



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY,
HEREFORDSHIRE, HR8 1DH Tel: 01531 632306
Email: admin@ledburytowncouncil.gov.uk
Website: www.ledburytowncouncil.gov.uk

5 November 2022

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

You are hereby summoned to attend a meeting of the **Economy & Planning Committee** which will be held in the **Burgage Hall, Church Lane, Ledbury**, on **Thursday, 10 November 2022 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. **Public Participation**

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

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

MINUTES

4. To approve and sign the minutes of the Planning Committee meeting held on 8 September 2022 (5 minutes) (Pages 4204-4211)
5. To review the Action Sheet (5 minutes) (Pages 4212-4214)
6. Presentation from Malvern Hills Car Club (15 minutes)

ECONOMY

7. Ledbury Postcards for sale in the Tourist Information Centre (10 minutes) (Pages 4215-4220)

PLANNING

8. Planning Consultations

	Application Number	Deadline for comments	Application details
8.1	<u>222742</u>	23 November 2022 – Determination date 9 December 2022	Proposed use of Wylde House Barn as a dwelling house independent of Wylde House (Conversion of barn to residential annex accommodation approved under permission 142677)
8.2	<u>223059</u>	31 October 2022 – Target determination date 28 October 2022	T1 Sycamore tree,, reduce heigh by 7 meters (just above the roof apex of the neighbouring house), 2 meters off the side. Growing very close to the neighbouring house, needs to be brought back and help reduce wind loading
8.3	<u>223248</u>	23 November 2022 – Target determination 16 January 2023	Proposed demolition of existing buildings on site and erection of Retirement Living apartments with associated access, car parking, landscaping,

			ancillary facilities, and associated works
8.4	<u>223347</u>	17 November 2022 – Target determination date 28 November 2022	Proposed two and single storey extensions, replacement garage and new pre-fabricated garden office to existing detached dwelling.
8.5	223426	25 November 2022 – Target determination date TBC	Proposed ground mounted solar panels

9. Planning Decisions (Pages 4221-4225)

10. Proposed Footpath Diversion – ZB1 and ZB2 Ledbury, Herefordshire (Pages 4226-4227)

11. Section 106 (Standing item) (Pages 4228-4233)

Proposal in respect of bus stop outside the Alms Houses

12. Market Towns Maintenance Fund update (Page 4234)

WORKING PARTIES

13. a. Neighbourhood Development Plan Working Party (NDP)

- i. Verbal update from Chair of NDP**
- ii. Neighbourhood Planning Newsletter (Pages 4235-4240)**

b. Traffic Management Working Party

- i. Minutes of a meeting of the Traffic Management working Party held on 17 October 2022 (Pages 4241-4244)**
- ii. Beyond the Hills CP (BTHCP) – Copy of a letter sent to West Midlands rail Executive (WMRE) and request from BTHCP that Ledbury Town Council also write to WMRE with regard the urgency of improving disabled access at Ledbury Train Station (Page 4245)**

GENERAL

14. **Request to provide a defibrillator in decommissioned phone box at The Langlands**
(Page 4246-4249)
15. **Date of next meeting**

To note that the date of the next meeting of the Planning Committee is scheduled for 8 December 2022 at 7.00 pm

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 ECONOMY & PLANNING COMMITTEE
HELD ON 13 OCTOBER 2022**

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

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

P656. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Bradford, Harvey and Manns.

**P657. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR
DISPENSATIONS**

No declarations of interest were made.

P658. PUBLIC PARTICIPATION

No members of the public were present.

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

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

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

RESOLVED:

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

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

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

4204

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

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

Councillor Shields arrived at 7:38pm.

P660. TO REVIEW THE ACTION SHEET

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

RESOLVED:

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

P661. GAZEBO HIRE POLICY

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

RESOLVED:

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

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

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

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

RESOLVED:

That the Clerk be instructed to engage an architect or someone similar to help with the design and costing in respect of the reception area of the council offices, to enable the space to be better used and function as a TIC.

P663. PAINTED ROOM VISITOR NUMBERS

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

RESOLVED:

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

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

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

RECOMMEDNATION:

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

WORKING PARTIES

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

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

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

RESOLVED:

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

P666. PLANNING CONSULTATIONS

11.1 Planning Application No. 222512

Proposed window and external doors repairs

RESOLVED:

No objection.

11.2 Planning Application No. 222806

Decommission Barclays Bank. The intention externally is to: 1 Removal of existing external signage. 2. Removal of external ATM and existing window glazing to be replaced with new 3. Existing redundant letter box to be sealed internally. 4. Existing external CCTV camera to be removed. 5. Existing ADT alarm to be removed. The intention internally is to: 1. Removal of internal counters. 2. Removal of all internal furniture. – 22 the Homend, Ledbury, Herefordshire, HR8 1BT

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

RESOLVED:

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

11.3 Planning Application No. 222807

Decommission Barclays Bank. The intention externally is to: 1 Removal of existing external signage. 2. Removal of external ATM and existing window glazing to be replaced with new 3. Existing redundant letter box to be sealed internally. 4. Existing external CCTV camera to be removed. 5. Existing ADT alarm to be removed. The intention internally is to: 1. Removal of internal counters. 2. Removal of all internal furniture. – 22 the Homend, Ledbury, Herefordshire, HR8 1BT – LISTED BUILDING

RESOLVED:

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

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

11.4 Planning Application no. 223103

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

RESOLVED:

No objection.

11.5 Tabled Planning Application no. 222107

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

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

RESOLVED:

That Councillor Howells provide a draft response to all committee members, via email, by the end of business Monday, 17 October and that committee members 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.

P667. PLANNING DECISIONS

RESOLVED:

That the planning decisions be received and noted.

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

RESOLVED:

That the following questions be sent to Herefordshire Council:

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

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

P669. NOTIFICATION OF APPLICATION FOR GRANT OF PREMISES LICENCE

RESOLVED:

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

P670. S106 FUNDING FOR LEDBURY 2022

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

RESOLVED:

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

P671. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)

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

RESOLVED:

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

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

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

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

RESOLVED:

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

P673. CORRESPONDENCE RECEIVED IN RESPECT OF CLOSURE OF BARCLAYS BANK

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

RESOLVED:

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

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

P674. DATE OF NEXT MEETING

RESOLVED:

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

The meeting ended at 9.00pm.

Signed Dated
(Chair)

Action Sheet October 2022

Minute No.	Action	To be Actioned by	Date Actioned	Comments	Status
P660(1)	That the Clerk prepare a press release asking members of the public to provide suggestions of sites were dropped kerbs could be installed around the town.	TC			In progress
P660(2)	That the Community Development Officer be asked to provide a report on postcards to the next meeting of the Economy & Planning Committee, scheduled for 10 November 2022.	CDO	Nov-22	Report to be included on November agenda	In progress
P661	That the Gazebo Hire Policy document be approved, subject to the assembly instructions being enlarged to an A4 size.	CDO	Nov-22	Awaiting confirmation from CDO re enlarging of instructions	In progress
P662	That the Clerk be instructed to engage an architect or someone similar to help with the design and costing in respect of the reception area of the council offices, to enable the space to be better used and function as a TIC.	DTC		DTC has contacted several companies - Ian Stainburn has advised that whilst he is pleased to have been asked he is retired and therefore not interested in the work	In progress
P664	That a recommendation be made to Full Council to change the name of the Economy & Planning Committee to Planning, Economy & Tourism.	TC	01.12.2022	To be included as an item on the December full council agenda	In progress
P665	That the John Masfield Memorial Working Party minutes be submitted to both the Planning, Economy & Tourism Committee (to receive and note) and Environment & Leisure Committee (to act on recommendations).	TC			Ongoing

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P666(11.5)	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.	Cllr Howells	20.10.2022	Process undertaken and completed. Final draft sent to PO's	Completed
P668	That the following questions be sent to Herefordshire Council regarding the proposed footpath diversion - ZB1 and ZB2 Ledbury, Herefordshire: 1. How wide will the footpath be and in which areas? 2. How will the hedging be maintained to ensure there is a shield from the bypass to ensure pedestrian safety? 3. What are the reasons for the footpath being pushed to where it is?	TC	14.10.2022	Questions sent, not reply received. However this footpath is back on the agenda for further consideration due to amendments	Completed
P670(1)	Town Clerk to arrange a meeting with Herefordshire Council in order to go through the S106 Funding for Ledbury 2022 in much more detail.	TC	Oct-22	Meeting arranged for 14.11.2022 - at 6.30 pm	Completed
P670(2)	That the Section 106 become a standing item on the agenda to be reviewed in Planning Committee meetings each month.	TC		All future agendas	Ongoing
P672	That members receive and note the contents of the report in respect of a SID being located on the A449 and refer it to the Traffic Management Working Party for further consideration and inclusion in the Traffic Regulation Order that is being drafted by that committee.	TC	17.10.2022	Considered at TMWP - agreed to investigate	In progress

