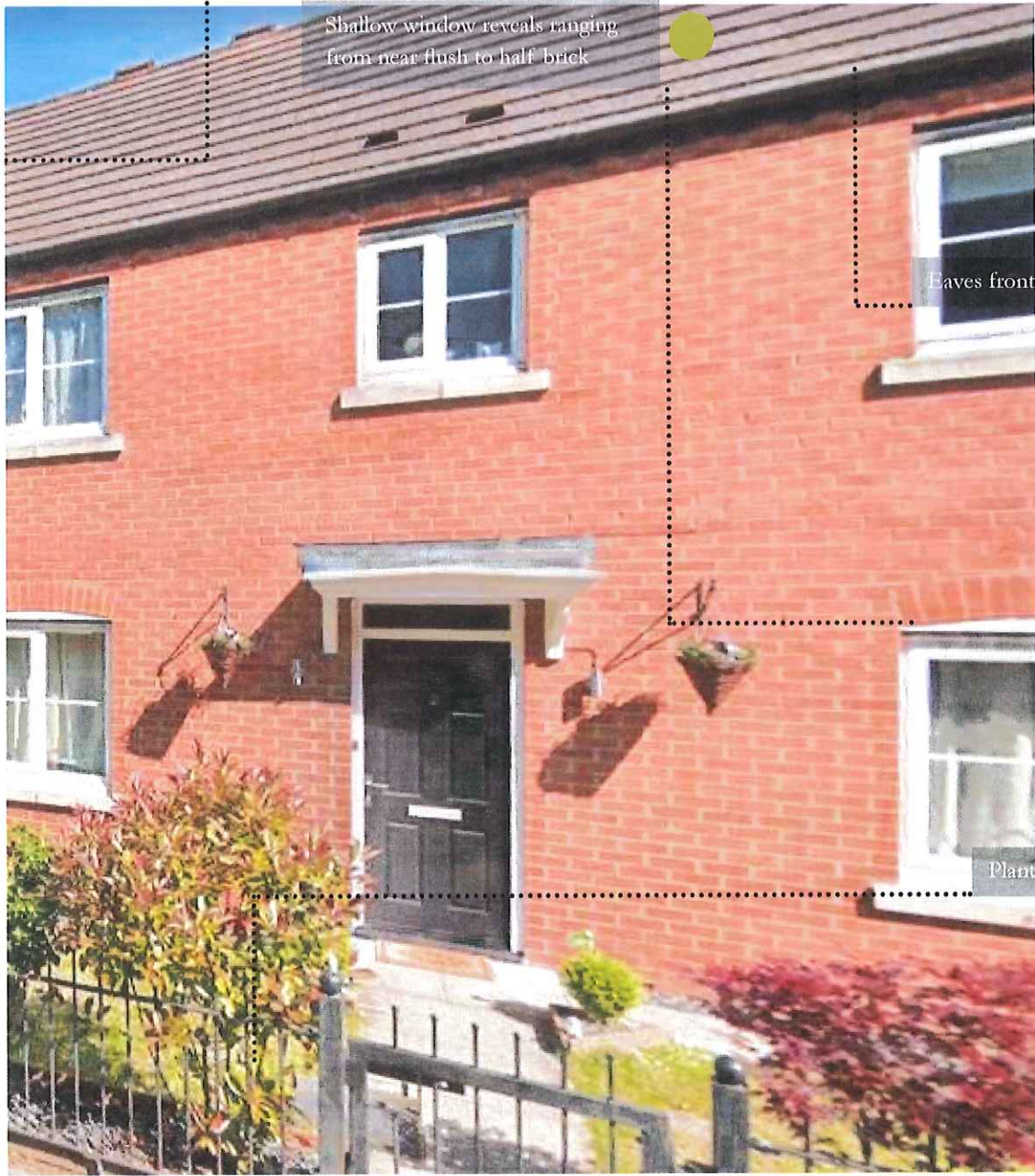
Varied roof

Shallower setback along main streets





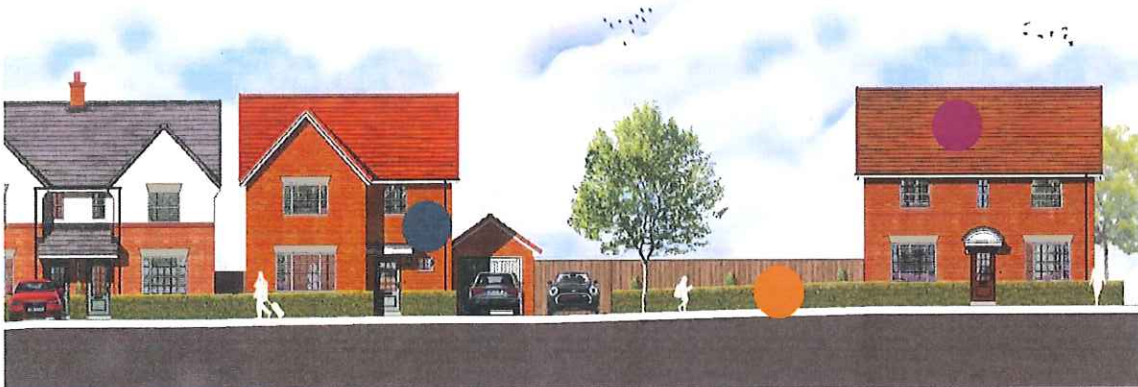
of heights and pitch



