

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF AN PLANNING, ECONOMY & TOURISM
COMMITTEE
HELD ON 12 JANUARY 2023**

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

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

P711. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Harvey and Manns.

P712. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS

Councillor Sims declared a pecuniary interest in respect of the request for signage in Ledbury due to him being a business owner in the town. He informed members that he would step out of the meeting when this item was to be discussed.

P713. PUBLIC PARTICIPATION

RESOLVED:

No members of the public were present.

P714. TO APPROVE AND SIGN THE MINUTES OF THE ECONOMY, PLANNING & TOURISM COMMITTEE MEETING HELD ON 8 DECEMBER 2022

Councillor Hughes proposed that the minutes of the Planning, Economy & Tourism Committee meeting held on 8 December 2022 be approved and signed as a correct record. Councillor Bannister seconded the motion, and all members were in favour.

RESOLVED:

That the minutes of the Planning, Economy & Tourism Committee meeting held on 8 December 2022 be approved and signed as a correct record.



P715. TO REVIEW THE ACTION SHEET

P696(1) – The Clerk informed members that she had notified Eat, Sleep, Live Hereford that their proposal was not accepted but that the Council will continue to work with and promote Visit Herefordshire.

P696(2) – Councillor Sims informed members that he had handed out questionnaires to all local businesses in town regarding the Task & Finish group that would be set up to brainstorm ideas to boost marketing in the town. These questionnaires once completed, will be handed into the Town Council Offices. The Task & Finish Group is set to take place on Monday, 30 January 2023 at 5:30pm to allow businesses to attend after closing hours. The location of this meeting will be subject to the number of responses received back.

P699-10.3(1) – The Clerk informed members that she had received a response from the letter that she had sent to Herefordshire Council Planning Department regarding **planning application no. 223445 - Application for prior notification for the proposed erection of a 15.0m Phase 9 slimline Monopole and associated ancillary works – Land off Orchard Lane, opposite Leadon Bank, Ledbury, Herefordshire, HR8 1BY.**

Members discussed their disappointment with how this letter and their requests within it had been ignored by Herefordshire Council, noting that this application had been approved. Councillor Hughes suggested looking to the Ward Councillors for support on conveying a message to Herefordshire Council of why the requests made by Ledbury Town Council were ignored. Councillor Bradford agreed commented that this seemed to have become a regular occurrence when writing to the Planning Department.

It was suggested that the Town Clerk should draft a follow up letter to Herefordshire Council regarding these matters and copy in all Ward Councillors. Councillor Shields suggested looking into the Ombudsman, with a view to making a formal complaint about how planning comments from Ledbury Town council are being dealt with by Hereford Council, and to ask them to review this application as there seems to be a systematic problem in the way Herefordshire Council makes decisions on planning applications. Councillor Shields asked members whether a general complaint would be made to Herefordshire Council's Planning Department or just a complaint regarding this specific planning application. She informed members that it would be beneficial to find out the correct process of doing so first. Councillor Howells stated that he believed the majority of planning applications were retrospective due to staff shortages in their department. Members of the committee concluded that a recommendation should be made that the first step would be to write to Herefordshire Council and copy in all Ward Councillors and then explore how to register a complaint. All members were in favour of this.

P699-10.3(2) – The Clerk informed members that she had written a letter to Leadon Bank residents to inform them of planning application no. 223445. There was no response to this letter.



P700(2) – The Clerk informed members that she had contacted the case officer about planning application no. 192361 but had received no response.

RESOLVED:

1. That the action sheet was received and noted.

RECOMMENDATIONS:

1. That the Clerk draft a letter to Herefordshire Council's Planning Department regarding application no. 223445 to query why Ledbury Town Council's requests were ignored and that the planning application went on to be approved. Ward Councillors will be copied into this letter.
2. That the correct process be explored of how to register a complaint in respect of how Parish Council comments are being dealt with by Herefordshire Council's Planning Department.

P716. MINUTES OF A MEETING OF THE LEDBURY MARKET TOWN INITIATIVE PLAN (MTIP) HELD ON 7 DECEMBER 2022

Councillor Morris advised members that a Zoom meeting had been held about the Ledbury Market Town Initiative Plan (MTIP), noting that it is good to know that Hereford Council Acting Service Director of Economy and Place and the Senior Policy and Funding Officer at Herefordshire Council are wanting to contribute to improving Ledbury Town.