P673	<p>That the Town Clerk investigate the following and provide a report to a future meeting of the committee:</p> <p>Ways of bringing together a community bank hub and the pros/cons of this</p> <p>24-hour available service at this</p> <p>Counter services currently available in Ledbury</p> <p>How are the banks on board with this?</p> <p>Examples of how it could tie into the food bank</p>	TC			In progress
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ECONOMY & PLANNING COMMITTEE	10 NOVEMBER 2022	AGENDA ITEM: 7
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Report prepared by Emma Jackson – Community Development Officer (Maternity Cover)

LEDBURY POSTCARDS FOR SALE IN THE TOURIST INFORMATION CENTRE

Purpose of Report

The purpose of this report is to provide Members of the Economy and Planning Committee with an update on the scope for sales of postcards in Ledbury Town Council's Tourist Information Centre, including Ledbury Town Council's own design and branded postcards.

Detailed Information

Context:

At the Economy and Planning Committee on 8 September 2022, Members were provided with examples of postcards, already in print and available for bulk purchase, that Council may wish to sell in the Tourist Information Centre. *(These examples are included in Appendix A)*. Additionally, Members were provided with information regarding outlets already selling postcards in Ledbury, the retail price unit per card, especially *(See Appendix B)*. Minute P642 noted "Members felt Ledbury Town Council should commission unique designs and apply the town branding. It was also agreed that local traders should be consulted in order to avoid any conflict with what is already available in the local shops." Minute P642 resolved (2) "that The Clerk investigate options for creating Ledbury Town Council postcards." At the Economy and Planning Committee on 13 October 2022, Minute P660 (Action Sheet P642) resolved (2) "that the Community Development Officer be asked to provide a report on postcards for the next meeting of the Economy and Planning Committee, scheduled for 10 November 2022."

Marketplace Background:

According to the Postcard Traders Association, "postcards are fascinating and collectable in lots of different ways. Each is a snapshot of the past: a moment, a slice of history, frozen in time." However, an internet search on "postcard sales in UK marketplace" quickly reveals that this is predominantly a collector's marketplace. According to a report by Market Watch in 2017 (the most up to date source of information freely available), only 25 years ago more than 20 million postcards were sold [worldwide], but the number has dipped down to just five or six million a year." Nowadays, most postcards are published for direct marketing purposes. Far less are published for the retail market, and indeed a couple of years ago, most of the large postcard publishing companies went out of business. According to one local retailer, postcards are less likely to be sent to family and friends, and more likely to be purchased as a souvenir memento of a trip to a particular place. The rising cost of

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postage and changes to mail delivery, combined with increasing digital democratisation will only further this trend. The same local retailer advised that selling postcards is all about economies of scale, that is postcards need to be printed on mass and even then the profit margin in them is minimal. Given this marketplace background, Members might wish to consider the following when commissioning Ledbury Town Council branded postcards :

- the quality of both the image and the card it is printed on
- the distinct reason for purchase
- the print run required to make this a profitable outlay
- the optimum retail price per postcard unit
- the environmental impact of selling postcards

Local Photographers and Artists:

Ledbury is fortunate to have a number of local artists and photographers who could supply images for postcards. Some of them are already working with the local heritage centres and traders. Members may wish to note that Caroline Green, Scott Greatwood, and Michael Whitefoot already supply images to Three Counties Bookshop, and TinSmiths have recently commissioned a set of illustrated postcards. There are still several other artists who may be approached. The Community Development Officer contacted a local photographer who has taken images of Ledbury (*see Appendix C*). Some of these would be available for postcards or Ledbury Town Council could request a separate unique commission. Prices for this are approximately £750 per day for a photography commission and £200 - £300 per edit. Other quotes would need to be sourced.

Printing Costs:

The Community Development Officer has done some initial research on this. However further work is advised, and the necessary minimum three quotes need to be sourced and presented to Members. The following table outlines, as a starting point, the economies of scale that would need to be involved:

Quantity	Price per Postcard	Pack Price
25	£0.53	£16.00 (£13.33 ex. VAT)
50	£0.45	£27.00 £31.99 (£22.50 ex. VAT)
100	£0.38	£45.00 £63.98 (£37.50 ex. VAT)
250	£0.26	£79.00 £159.96 (£65.83 ex. VAT)
500	£0.24	£145.00 £319.92 (£120.83 ex. VAT)
1,000	£0.20	£245.00 £639.84 (£204.17 ex. VAT)
2,500	£0.16	£485.00 £1599.60 (£404.17 ex. VAT)

The costs above are for small postcards (A6: 105mm x 148mm) printed on 330-350gsm paper weight, on "feel good" premium paper, available in matte or gloss, with a coating on one or both sides (writing only on the uncoated side of the postcard).

Ledbury Town Council Postcards Competition:

Given the marketplace background, the existing postcards retail market in Ledbury, and following preliminary consultation with some traders, Members might wish to consider how can they maximise the opportunity to sell postcards in the Tourist Information Centre as an add-on promotion and marketing opportunity of the wider work the Council undertakes. This could be in the form of running a local competition, inviting photographers, artists, and young people to submit their own images. This would offer Ledbury Town Council an opportunity to engage with residents as well as commission a set of images which are more widely reflective of the Town's wider community elements. Sales of postcards may then jointly appeal to a local audience and a tourism market. The competition could seek entries in six categories and include an age category. Examples of categories, drawn from the current corporate plan could include : Heritage, the local Environment, Young People, Poetry, Food, Sustainability. Such a competition would provide Ledbury Town Council with a marketing opportunity at a time when promoting engagement in the democratic process will be important in the run up to local elections in May 2023. It is hoped that this will be an innovative and participative exercise that demonstrates the multifarious levels a Town Council operates on.

Timescale:

Postcard sales are unlikely to be in high demand before Easter 2023. The turnaround for printing postcards is 6 – 8 weeks, and depending on source and cost, it may be quicker. This would allow Ledbury Town Council staff to focus on delivering this project starting in early 2023.

Recommendation

That members of the Economy and Planning Committee give consideration to the aforementioned information and if they still wish the Council to proceed with selling postcards at the Tourist Information Centre, they make the following recommendations to Council for approval:

1. That the Town Council agrees to sell postcards in the Tourist Information Centre and requests the Community Development Officer to undertake further research and exploratory work into the actualities of this
2. That the Town Council agrees that a competition be arranged to source various images for sale in the Tourist Information Centre

APPENDIX A:
Catalogue of images readily available for sale in printed postcard format



20LED L2016



20LED L2105 - Railway Viaduct

Photographer: Craig Mathias



20LED L2103 - Market House



20LED L2102 - The Old Bus



20LED P1104 - Church Park



20LED P1108 - Clock Tower & Bouncing Library



20LED L2104 - Leazes Park



20LED L2101 - Clock Tower and Bouncing Library



20LED P1103 - New Street



20LED P1105 - Old Cottage Hospital



20LED L2018 - Market House



20LED L2109 - St. Mary's Church



20LED P1102 - Queen's Walk



20LED P1106 - St. Michael's Church Tower



20LED L2102 - Railway Viaduct



20LED L2104 - Town view across bridge



20LED P1128 - Clock Tower and Bouncing Library



20LED P1108 - Chef Pascal



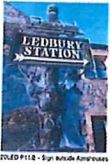
20LED L2108 - Town view across bridge



20LED P103



20LED P104



20LED P118 - Sign outside Ambassadors



20LED P118 - Street in Upperthorpe Farm



20LED P118 - Church Walk & St. Michael's Church



20LED P118 - Horned & Market House



20LED P116 - Gateway in Central Road



20LED P118 - Maria Devens in Market Square



20LED P116 - Clock Tower and Bouncing Library



20LED P118 - Church Park at night

APPENDIX B:

Further information regarding postcard sales in Ledbury:

Other venues selling postcards in Ledbury:

- Heritage Centre
- Butcher Row House Museum
- Three Counties Bookshop

Unit retail prices varies from 70 pence to £1.50 depending on quality of the postcard.