Shallow window reveals ranging from near flush to half brick

Eaves fronted roof orientation

Planted boundary



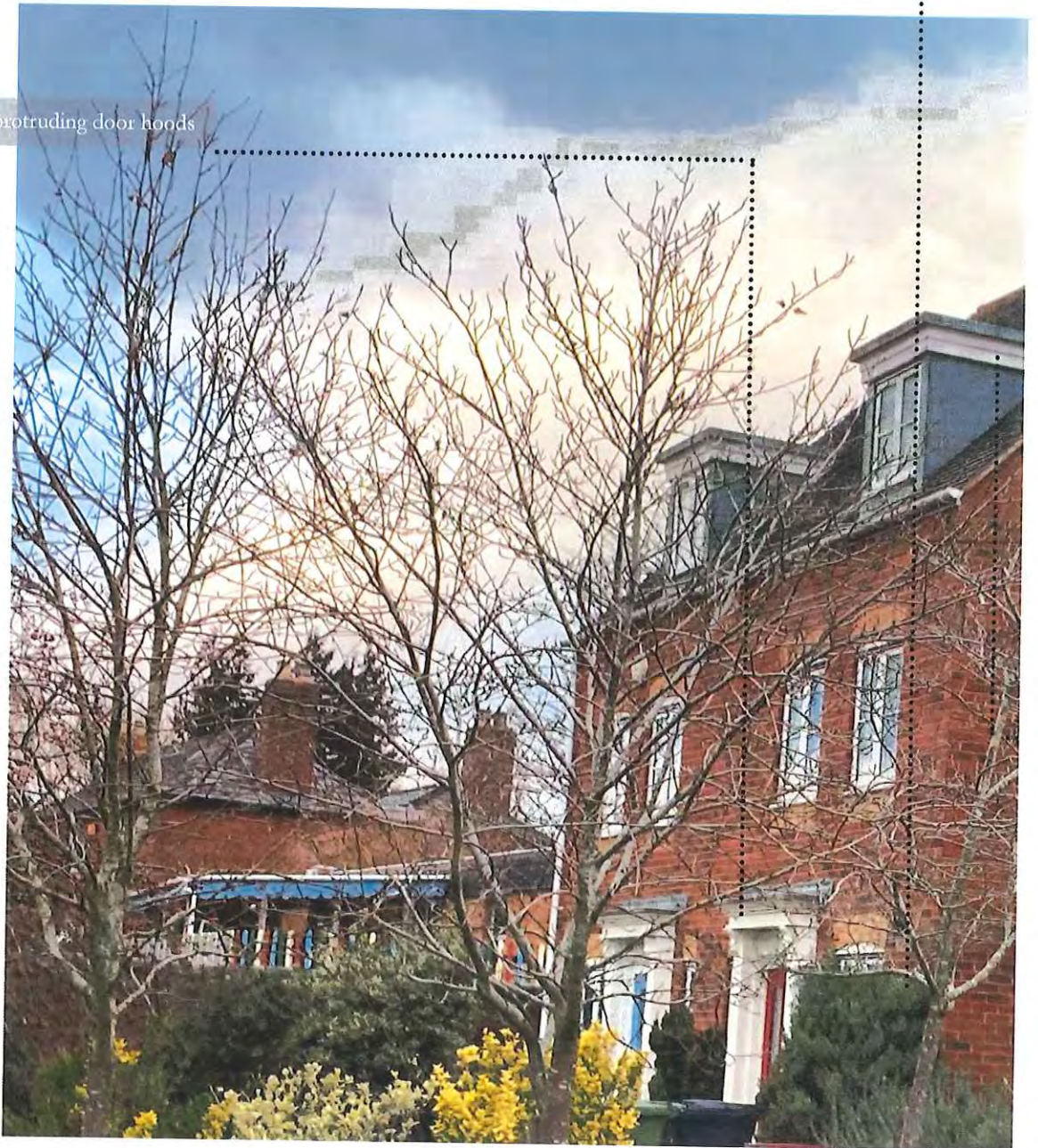