RESOLVED:

That the minutes of a meeting of the Ledbury Market Town Initiative Plan (MTIP) held on 7 December 2022 were received and noted.

P717. MINUTES OF A MEETING OF THE MARKETS WORKING PARTY HELD ON 9 JANUARY 2023

Councillor Bradford commented that on the previous Tuesday there were hardly any traders on the Charter Market and that Ledbury Town Council need to be conscious of this as there could be a possibility of losing the Charter Market if there aren't enough traders.

RESOLVED:

1. That the minutes of a meeting of the Markets Working Party held on 9 January 2023 were received and noted.
2. That the Clerk investigate whether the Market Charter could be withdrawn if the Charter Market does not attract more traders on a Tuesday.



Councillor Sims left the room at 7:18pm.

P718. REQUEST FOR SIGNAGE IN LEDBURY

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

RESOLVED:

That the Clerk and Committee Chair be authorised to work with Ledbury Places and meet with the relevant officers from either Hereford Council or BBLP to discuss the possibility of having new signage located around the town and that it also be investigated the possible funding streams for this type of project be accepted.

Councillor Sims returned to the meeting at 7:21pm.

P719. PLANNING CONSULTATIONS

1.1 Planning Application No. 223476

Conversion of portal barn to single dwelling – Portal Barn, Upper Mitchell Farm, Ledbury, Herefordshire, HR8 1JF

RESOLVED:

No objections.

1.2 Planning Application No. 223556

Proposed side extension to form kitchen/dining, wet room and porch – 126 Biddulph Way, Ledbury, Herefordshire, HR8 2XL

RESOLVED:

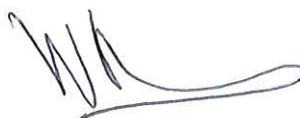
No objections.

1.3 Planning Application No. 223742

Replacement main entrance door – Masefield Solicitors Office, Worcester Road, Ledbury, Herefordshire, HR8 1PN

RESOLVED:

No objections.



1.4 Planning Application No. 223855

Proposed internal and external alteration to include alterations to windows, the installation of a wood burner and flue and internal refurbishment - The Old Bake House, Underdown, Ledbury Herefordshire, HR8 2JE

RESOLVED:

No objections.

1.5 Planning Application No. 223856 – LISTED BUILDING CONSENT

Proposed internal and external alteration to include alterations to windows, the installation of a wood burner and flue and internal refurbishment – The Old Bake House, Underdown, Ledbury, Herefordshire, HR8 2JE – LISTED BUILDING CONSENT

RESOLVED:

No objections.

1.6 Planning Application No. 223921

Proposed dwelling – Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS

RESOLVED:

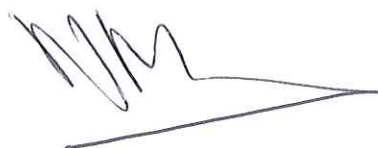
Object on the grounds that Ledbury Town Council that this application will result in the over development within a conservation area.

1.7 Planning Application No. 223944

Variation of condition 15 of planning permission 200437 (Demolition of existing bungalow & construction of new purpose-built veterinary clinic & new repositioned access to the highway). To allow Saturday opening times to be amended from 9:30 – 12:30 to 9:00 – 12:30 – Brookside Veterinary Practice, The Nook, Hereford Road, Ledbury, Herefordshire, HR8 2PR

RESOLVED:

No objections.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

1.8 Planning Application No. 223968

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 – Alvestone House, New Street, Ledbury, Herefordshire, HR8 2EE

RESOLVED:

No objections.

1.9 Planning Application No. 223969 – LISTED BUILDING CONSENT

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 – Alvestone House, New Street, Ledbury, Herefordshire, HR8 2EE – LISTED BUILDING CONSENT

RESOLVED:

No objections.

1.10 Planning Application No. 223996

Proposed floor extension and porch with internal alterations – 15 Martins Way, Ledbury, Herefordshire, HR8 2XW

RESOLVED:

No objections.

1.11 Planning Application No. 224095

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 – Massington Lodge, Eastnor, Ledbury, Herefordshire, HR8 1EG

RESOLVED:

No objections.