Blandfords and Ledbury County Books & Maps also sell cards.

Quality of card and image is significant – see attached photos.

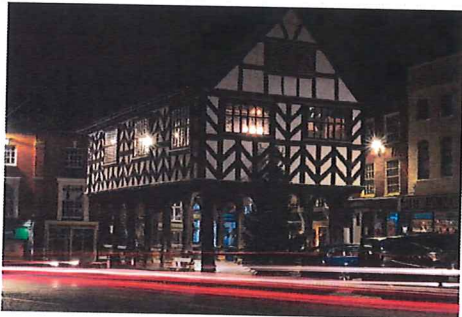
All value the revenue these sales bring in, either to boost income streams as businesses or to reduce the need for financial donations etc. as in The Heritage Centre, and Butcher Row House Museum.



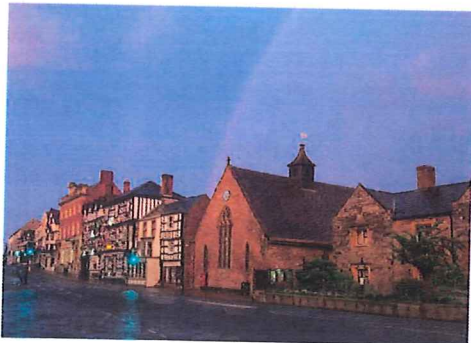
APPENDIX C:
Work of local photographer:



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Planning Decisions Log

Planning App	Details	Case Officer	LTC's Recommendation	HFDS Decision
LTC MEETING DATE 11 July 2018				
192361	Proposed works to remove T1 Cherry and works to T2 Variegated Maple to thin and lift the crown at Bowling Green Cottage, The Southend, Ledbury, HR8 2HD – works to trees in a conservation area	OK	No objection	No Decision
LTC MEETING 9 DECEMBER 2021				
213810	Reserved Matters application following outline 171532 for part of the landscaping matter for the advance planting of new hedgerow and associated planting to the northwest boundary – Land North of Viaduct, Adjoining Orchard Business Park, Ledbury, Herefordshire	CS	No Objection	Withdrawn
LTC Meeting 10 April 2022				
220694	Proposed new stables and garden store; to include vehicle access to stables and parking off road with turning area – Ludstock Grange, Ross Road, Ledbury, Herefordshire, HR8 2LE	MN	No Objection	No Decision
LTC meeting 16 June 2022				
221577	Construction of a low carbon commercial building comprising offices and warehouses heated with ground source and air source heat pumps with associated parking, HGV manoeuvring, new pavement connection, sustainable drainage and landscaping – Land between Leadon Wy and Amcor Flexibles, Lower Road Trading Estate, Ledbury, Herefordshire, HR8 2DJ	CS	That the Clerk contact the planning department in order to have a dialogue with the applicant regarding their application	Approved with conditions
LTC Meeting 14 July 2022				
220783	Proposed change of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site – Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR82PX	MT	Deferred back to committee	No decision

LTC Meeting 14 July 2022

221775	Proposed change of use to equestrian and install an all-weather riding arena – High House, Parkway, Ledbury, Herefordshire, HR8 2JG	MN	No objection, subject to a suitable EIS being carried out	No decision
222231	Approval of reserved matters relating to layout, scale, appearance and landscaping (pursuant to outline planning permission re: APP/W1850/W/20/3244410 and LPA ref. 171532) for the construction of footpath/cycleway links connecting the approved residential and employment uses within the site to Hereford Road and Ballard Close – Land North of Viaduct Adjoining Orchard Business Park Ledbury Herefordshire	CS	Defer to next meeting (08.09.2022) – deadline for comments 09.09.2022	No decision
220783	Proposed change of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site - Little Bush Pitch, Bush Pitch, Ledbury Herefordshire, HR8 2PX	MT	Defer until further information received from Ward Councillors and Planners – extension requested	No decision
LTC Meeting 11 August 2022				
221775	Proposed changes of use to equestrian and install an all-weather riding arena – High House, Parkway, Ledbury, Herefordshire, HR8 2JE	MN	No objection, subject to a suitable Environment Impact Study having been carried out	No decision
220783	Proposed changes of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site – Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR8 2PX	MT	Deferred to next meeting (Councillor Howells to provide verbal update on meeting with PO's)	No decision
LTC MEETING 8 SEPTEMBER 2022				
222407	Proposed annexe – 14 Oatleys Terrace, Ledbury, Herefordshire, HR8 2BX	MN	No objection	Approved with conditions
222231	Approval of reserved matters relating to layout, scale, appearance, and landscaping (pursuant to outline planning permission appeal re: APP/W1850/W/20/3244410 and LPA ref. 171532) for the construction	CS	That a response be provided in respect of the accessibility of	No decision

	<p>of footpath/cycleway links connecting the approved residential and employment uses within the site to Hereford Road and Ballard Close - Land North of Viaduct Adjoining Orchard Business Park Ledbury Herefordshire</p>		<p>buses onto the site once developed and that Councillor Howells provide the Clerk with the specific Neighbourhood Development Policies</p>	
<p>220783</p>	<p>Proposed change of use of land and laundry/washroom to a bungalow (Retrospective) and for a new day/laundry room for existing traveller site – Little Bush Pitch, Bush Pitch, Ledbury, Herefordshire, HR8 2PX</p>	<p>MT</p>	<p>That Ledbury Town Council defer making a comment until such time confirmation of the referral has been received</p>	<p>No decision</p>
<p>LTC MEETING 13 OCTOBER 2022</p>				
<p>222806</p>	<p>Decommission Barclays Bank. The intention externally is to: 1 Removal of existing external signage. 2. Removal of external ATM and existing window glazing to be replaced with new. 3. Existing redundant letter box to be sealed internally. 4. Existing external CCTV camera to be removed. 5. Existing ADT alarm to be removed. The intention internally is to: 1. Removal of internal counters. 2. Removal of all internal furniture. – 22 the Homend, Ledbury, Herefordshire, HR8 1BT.</p>	<p>JB</p>	<p>Objection on the grounds that this is a retrospective application and that noting that the works have already been undertaken to remove the external ATM. It should be noted that this building is a listed building in the conservation area of Ledbury and following the removal of the ATM the building has been left in a manner not befitting with the Conservation Area and therefore Ledbury Town</p>	<p>No decision</p>

A223

	<p><u>222807</u></p> <p>Decommission Barclays Bank. The intention externally is to: 1 Removal of existing external signage. 2. Removal of external ATM and existing window glazing to be replaced with new. 3. Existing redundant letter box to be sealed internally. 4. Existing external CCTV camera to be removed. 5. Existing ADT alarm to be removed. The intention internally is to: 1. Removal of internal counters. 2. Removal of all internal furniture. – 22 the Homend, Ledbury, Herefordshire, HR8 1BT. - LISTED BUILDING</p>	<p>JB</p>	<p>Council would request that this is remedied with immediate effect.</p> <p>Objection on the grounds that this is a retrospective application and that noting that the works have already been undertaken to remove the external ATM. It should be noted that this building is a listed building in the conservation area of Ledbury and following the removal of the ATM the building has been left in a manner not befitting with the Conservation Area and therefore Ledbury Town Council would request</p>	<p>No decision</p>
<p><u>223103</u></p>	<p>Erection of single storey extension with partial demolition to healthcare facility – Rose Cottage, Belle Orchard, Ledbury, Herefordshire, HR8 1DD</p>	<p>MN</p>	<p>No objection</p>	<p>No decision</p>
<p><u>222107</u></p>	<p>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) - Land North of Viaduct Adjoining Orchard Business Park Ledbury Herefordshire</p>	<p>CS</p>	<p>That Councillor Howells provide a draft response to all committee members, via email, by the end of business Monday, 17 October and that committee</p>	<p>No decision</p>

			<p>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.</p>	
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LTC Clerk

From: Hart, Louise <Louise.Hart2@herefordshire.gov.uk>
Sent: 31 October 2022 10:58
To: LTC Clerk
Subject: RE: Proposed footpath diversion - ZB1 and ZB2, Ledbury, Herefordshire
Attachments: Updated JAGA-5363-05 - Footpath diversion.pdf

You don't often get email from louise.hart2@herefordshire.gov.uk. [Learn why this is important](#)

Dear Angie,

I am contacting you regarding a recent response you submitted to Collins Design & Build about a proposed TCPA diversion of ZB1 and ZB2 in Ledbury. Following an objection by another user group, the proposal has been modified to now only affect ZB1. I have attached a copy of the new plan for your information. Should this new proposal be cause for concern for you, please let me know at your earliest convenience. If I do not hear from you, I will assume that the reduced impact on the PROW network raises no objections, and I will begin to process the application.