Proposed Elevation

4475



Hedged boundaries and planted front gardens

Use of protruding door hoods



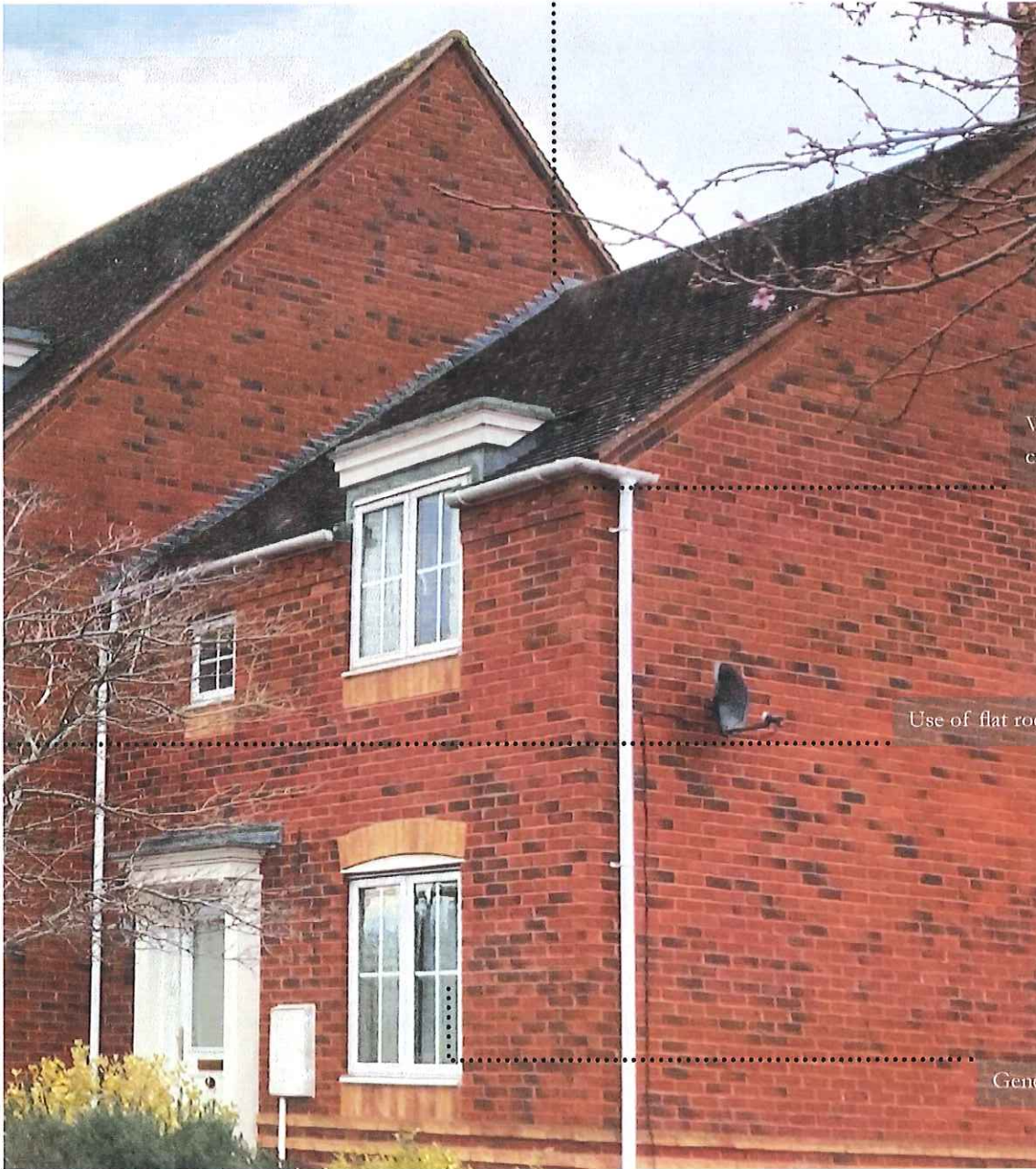
The Homend (North)

B





Varied roof heights and pitch



Variety in eaves and ridgetline creates informality

Use of flat roofed dormers



Generous window proportions



Proposed Elevation

4477



Well proportioned casement windows

Simple flat canopies

Use of Projecting Gables



Homend Crescent





Centrally mounted chimneys



Rounded thresholds and openings



Hedged boundaries

Deeper setbacks in lower density areas



Proposed Elevation

4479



Window head details are common including voussoirs, lintels and arches - stone, brick or painted

Buildings generally well balanced in the position of and form of doors, windows and roof details



# The Southend

D





Use of hipped roofs



Classical proportions which compose of symmetry and repeating facade features

Contrasting features such as door colours within a symmetrical building composition adds to a subtle sense of character



Proposed Elevation

4481



# Materials and Detailing

The use of colour, quality materials and detailing contributes significantly to the sense of character. Ledbury is mainly characterised by:

- » Stretches of red brick buildings with chalk or off white render in various shades
- » Occasional use of stone
- » Half render buildings are also visible in some residential areas.
- » In terms of roofing material grey, red and brown tiles are mainly used.
- » There is a high degree of sash timber window preservation although modern casement window replacements are common along with glass pane subdivisions to emulate more traditional styles.
- » Door materials vary but a consistent feature includes multi-coloured doors in deep and pastel shades.



Use of stone with contrasting quoins



Grey roof tiles



Rounded or Flat Top Door Hoods



Mixed Brick Flush String Course



Stone or Brick Window Head



Red Brick Protruding String Course



Simple Stone Lintels





White Casement Windows



Timber Sash Windows



Solid or Glazed Panel Doors in Various Colours



Red Brick & Off-White Half Render




Red/Brown Roof Tiles



3 storey building. Use of Off White Render



**BARTON  
WILLMORE** now  **Stantec**

4484

**Section 106 Portfolio of Works -  
Delivery Update to Parishes**

3<sup>rd</sup> / 5<sup>th</sup> April 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

4486

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Andrew Houston  
Programme Manager

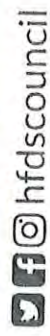
Programme Management Office

Tel: 01432 383428

Mob: 07894718264

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

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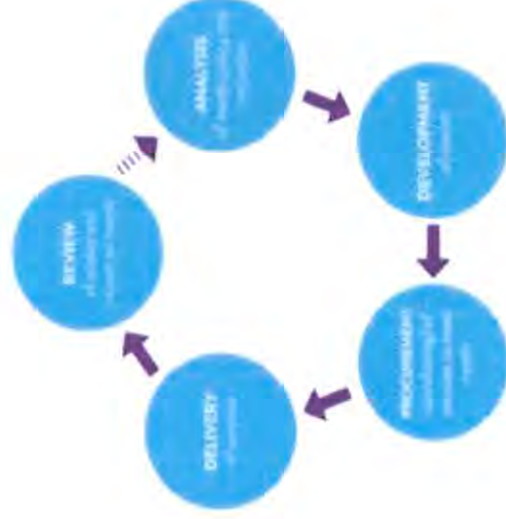
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## S106 – Reset & Process Agreement