Many thanks,
Louise

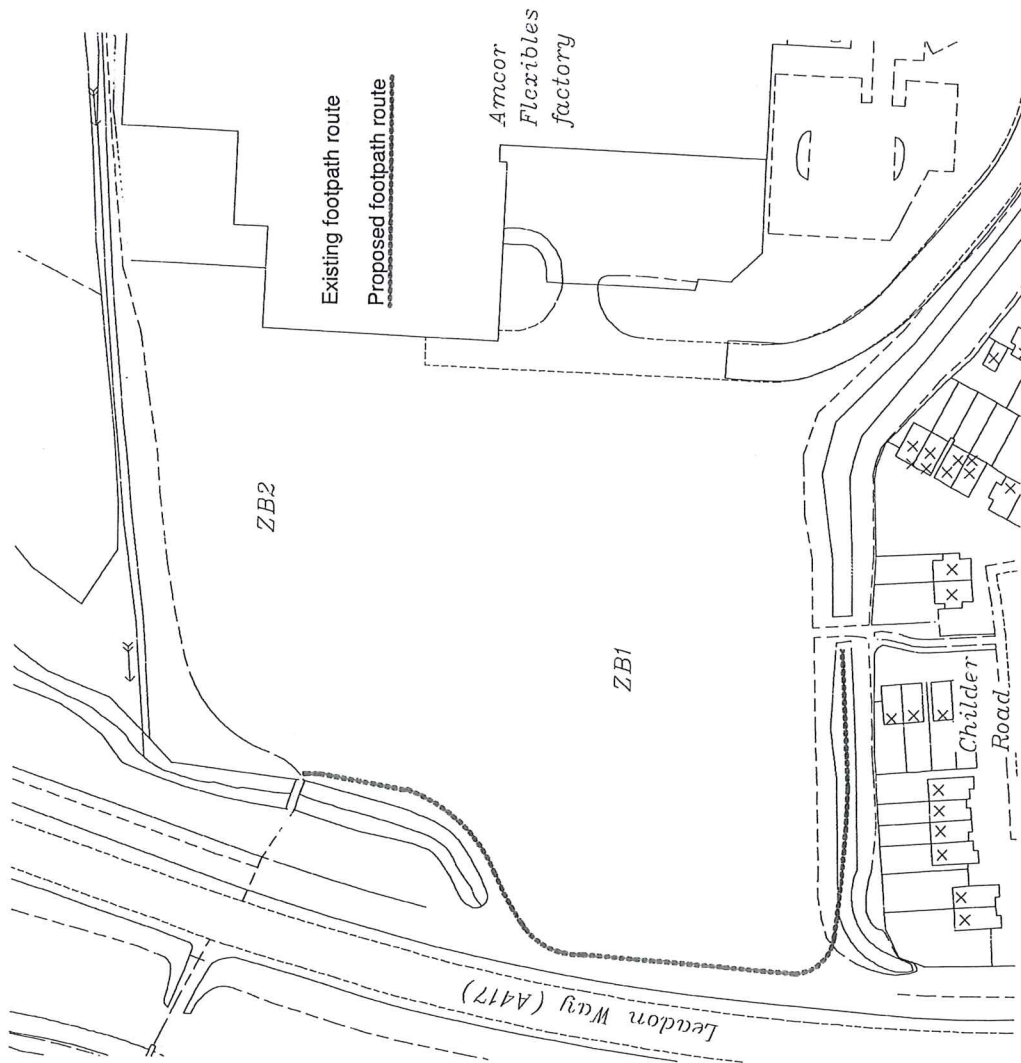
Herefordshire.gov.uk

Louise Hart
Public Rights of Way Officer
Tel | 01432 383671
Email: louise.hart2@herefordshire.gov.uk

Economy & Environment Directorate
Plough Lane
Hereford
HR4 0LE

"Any opinion expressed in this e-mail or any attached files are those of the individual and not necessarily those of Herefordshire Council or Wye Valley NHS Trust. You should be aware that Herefordshire Council and Wye Valley NHS Trust monitors its email service. This e-mail and any attached files are confidential and intended solely for the use of the addressee. This communication may contain material protected by law from being passed on. If you are not the intended recipient and have received this e-mail in error, you are advised that any use, dissemination, forwarding, printing or copying of this e-mail is strictly prohibited. If you have received this e-mail in error please contact the sender immediately and destroy all copies of it."

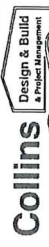
A 227



1 Existing and proposed footpath

1 : 1000

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UNIT 5, WESTWOOD INDUSTRIAL ESTATE, FORTMILLAS,
 MIDLANDS, B47 9JL
 TEL: 0121 717 3433

JAGA
 1, 2, 3 & 4
 Offices House (Upper), Lower Road Trading
 Estate, Lower Road, Fort Mill, B26

Client: Glenn Morris
 Project No: JAGA-5383-05
 Date: 05.12.22
 Designer: 5383
A3

Scale 1:500 A3
 0m 5 10 15 20 25m

Scale 1:1000 A3
 0m 10 20 30 40 50m

Scale 1:2000 A3
 0m 20 40 60 80 100m

LTC Clerk

From: Dannatt, Hugh <Hugh.Dannatt@herefordshire.gov.uk>
Sent: 27 October 2022 10:15
To: Harvey, Liz (Cllr); Howells, Phillip (Cllr); LTC Clerk
Cc: Evans, Bruce; Williamson, Paul; Pickford, Geoff
Subject: S106 -Highways - Bus Stop Outside the High Street Alms houses, High Street, Ledbury
Attachments: SniplImage.JPG; Outline Project Brief - Ledbury West- High Street Bus Stop - 20221026.docx

Good Morning

- A Section 106 agreement was made in March 2010 with respect to a development of 9No. 2 bedroom bungalows Kingsmead, Ledbury.
- The Section 106 agreement included a contribution towards the provision and improvement of transport facilities in the locality of the development including:
 - pedestrian access/improvements,
 - improvements to bus and passenger waiting facilities
 - improvements to "Safe Routes to Schools"
 - improvements to roadways and cycle facilities.
- Public Transport have identified that the Bus Stop outside the High Street Alms houses, High Street, Ledbury needs investment to make it compliant with The Equalities Act 2010 (Previously Disability Discrimination Act of 2005). This stop serves the No.600 bus route that also serves the development. This will improve access to the High Street and other amenities for residents of the development. See attached JPG picture.
- Details of the project have not been designed but will include raised bus border kerbs, local footway alterations and possible improvements to the bus shelter.

As you may be aware Section 106 agreements have an expiry date. If we have not committed the contribution to an appropriate project then the funds may have to be returned to the developer.
In this case the Expiry date is 14th November 2022 and the Contribution is £15,488.

Please can you confirm, in writing, your support for this proposal before 4th November 2022. I will then be able to arrange for Geoff Pickford to sign the attached Outline Project Brief thereby committing the funding.

I apologise for the short notice and urgency.