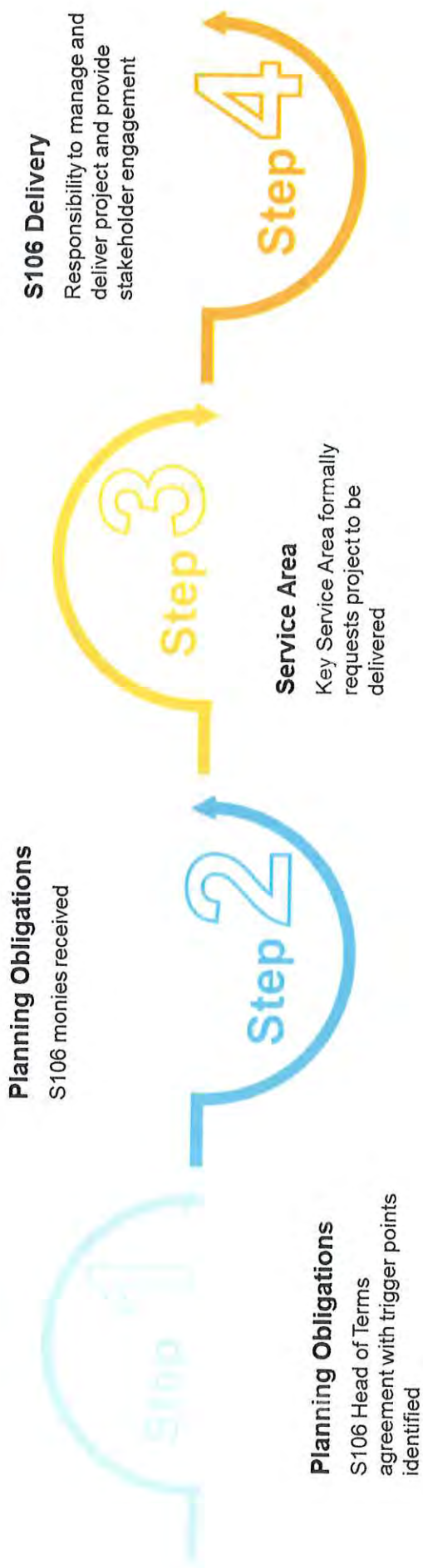
- Internal Workshop – held on 02<sup>nd</sup> February 2023
- Overall aims & objectives
  - The facilitated workshop aimed to clearly define and agree relevant end to end processes and delivery mechanisms for S106.
  - Discuss challenges and future planning
  - Planning Transformation
  - Governance and Management

4487



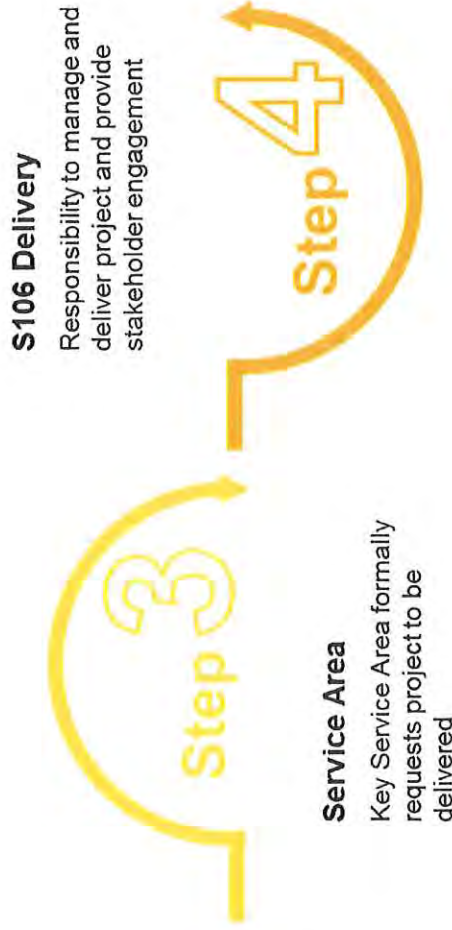


# S106 – Process Changes



4488

# Step 3 – Commissioning



Final

## Project Request Form (PRF)

The Project Request Form (PRF) is the first document required to initiate a new project. The project request form is a pre-project document. It encapsulates the concept, ideas and basic information that is available at a point in time.

*All italic text can be removed prior to submitting for review.*

<b>Project Name</b>	<i>Insert working name of project</i>
Project Code	<i>S106 PMO to advise</i>
Author	<i>Name of author</i>
Senior Responsible Officer (SRO)	
Date	

### Version Control

Version	Date	Summary of Change	Author
0.1		First issue	
0.2			

### Distribution

This document has been distributed to \_\_\_\_\_

4489



# Delivery Process – In Practice

Stage 0 Commissioning	Stage 1 Options & Feasibility	Stage 2 Planning & Design	Stage 3 Delivery	Stage 4 Handover & Closure
Project Request Form received from Directorate	Initial Engagement with client	Project Design	Pre-Start Meeting	Budget spent (ZERO confirmation)
Project Details added to Master Spreadsheet	Site Visit (as required)	Procurement Exercise & Tender Report with available budget analysed	Update Delivery Dates / Verto	Update Verto / Programme
Project allocated Project Number (HC-S106-XXX)	Completion of Outline Project Brief	Check Compliance with CPR	On-Site Risk Assessment - Contractor	Upload final O&M / Relevant Documents
Project added to S106 Delivery Spreadsheet	Planning Permission / Statutory Approvals Required?	Operational Request of Officer Decision (ROOD) completion. Approval required by Section 151 Officer	On-Site Risk Assessment - HC	PMO Comms Completion
Project Set up on Verto or added to existing Programme	Sign off Consultation with Ward / Parish / Organisation / Client	Issue to Programme Coordinator for Approval Process	RAMS Request	Comms issued to Programme Manager
Notify Delivery Team via Delivery Team Meeting	Programme Plan added to Verto	Add to RoOD Tracker and upload documents to Verto	Update Verto Programme	Project moved to Delivered tab
	Other Verto Updates / Document Storage	Client notified of approval	Add Associated Documents	Project Review with Delivery Meeting
	Publication		Site Visits - Delivery Management	
			Arrange staged payments	
			Stakeholder Engagement	

4490

## **Cabinet Approval – Governance Changes**

- Cabinet Report – S106 Delivery Proposals.
- Approved on 02<sup>nd</sup> March 2023.
- The purpose of which is to have one set commissioning and delivery processes under the same governance.
- The report also recommended that all operational decisions now fall within the thresholds and conventions set out in the constitution.
- No Record of Officer Decision required <£50k
- Auditable process via service to be maintained
- Improving efficiency and speed of project development

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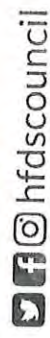


## **S106 – Changes to Stakeholder Engagement**

- Video Support Link:  
[S106 Contributions Search Facility Overview](#)

- S106 Planning Obligations Page Link:  
[Section 106 planning obligations – Herefordshire Council](#)

4492



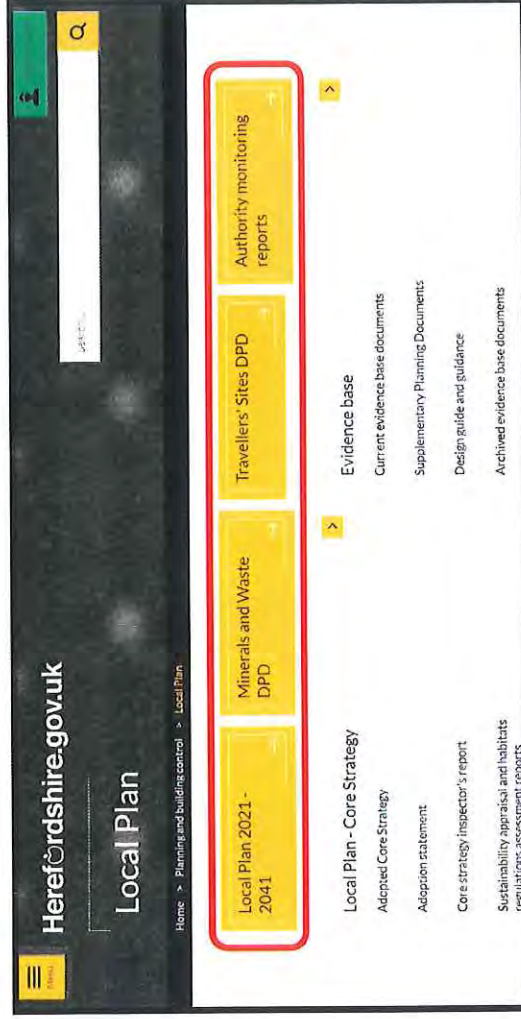
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# S106 – Changes to Stakeholder Engagement