Kind regards
Hugh

Herefordshire.gov.uk

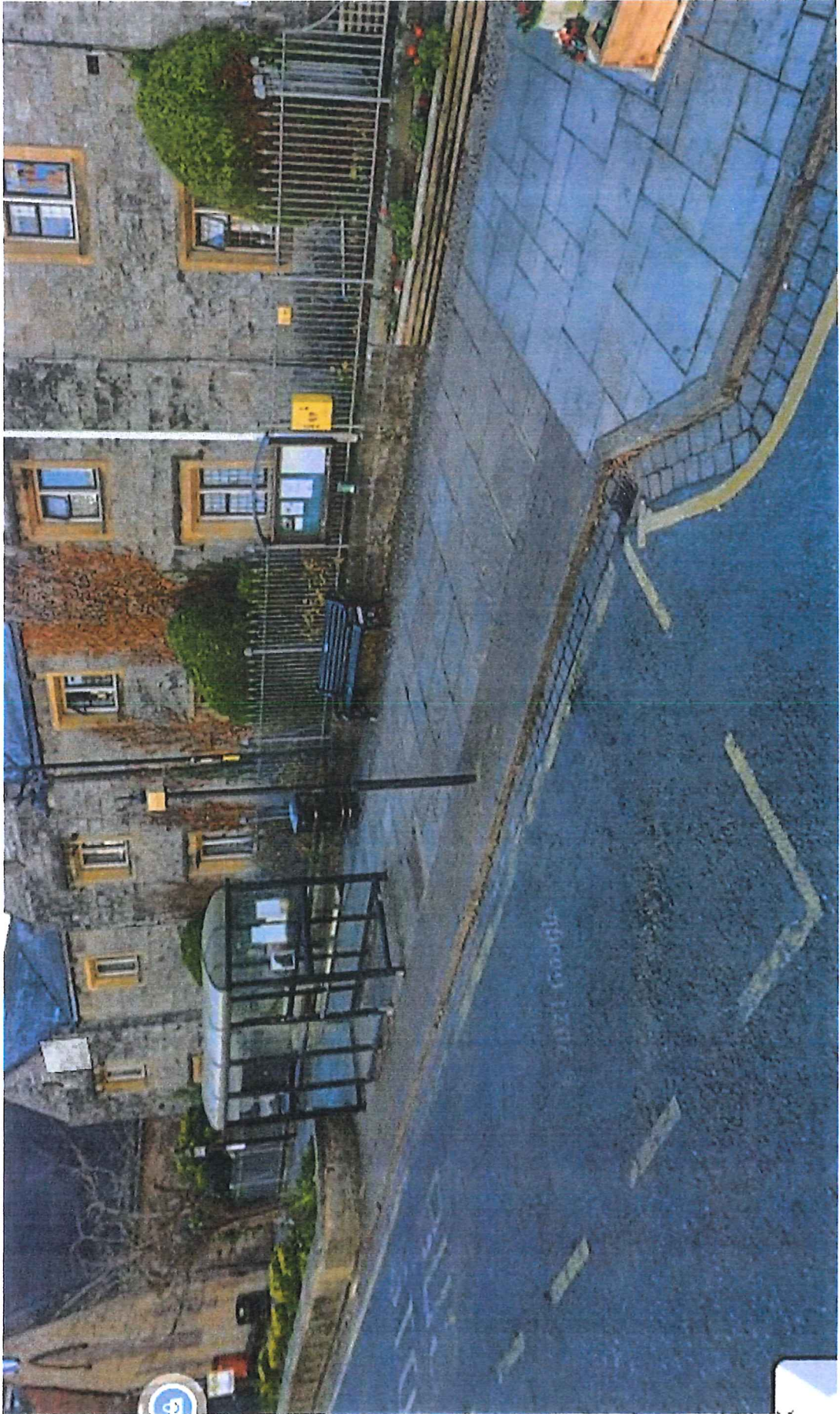
Hugh Dannatt

Senior Project Manager – Section 106
Programme Management Office

Tel: 01432 261792

Email: Hugh.Dannatt@herefordshire.gov.uk

Corporate Services
Plough Lane
Hereford
HR4 0LE



4229

Outline Project Brief

Project Title: Ledbury West, Ledbury, - Bus Stop outside the High Street Alms houses, High Street, Ledbury

Prepared by	Date	SRO
Project Manager – Hugh Dannatt	26 th October 2022	Andrew Lovegrove
Project Information	Verto Ref:	N/A
About the Project	<ul style="list-style-type: none"> • A Section 106 agreement was made in March 2010 with respect to a development of 9 No. 2 bedroom bungalows Kingsmead, Ledbury. • The Section 106 agreement included a contribution towards the provision and improvement of transport facilities in the locality of the development including: <ul style="list-style-type: none"> - pedestrian access/improvements, - improvements to bus and passenger waiting facilities - improvements to “Safe Routes to Schools” - improvements to roadways and cycle facilities. • Public Transport have identified that the Bus Stop outside the High Street Alms houses, High Street, Ledbury needs investment to make it compliant with The Equalities Act 2010 (Previously Disability Discrimination Act of 2005). This stop serves the No.600 bus route that also serves the development. This will improve access to the High Street and other amenities for residents of the development. • Details of the project have not been designed but will include raised bus border kerbs, local footway alterations and possible improvements to the bus shelter. 	
Project Location	Ward : Ledbury West Parish : Ledbury Bus Stop outside the High Street Alms houses, High Street, Ledbury	
Project Approach	The following stages will be completed: <ul style="list-style-type: none"> • Stage 1 – Options & Feasibility • Stage 2 – Planning & Design • Stage 3 – Delivery • Stage 4 – Handover & Project Review • Stage 5 – Project Closure <p>All projects will be managed in accordance with Project Management Process V1.3 Herefordshire Council July 2021.</p> <p>HC Global Template (herefordshire.gov.uk)</p>	

	<p>Stage 1 - Options & Feasibility</p> <ul style="list-style-type: none"> - Once AECOM have been commissioned they will be required to provide options and feasibility. - Anticipated options period: 4 weeks <p>Stage 2 - Planning & Design</p> <ul style="list-style-type: none"> - Upon Completion of options, the project manager will; carry out Stakeholder Engagement on the proposed design. - Anticipated design period: 8 weeks including any required consultation. <p>Stage 3 (Delivery)</p> <ul style="list-style-type: none"> - On approval of the design/proposal a contractor will be appointed following Herefordshire Council's Contract Procedure Rules (CPR) - Anticipated Contract & Procurement: 8 weeks - Expected start on site: April 2023 <p>Published Contract Procedure Rules.pdf (herefordshire.gov.uk)</p> <ul style="list-style-type: none"> - The construction will be managed by the Project Manager in line with Herefordshire Councils Project Management Process. <p>Stakeholder Communications</p> <ul style="list-style-type: none"> - Project Manager to update stakeholders on a monthly basis by email or at a significant milestone / change in the project. - The project aims to create positive relationships between stakeholders and Herefordshire Council. - As part of the Project Management Process key stakeholders will be identified and a full Communications Plan will be developed. <p>Governance Route</p> <ul style="list-style-type: none"> - Any formal decisions required will be administered by the Programme Manager via the appropriate Project & Delivery Boards in place. - For approval of any formal decision, a Record of Officer Decision' will be required and approved by Senior Responsible Officer, Andrew Lovegrove. - Procurement team to advise on appropriate tendering process for the procurement of the gates and associated works.
<p>Desired Outcomes/Impact (Include service user perspective):</p>	<ul style="list-style-type: none"> • Access improvement to Ledbury High Street and other local amenities for the residents in the locality of the development. • The project is to be delivered in line with the time, cost and quality objectives.

Procurement Approach	<ul style="list-style-type: none"> Proposed to use E Tendering. Support may be needed from the Commercial Services Team. 																					
Project Finance / Budget information	<p>Project is funded from Sect 106 contribution for offsite play and open space.</p> <table border="1" data-bbox="427 439 1329 551"> <thead> <tr> <th>Planning Reference</th> <th>GT / FIN Code</th> <th>Original Contribution</th> <th>Expiry Date</th> </tr> </thead> <tbody> <tr> <td>DCNE0009/1537/F</td> <td>GT06 CAP576</td> <td>£15,488.00</td> <td>14/11/2022</td> </tr> </tbody> </table> <p>The Section 106 Agreement defines "the Off-Site Recreation" contribution as:</p> <p>During the original design work and submission of the planning application, the followings payments have been made:</p> <table border="1" data-bbox="432 763 1310 909"> <thead> <tr> <th>Payments Made.</th> <th>Payment for</th> <th>Payment Made</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>£303.92</td> <td>BBLP Scoping</td> <td>17/04/2018</td> <td></td> </tr> <tr> <td>£ 303.92</td> <td>TOTAL</td> <td></td> <td>£15,184.08</td> </tr> </tbody> </table> <p>The Remaining Budget for the project is: £15,184.08</p>		Planning Reference	GT / FIN Code	Original Contribution	Expiry Date	DCNE0009/1537/F	GT06 CAP576	£15,488.00	14/11/2022	Payments Made.	Payment for	Payment Made	Balance	£303.92	BBLP Scoping	17/04/2018		£ 303.92	TOTAL		£15,184.08
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Key Dates	<ul style="list-style-type: none"> Anticipated design period: 12 weeks Contract & Procurement: 8 weeks Expected start on site: April 2023 <p>A full programme for the project will be developed.</p>																					
Key Stakeholders	<table border="1" data-bbox="440 1357 1474 1585"> <thead> <tr> <th>Name</th> <th>Job Title</th> <th>Project Role</th> </tr> </thead> <tbody> <tr> <td>Cllr E Harvey</td> <td>Cabinet Member, Finance Corporate Services and Planning</td> <td>Member with Portfolio - Planning</td> </tr> <tr> <td>Cllr P Howells</td> <td>Ward Councillor</td> <td>Ward Councillor</td> </tr> <tr> <td>Angela Price</td> <td>Parish Council - Clerk</td> <td>Clerk of Parish Council</td> </tr> <tr> <td>Bruce Evans</td> <td>Engineering Manager</td> <td>Service Lead</td> </tr> <tr> <td>Paul Williamson</td> <td>Senior Public Transport Officer</td> <td>Service Lead</td> </tr> </tbody> </table>		Name	Job Title	Project Role	Cllr E Harvey	Cabinet Member, Finance Corporate Services and Planning	Member with Portfolio - Planning	Cllr P Howells	Ward Councillor	Ward Councillor	Angela Price	Parish Council - Clerk	Clerk of Parish Council	Bruce Evans	Engineering Manager	Service Lead	Paul Williamson	Senior Public Transport Officer	Service Lead		
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Bruce Evans	Engineering Manager	Service Lead																				
Paul Williamson	Senior Public Transport Officer	Service Lead																				
Proposed Project Team Members:	Title:	Role:																				
Hugh Dannatt	Senior Project Manager	Project Manager																				
Bruce Evans	Engineering Manager	Service Lead																				
Paul Williamson	Senior Public Transport Officer	Service Lead																				
AECOM		Designers / Consultants																				

Additional Resource Requirements:

- Procurement Support & Advice – Commercial Services Team

Project Constraints / Risks:

- Funding is limited, proposals will be restricted

Approved By	Title	Project Role	Date
Geoff Pickford	Interim Head of Highways	Chairman of S106 Highways Programme Projects Board	

ECONOMY & PLANNING COMMITTEE	10 NOVEMBER 2022	AGENDA ITEM: 12
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Report prepared by Angela Price – Town Clerk

MARKET TOWN MAINTENANCE FUND

Purpose of Report

The purpose of this report is to provide Members of the Economy & Planning Committee with an update received from Herefordshire Council Officers in respect of the Market Town Maintenance Fund.

Detailed Information

The following update in respect of the Market Towns Maintenance Fund has been received:

“BBLP have reviewed the projected costs for the prioritised list for Ledbury and will be unable to complete the Biddulph Wy resurfacing scheme within this year’s Market Town budget allocation. The list, which was agreed with the Town Council, has been worked through to ensure that the schemes at the top are delivered first. BBLP are pleased to be able to deliver the resurfacing of the scheme on Lower Road and Bridge Street as part of this year’s budget allocation – a large scheme which will improve one of the heavily used routes in the town. Biddulph Way is the lowest on the prioritised list and BBLP suggest that this scheme could be included in the 2023/24 Market Town works subject to the budget being confirmed.”

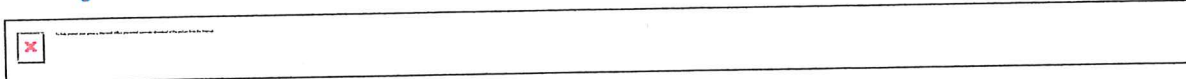
Recommendation

That Members of the Economy & Planning Committee receive and note the above information.

From: Madeleine Gohin, Locality <madeleine.gohin@locality.org.uk>
Sent: 24 October 2022 15:16
To: LTC Clerk
Subject: Neighbourhood Planning Newsletter - October 2022

Neighbourhood Planning Newsletter - October 2022

No images? [Click here](#)



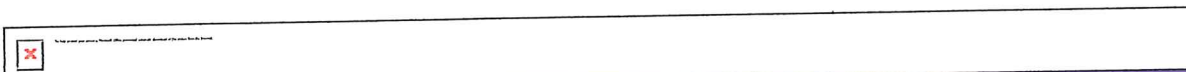
Neighbourhood Planning Newsletter - October 2022

Dear Reader,

Welcome to the eighteenth edition of Locality's quarterly neighbourhood planning newsletter. This autumn edition features:

- Key findings from new research on how the **Local Green Space** designation has been used in practice.
- Dave Chetwyn from Urban Vision Enterprise shares his expertise on **how to plan for heritage** in neighbourhood plans.
- **Practical examples** of modifying and updating neighbourhood plans in cases where a referendum was required
- A look at some ways our **champions' network** volunteers have supported neighbourhood planning groups so far.

You'll also find our usual features, including **question of the quarter** (how long do neighbourhood plans have to be?) and **top tips** (engaging with children and young people).

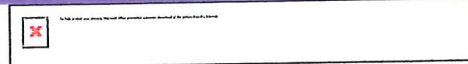


Features and articles



Local Green Space designation: new research on how it is used in practice

If you've ever wondered whether the LGS designation could be used to protect a valued green space in your local area, this research by CPRE, the countryside



Planning for Heritage in Neighbourhood Plans

Dave Chapman from Urban Vision Enterprise offers valuable advice on how to write effective heritage policies in neighbourhood plans.

charity, will give you some valuable pointers.

Read Dave's article

Read about LGS research



Updating and modifying made Neighbourhood Plans: what about when referendum is required?

Read on to learn about the experiences of three groups that have had to go through both examination and referendum to update their neighbourhood plan.

Read the article



Unlock the potential of our Champions' network

Find out more about the many ways in which our champions network volunteers have helped neighbourhood planning groups so far.

Read the article



Question of the quarter – how long does my neighbourhood plan have to be?

Neighbourhood planning is above all a community project and as such it is heavily dependent on the capacity and motivation of local people. While local benefits of having a made neighbourhood plan are unaffected by the size of the community involved, the same cannot be said of the amount of time and overall capacity that might be available locally to prepare a neighbourhood plan.

In fact, many smaller communities, and/or community groups with limited capacity who might be interested in influencing development within their neighbourhood may be daunted by the prospect of preparing what often appears to be a long and detailed planning document. This raises the question of how long and how extensive a neighbourhood plan really has to be.

[Government Guidance](#) does not specify how long or short a neighbourhood plan needs to be. A neighbourhood plan just needs to be long enough to tackle the key land use and development issues you want to cover and think you will have time to address, in a way that is evidence-based and supports the delivery of local and national strategic policies.

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In this context, we set out some examples of shorter neighbourhood plans below:

- [Central Gowy \(South\) neighbourhood plan](#): In their report, the examiner concluded that “the plan may only have 3 actual policies but that is perfectly appropriate for a rural area. It provides locally distinct policies covering the criteria for new housing, the protection of community facilities and design guidance”. Made in March 2018, the plan is 28 pages long and its 3 policies focus on avoiding development on greenfield sites, protecting identified community facilities, and preserving the design features identified as contributing to the unique sense of place of the area.
- [Twineham neighbourhood plan](#): In their [report](#), the examiner recognises that although the plan is succinct, “nevertheless considerable effort has been put into preparing the plan to set out the community’s wishes for the future development of this predominantly rural parish”. Made in March 2016, the plan is 39 pages long and has four policies. The first two policies focus on securing and supporting the delivery of housing development that meets a number of design and other requirements. The third policy supports specific types of employment provided certain criteria are met. The fourth policy requires all development proposals to include a landscaping scheme and supports development that respects the local landscape and takes every opportunity to improve its environmental performance.

Depending on local context, available resources, capacity and expertise, it is perfectly appropriate for a neighbourhood plan to focus on a very limited number of key issues identified by the local community as a priority and that would most benefit from being addressed within a neighbourhood plan.

✖

Top Tips

How to engage with children & young people

Although this is often overlooked, there are countless benefits that can be gained from engaging with children and young people in all placemaking processes.

We all experience our local area differently depending on our abilities, interests, and sensitivities. This means children and young people are likely to be aware of issues and possible solutions that others might not have thought of. Giving them a chance to express these thoughts will benefit them by influencing future development in ways that better respond to their needs. It will also increase their awareness of local and wider issues, as well as the role community engagement can play in solving these.

With this in mind, here are **five tips** to help you engage with children and young people as part of your neighbourhood plan preparation process.

1. Remember that children are not a homogeneous group: Consider using a combination of different approaches and methods of engagement rather than a one-size-fits all approach to make sure those you engage with are representative of all children and young people in your neighbourhood, particularly in terms of age, gender, ethnic background, socio-economic background and disability.