- New Landing Page
- Introduction of Granicus Platform
- Drop in Sessions – 01<sup>st</sup> March 2023





## S106 Delivery Updates – Overview

- **69 Projects Commissioned**
- Highways & Transport – 19 Projects - £1.34m
- Education – 26 Projects - £1.37m
- Offsite Play & Open Space – 9 Projects - £187k
- Sports – 6 Projects - £169k
- Total Value in Delivery: **£3.06m**

f494

## S106 Delivery Updates - BBLP

Project	Ward	Parish
Baron's Cross - Proposed Zebra Crossing on Monkland Road (A44) south of Barons' Cross Road	Leominster South	Leominster
Bromyard – Bus Stop Improvement Scheme	Bromyard West	Bromyard and Winslow
Bodenham - Footpath Scheme	Hampton	Bodenham
Burghill – Bus Shelter and Speed Limit TRO	Queenswood	Burghill
Canon Pyon - Crossing and Footway Works	Weobley	Canon Pyon
Holmer and Shelwick (Munstone Road, Coldwells Road, Shelwick Lane, Church Road, Lyde Cross) - Traffic Calming	Holmer	Holmer and Shelwick
Holmer and Shelwick Attwood Lane - Pedestrian Improvements (Subject to Consultation)	Holmer	Holmer and Shelwick
Holmer and Shelwick Church Way and Attwood Lane - Junction Improvements (Subject to Consultation)	Holmer	Holmer and Shelwick
Kington - Zebra Crossing	Kington	Kington
Kingstone - Village Improvements: footpath, crossings, etc.	Wormside	Kingstone
Leominster, Barons Cross - Controlled Crossing	Leominster West	Leominster
Little Dewchurch - Traffic Calming (Subject to scheme Changes and funding)	Dindor Hill	Little Dewchurch
Stoke Lacy – Traffic Calming Measures	Three Crosses	Stoke Lacy
Weobley - Highway Improvements, footway and parking	Weobley	Weobley
Withington - Highway Various Footway Improvements and crossing.	Hagley	Withington



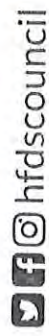
## S106 Contribution – Bus Stops

- S106 Contributions agreed in principle
- Utilises fund allocated to bus stops only
- Project Run by Paul Williamson – Senior Public Transport Officer

4496

### Bus Stop Name

Leasown  
Hereford Rail Station stand 3  
Holmer Vets  
Kingstone, Surgery  
Red Barn Drive  
St Andrew's Church  
Starting Gate  
Starting Gate  
Westfields Shops



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# S106 Delivery Log – Overview

S106 PROJECT DELIVERY - Delivery									
Project Number	Actions of 16	Call Type	Project Description	Project Location	FMCA P Code	Call Amount Received	EDITION OF 2023 - Elections will be held annual JP	Expiry Date	Stage
HC-2006-022		Primary							Stage 0 Committing
HC-2006-073		Primary							Stage 1 Options & Feasibility
HC-2006-074		Primary							Stage 2 Planning & Design
		Secondary							Stage 3 Delivery
		Tertiary							Stage 4 Handover & Closure

S106 Education

Microsoft Excel Worksheet

S106 Transport & Highways

Microsoft Excel Worksheet

S106 Offsite Play & Open Space

Microsoft Excel Worksheet

S106 Sports

Microsoft Excel Worksheet

4497



## S106 – Time Periods

- Section 106 agreements are legally binding obligations between Herefordshire Council as the local planning authority and developers under S106 of Town and Country Planning Act 1990.
- The purpose of Section 106 Agreements is to make acceptable development which would otherwise be unacceptable in planning terms.
- The Section 106 agreement may also specify the **time period** within which the Section 106 monies must be spent by the Local Authority. **If this time period expires the Local Authority may be required to return any unspent or uncommitted parts of the Section 106 monies in whole or part to the developer.**
- Monies will be retained for delivery rather than returning to developers
- Projects not delivered will be added to S106 delivery programmes for expedited delivery.