2. Consider which method or combination of methods is most appropriate to the different groups you are seeking to reach and the type of information you are trying to gather. Some methods that can be used to consult children and young people include:

- **Specific surveys with targeted questions:** consider producing a different survey with specific questions that children and young people may be better positioned to answer, as done for [Upper Beeding neighbourhood plan](#) for example. While an initial outline of the questionnaire can be drafted by an adult, the wording and the style of the questionnaire should ideally be discussed with children and young people.
- **Walking tours and use of photography:** walking tours can help children observe and analyse the quality of the different spaces in their neighbourhood and assess their suitability for play or any other need specific to their age-group. Giving children the opportunity to take pictures during such tours can also be a valuable tool both as a means of recording places of interest to them and enabling them to express their views through non-verbal forms (see for example the [De Beauvoir Estate photography project](#)).
- **Cognitive/mind mapping exercises:** This interactive and 'hands on' approach can help younger people represent impressions and experiences of their daily world that they might struggle to otherwise communicate. For example, the [Children's Tracks programme in Norway](#) allows young people to identify their everyday routes and important places (using axes and coded stickers) and evaluate them.
- **Use of apps and other online systems:** consider using mobile apps and other online interactive systems as a means of engaging with younger people more effectively. There are lots of existing tools out there, such as [Survey Monkey](#) or a simple [Google form](#), as well as more place-focused tools that enable you to create map-based questionnaires, such as [Map My Community](#) or [Maptionnaire](#).

3. Try to meet children and young people where they're at: consider where and when it might be most convenient and appealing for children and young people to meet and engage. This could include:

- **Working with your local school(s):** Lots of educational benefits can be gained from engaging in the preparation of a neighbourhood plan. Consider reaching out to teachers to work together on integrating tailored engagement activities as part of the school curriculum. For example, [Barlestone Parish Council](#) organised a consultation workshop with year 6 students at their primary school.

- **Piggybacking community events popular with younger people:** Consider setting up an information stand with materials/activities tailored to children and young people at upcoming carnivals, fairs, and other local festivals.
- **Creating your own targeted events:** Let the famous (within the neighbourhood planning world that is) [rave in Tattenhall](#) inspire you! By hosting their own rave and requiring attendees to complete a neighbourhood planning survey before they could get in, Tattenhall parish council managed to successfully engage with teenagers in their area.

4. Check whether your council has a young people plan or strategy which identifies key issues children and young people face and lays out a vision for addressing these issues. Such documents can guide and support your engagement work with these often-underrepresented members of local communities. See examples from [Essex County Council](#), [Herefordshire County Council](#), or [Lambeth Council](#) (in line with specific [London requirements](#)).

5. Explore opportunities to work with other organisations:

- **Check whether other organisations are already engaging with children in your area:** to avoid overloading children and young people with consultation documents and maximise your chances of gaining a greater understanding of the links between various aspects of a young person's life, check with your council whether other organisations are already engaging with children in your area and consider working with them.
- **Consider reaching out to universities and student organisations for volunteer support:** young people can also contribute their time and skills to help you prepare your plan. Across England, many university students have been providing invaluable research time and ideas, helping communities both save money and think about their plan in different ways. See for example [Just Space in collaboration with UCL Bartlett School of Planning the Young Advisors Movement](#).

x

Resources

Engaging with your community in a meaningful way

Have a look at our community engagement toolkit for more info on different tools and techniques that can help you successfully engage with all members of your community.

Read the Community engagement toolkit here

Our Roadmap sets out the neighbourhood plan making process from start to finish and is a good first port of call for all things plan-making.

[Read the Roadmap toolkit here](#)

Neighbourhood planning champions

Neighbourhood Planning Champions are people across England who have a wealth of knowledge and experience in making their communities better through neighbourhood planning and neighbourhood development orders.

If you want to get in touch with a neighbourhood planning champion, or even find out how to become a champion, you can [find out on the neighbourhood planning website](#).

For any specific queries about the support programme, or technical planning questions, then use our Locality neighbourhood planning [advice service](#) instead of your local champion.

[Neighbourhood Planning Champions](#)

Locality Convention '22

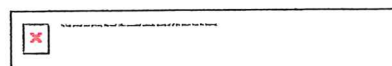
Locality Convention '22 is only three weeks away! As a sector, we keep showing the resilience, flexibility, and empathy our communities need in these difficult times. This is our chance to connect, reflect on challenges and solutions, and amplify our voices on a national platform.

The programme is jam-packed with inspiring plenary sessions and practical workshops, but you'll also have the opportunity to go on off-site visits to local community organisations.

Don't miss out: the deadline for booking is 28 October, just 9 days away. Book with the special code NIGHTOWL22 for 20% off on your ticket.

[Book your ticket](#)

Best wishes,



LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE TRAFFIC MANAGEMENT WORKING PARTY
(TMWP) MEETING
HELD ON 17 OCTOBER 2022**

PRESENT: Councillors Hughes and Morris
Non-Councillors: Matthew Davis

ALSO PRESENT: Angela Price, Town Clerk

In the absence of the Chairman, Councillor Morris agreed to chair the meeting and Councillor Hughes agreed to take the minutes.

TMWP 161 APOLOGIES FOR ABSENCE

No apologies were received

TMWP 162 DECLARATIONS OF INTEREST

None received.

Councillor Howells and Mr Steve Glennie-Smith joined the meeting.

TMWP 163 TO ELECT NON-COUNCIL MEMBERS

RESOLVED:

1. That Mathew Davis be unanimously elected to membership of the TMWP; proposed by Councillor Hughes and seconded by Councillor Morris.
2. That Steve Glennie Smith be unanimously elected to membership of the TMWP; proposed by Councillor Hughes and seconded by Councillor Howells.

TMWP 164 TO APPROVE AND SIGN, AS A CORRECT RECORD, THE MINUTES OF THE TRAFFIC MANAGEMENT WORKING PARTY MEETING HELD ON 25 July 2022

RESOLVED:

That the minutes of the Traffic Management Working Party meeting held on 25 July 2022 be approved and signed as a correct record.

424

TMWP 165 ACTION SHEET

TMWP98(1) Mr Davis provided a verbal report on the positioning of signage in relation to the limit on access to the town centre of vehicles of 7.5 tonnes. He also drew attention to the positioning of 'Town Centre' signs.

It was noted that signs at entry to the town from the bypass forbid access at the Gloucester roundabout entrance to the Southend whilst other signs at the ends of New Street and Bye Street (Lower Road) were advisory.

It was agreed that Mr Davis would write a report for the TMWP proposing that signs on entry to the town on New Street and Bye Street (Lower Road) would reflect a change of status to a prohibition of vehicles of 7.5 tonnes. This report to inform the Traffic Management Report section of the Neighbourhood Development Plan (NDP)

It was agreed to pursue the moving of 'Town Centre' signs to better reflect the actual the boundaries of the town centre as defined in the NDP. A meeting with the Herefordshire Highways department would be arranged to pursue access and signage issues in relation to vehicles of 7.5 tonnes. This meeting would be arranged after the next meeting of the TMWP.

RESOLVED:

1. **That the Clerk investigate the moving of Town Centre signs and the removal of a misleading sign at the Top Cross.**
2. **The Clerk write to two local companies whose drivers had been observed disregarding limits and when challenged, displaying an aggressive attitude.**

TMWPP98(2) Heavy vehicle access issues would be raised with police representatives at the next meeting between Ledbury Town Council and local police officers including a request for police presence at the Gloucester roundabout to enforce the 7.5 tonne limit.

TMWP110(2)

RESOLVED:

That the Clerk to make further enquiries about the cost of purchasing a mobile speed camera unit to be used in Ledbury.

4242

TMWP132 The Report on the walkaround meeting with the Locality Steward and representative of the police was deferred to the next meeting of TMWP. Councillor Howells committed to completing the report by the Week beginning 7 November 2022 in time for the report to be circulated prior to the next meeting of the TMWP.

RESOLVED:

That Councillor Howells will provide the report on the walkaround meeting with the Locality Steward to the Clerk the week beginning 7 November 2022, so that this can be included in the agenda papers for the meeting scheduled for 14 November 2022.

TMWP145 No information has been received from Herefordshire Council or Balfour Beatty about the request for dropped kerbs in Horse Lane Orchard.

RESOLVED:

- 1. The Clerk will continue to chase a response.**

TMWP153 Councillor Howells to provide the report on the walkaround meeting with the Locality Steward and a representative of the police.

TMWP154(1) Arrangements were made to contact residents of Parkway living near the proposed sites of the proposed roadside gates. Residents would be asked to contact the Clerk.

RESOLVED:

That the Clerk prepare a letter for members of the TMWP to deliver to the residents of Parkway living near the proposed site for the traffic calming gates.

TMWP154(2) Until actions under TMWP154(1) were complete no application would be made via the community commission model to request the installation of traffic calming gates at both entrances to Parkway.

TMWP166 UPDATE ON PARKWAY GATES

An update was provided as part of discussion of TMWP154(1)&(2) of the Action Sheet.

TMWP167 RESIDENTS PARKING

This item was deferred to the next meeting.

4243

TMWP168 SPEED INDICATOR DEVICE

- a. **Consideration of style to purchase**

RESOLVED:

The Clerk research costs of a straightforward SID displaying only the speed in red or green and fitting current posts.

- b. **(1) Request for SID to be sited on A449**

RESOLVED:

The Clerk to check the regulations on distances before the members consider inclusion of this position on the A449 in the rotating pattern of placing a SID.

- c. **(2) Dropped Kerb at Horse Lane Orchard**

The clerk to write to the Locality Steward, cc'd to Paul Walker, John Harrington, and Ledbury Ward Councillors in an attempt to expedite the availability and use of SIDs in Ledbury.

TMWP168 DATE OF NEXT MEETING

RESOLVED:

To note that the date of the next meeting of the Traffic Management Working Party was scheduled for 14^h November 2022 at 3.00pm in the Committee Room

4244



Beyond the Hills CSP

The Ledbury & Colwall Community Station Partnership

5, Biddulph Way, Ledbury, Herefordshire, HR8 2HP

01531 633594 07986 273764

ghal@btinternet.com

Toby Rackliff
Strategic Lead Rail Policy
West Midlands Rail Executive
16 Summer Lane
Birmingham B19 3SD

27 October 2022

Dear Toby Rackliff

Access for All Improvements at Ledbury Station, Herefordshire.

I would like to take this opportunity to offer the support of Beyond the Hills Community Station Partnership and Rail & Bus for Herefordshire for the Access for All improvements to Ledbury Station and the installation of much needed lifts.

Ledbury is well known as a retirement area. 24.5% of the population of Ledbury are 65 or over. Whilst many are still active, there is an increasing number that suffer mobility impairment of some sort. This does not mean they are classified as disabled and need a wheelchair, but that because of age they have problems with climbing stairs, may need the help of a carer or assistance with wheeled trolleys, luggage etc in negotiating a footbridge.

85-90% of people using Ledbury railway station are pedestrians walking to or from the town. A small number get lifts or use the local bus services which pass the bottom of the station drive. All have to use the footbridge at the station if they are travelling toward Worcester and Birmingham.

In terms of footfall, pre-pandemic 218,822 people used the station. As housing in Ledbury increases and the population rises, the usage of the station is set to increase, especially for off peak travel. As such, there is a growing and urgent need for better accessibility between the two platforms at the station.

In these times of declining rural transport services, it is ever more critical that our railway station is accessible to all within our community to enable them to take the opportunity for rail travel. This includes not only those with disabilities but also travellers with heavy bags, prams and pushchairs. The local community who wish to travel by rail currently have to either struggle with the limited accessibility at Ledbury or travel further to access the rail network.

We fully support the proposals for Access for All improvements which we hope to see delivered as soon as possible at Ledbury station.

Yours Sincerely

Gareth Calan Davies
CSP Lead Manager for Rail & Bus for Herefordshire

4245

ECONOMY & PLANNING COMMITTEE	10 NOVEMBER 2022	AGENDA ITEM: 14
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Report prepared by Angela Price – Town Clerk

REQUEST TO PROVIDE A DEFIBRILLATOR IN DECOMMISSIONED PHONE BOX AT THE LANGLANDS

Purpose or Report

The purpose of this report is to ask Members of the Economy & Planning Committee to consider adopting a further decommissioned phone box at Langlands and install a defibrillator.

Detailed Information

Mr Roger Cooper has been corresponding with the Clerk for some time in respect of installing a defibrillator in a decommissioned phone box at Langlands in Ledbury. The Clerk has advised Mr Cooper that the Town Council have not adopted this Phone Box and therefore, at the current time, have no responsibility or remit which allows them to put a defibrillator in the phone box.

As some Members will be aware, Ledbury Town Council has previously adopted two telephone boxes. One on the Little Marcle Road and one on Bridge Street and following consultation with residents it was agreed that once these two phone boxes have been cleaned up and the one in Bridge Street painted in the traditional red paint, that a defibrillator, a book exchange, and a seed swap will be installed in each of these two phone boxes.

The Clerk has been in contact with Community Heartbeat who have adopted the kiosk at Langlands, and they have advised that they would be happy to hand over the kiosk to Ledbury Town Council if this were a route the council would like to pursue (correspondence is attached for information).

Unfortunately, due to the council not being able to recruit and retain a maintenance operative the two phone boxes adopted by the council have yet to be refurbished and if the council were to agree to taking on a third, it is likely that this kiosk will need some works doing to it also. However, if the council were minded taking on this third phone box, officers would suggest engaging a contractor to clean up, repaint and refurbish the three telephone boxes in an effort to complete this programme of works so that defibrillators can be purchased for each one as previously agreed. Previously when a maintenance operative was employed the red paint for the kiosk on Bridge Street was purchased and is stored in the Cemetery ready.

4246

Recommendation

That Members of the Economy & Planning Committee give consideration to adopting a third telephone kiosk at Langlands, Ledbury and that they make a recommendation to Council that a contractor be engaged to undertake refurbishment works to all three phone boxes in readiness for a defibrillator to be located in each one, as well as a book exchange and see swap as previously agreed.

LTC Clerk

From: Martin Fagan <secretary@communityheartbeat.org.uk>
Sent: 05 September 2022 08:22
To: office@communityheartbeat.org.uk; LTC Clerk
Cc: enquiries@communityheartbeat.org.uk; joe@communityheartbeat.org.uk
Subject: Re: Telephone box disused 015331634178 - Ledbury Town Council

Follow Up Flag: Follow up
Due By: 08 September 2022 16:00
Flag Status: Flagged

You don't often get email from secretary@communityheartbeat.org.uk. [Learn why this is important](#)

Good morning, Angela

We have two kiosks in Ledbury available:



K6

01531 634178

Available

The Langlands, Ledbury, Herefordshire, HR8 1BB. United Kingdom



K6

01531 670363

Available

Ashperton, Ledbury, Herefordshire, HR8 2SE. United Kingdom

Do you know which is near Mr Cooper?

As national partners to BT in the conversion of kiosks, and indeed the use for defibrillators was our idea originally and we set all the standards, we would be delighted to help. As part of this we would be happy to hand the kiosk over to the council. The kiosk was due for removal, and so we took this on to retain these iconic structures.

I will try to call you later this morning.

Regards

Martin

From: <office@communityheartbeat.org.uk>
Date: Saturday, 3 September 2022 at 14:28
To: 'LTC Clerk' <clerk@ledburytowncouncil.gov.uk>, 'Martin Fagan' <secretary@communityheartbeat.org.uk>
Cc: <enquiries@communityheartbeat.org.uk>, Joe <joe@communityheartbeat.org.uk>
Subject: RE: Telephone box disused 015331634178 - Ledbury Town Council

Dear Angela

Thank you for your email and I have copied in Martin Fagan to give you a call to chat through the options and support we can offer.

Best regards



Vickie Joskow

Office Manager / **The Community Heartbeat Trust Charity**

A: PO Box 168, Haverhill, Suffolk, CB9 1AX

P: 0330 124 3067

E: office@communityheartbeat.org.uk **W:** www.communityheartbeat.org.uk



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[Donate](#)

[GDPR Compliance Statement](#)

From: LTC Clerk <clerk@ledburytowncouncil.gov.uk>

Sent: 01 September 2022 15:14

To: office@communityheartbeat.org.uk

Subject: Telephone box disused 015331634178

To Whom it May Concern

I have received correspondence from a Mr Roger Cooper, who is a resident of Ledbury, who is keen to have a defibrillator installed in this former phone kiosk. He has been advised that Community Heartbeat Trust have adopted this kiosk and are keen to work with the community.

Would someone be able to call me on either of the numbers below to discuss this further.

Kind regards

Angela Price PSLCC, MICCM, MIWFM
CiLCA (England & Wales)
Town Clerk
Ledbury Town Council
Tel: 01531 632306