4498

# Successes so far?

- Stakeholder Engagement Improvements
- Expired S106 - to be utilised
- New processes and collaborative approach
- Library & Sensory Room Installation at St Peters Primary School, Bromyard – Practical Completion (£109,817.84)
- Holmer CE Academy – First Floor Extension to the Williams Building – On-site with completion due 30<sup>th</sup> June 2023 (£705,420.15)
- Commitment to outdoor canopy projects at Kingsland CE Primary School (£26,275) and Whitecross High School (£10,899.51)
- Tarrington Speed Indicator Devices contribution (£3,937.42) Project complete and paid
- Hereford Leisure Centre – Off road skills area and enhancement of learn to ride area – Commitment of £50,000
- Weobley Parish – Phase 2 drainage – Nearing commissioning

4499

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

**Background**  
The project consisted of an extension to the existing hall, along with other improvements to increase the floor area to accommodate the full spectrum of the starting swimming curriculum, which was funded by a new contract.

The project was funded by a combination of S106 and private funding. The project was completed in June 2022.

**Details**  
The work was completed by the contractor, Kingsland CE Primary School. The project was completed in June 2022.

**Budget:** £14,254  
**Cabinet Member:** Cllr Liz Harvey  
**Director:** Corporate  
**Project Type:** Medium Project  
**Project Sponsor:** Andrew Longmore  
**Project Manager:** Andrew Bullen  
**Project Lead:** Andrew Bullen  
**Senior Lead:** Geoff Frithwell

**Project Status: Complete**  
Completion Date: 15<sup>th</sup> November 2022

**Background**  
The development in the area of Buckle and Lupton has provided Section 106 contributions for improvements to pedestrian improvements in the area of S106's S.C. High Street. The improvements include a new pedestrian crossing, a new pedestrian crossing, and a new pedestrian crossing.

The improvements were funded by a combination of S106 and private funding. The project was completed in November 2022.

**Details**  
The improvements were funded by a combination of S106 and private funding. The project was completed in November 2022.

**Budget:** £172,003  
**Cabinet Member:** Cllr Liz Harvey, Cllr John Tompkins and Cllr David Tompkins  
**Director:** Corporate  
**Project Type:** Budget Impact  
**Project Sponsor:** Andrew Longmore  
**Project Manager:** Hugh Dorell  
**Project Lead:** Geoff Frithwell

**Project Status: Complete**  
Completion Date: 17<sup>th</sup> April 2022

**Background**  
In October 2019 the county council was provided a proposal for a new sports centre in the area of Wye. The proposal was funded by a combination of S106 and private funding. The project was completed in April 2022.

The project was funded by a combination of S106 and private funding. The project was completed in April 2022.

**Details**  
The project was funded by a combination of S106 and private funding. The project was completed in April 2022.

**Budget:** £26,275  
**Cabinet Member:** Cllr Liz Harvey  
**Director:** Corporate  
**Project Type:** Small Project  
**Project Sponsor:** Andrew Longmore  
**Project Manager:** Andrew Bullen  
**Project Lead:** Geoff Frithwell



## What is next for S106?

- BBLP Tranche 1 – Programme
- 27<sup>th</sup> March 2023 – Tranche 1 commissioning meeting
- Programme Information for Education, Off-Site Play & Open Space & Sports
- New Website to convey project updates
- Drop in Sessions
- Development of process information
- SEN / Youth Programme Development
- Continued focus on project delivery in a prioritised format.

4500

## Q&A

# Herefordshire.gov.uk

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Programme Manager

Programme Management Office

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