1.12 Planning Application No. 224127

Proposed single storey side extension – Ivory House, 51 Hallwood Drive, Ledbury, Herefordshire, HR8 2FY

RESOLVED:

No objections.

Members discussed the consultation periods on these applications and whether they were making comment on applications that had already been determined. Councillor Bannister proposed that now the meetings are being held in the Council Offices could a projector and screen be used to view applications at future meetings and could the Clerk provide 'tabled' applications to these meetings to ensure that all applications are considered at the earliest time to avoid missing deadline dates for comments. All members were in favour of this.

RESOLVED:

That at future planning meetings a projector and screen will be used to view planning applications and the Clerk will provide 'tabled' applications of an applications received between the time of sending out the agenda pack and the meetings.

P720. PLANNING DECISIONS

RESOLVED:

That the planning decisions document be received and noted.

P721. TREE PRESERVATION ORDER NO. 664 – LAND BETWEEN LEADON WAY AND AMCOR

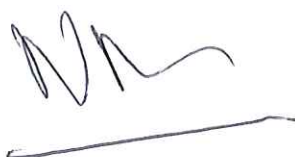
RESOLVED:

That the tree preservation order no. 664 – land between Leadon Way and Amcor item be received and noted.

P722. SECTION 106 (STANDING ITEM)

The Clerk informed members that all Councillors are welcome to attend Section 106 meetings.

Councillor Sims asked for an update on what money is waiting to be used from the Section 106 fund. The Clerk advised she would request an up-to-date copy. Councillor Howells informed members that there is a specific spreadsheet for Ledbury and asked if this could be brought to the next Planning meeting.



RESOLVED:

1. That the Clerk request an up-to-date copy of the Ledbury S106 spreadsheet, detailing what money is waiting to be used and for what, and that this be provided at the next Planning Committee meeting.

P723. CYCLE STOARGE HAWKRRISE ESTATE, LEDBURY

Councillor Sims updated members that the Ledbury Refugee Support Group had been advised that there was no outdoor storage for the houses in Hawkrise Estate for things such as bikes etc. The Refugee Support group helped to build one shelter for this, but stopped once they were advised by Bella Johnson that the 2017 planning decision notice stated that *"No dwelling in any phase shall be occupied in any phase shall be occupied unless and until related provision for off-road car and cycle parking/storage has been provided in accordance with details that shall previously have been submitted to and approved in writing by Appeal Decision APP/W/15/3009456 35 the local planning authority."*

Members discussed how Ledbury Town Council could help to support this to be enforced, noting that many of the houses have already been occupied ahead of the outdoor storage being provided. It was suggested that a letter be written to the developers, Enforcement Officers and the Chief Executive and Planning Officers to investigate sorting this issue.

RESOLVED:

1. That a letter of thanks be written to Bella Johnson regarding the discovery of the outdoor storage segment in the 2017 planning report.
2. That a letter be sent to the developers of Hawkrise Estate, enforcement officers and chief executive planning officers to investigate why there have been no outdoor storage built for these houses when it states in the report that this would be put in place before residents move into the properties.

P724. a. NEIGHBOURHOOD DEVELOPMENT PLAN WORKING PARTY (NDP)

- i. Update on examination progress
- ii. Action index
- iii. Names of people who have contributed
- iv. Confidentiality and non-disclosure form
- v. Consultation activities record
- vi. Final response to the Reg 16 representations
- vii. NDP WP notes of a meeting held on 23 November 2022
- viii. Steering Group notes of meetings 72 & 73
- ix. Confirmation email re appointment of the independent examiner
- x. Current updated filing record



Councillor Howells gave a verbal update on behalf of the Neighbourhood Development Plan Working Party.

RESOLVED:

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

b. TRAFFIC MANAGEMENT WORKING PARTY

Minutes of a meeting of the Traffic Management Working Party held on 12 December 2022 and 9 January 2023

Councillor Bannister suggested that three SIDs be purchased that can be permanently placed rather than having one that needs to be moved around. The Clerk informed members that there is £9,000 in the earmarked reserves for traffic management.

Councillor Sims asked how successful SID's are on collecting data and if this data can be looked at over a period of time. Councillor Bannister advised that it is possible to collect and analyse the data from the SID's on a monthly basis.

RESOLVED:

That the minutes of the Traffic Management Working Party held on 12 December 2022 and 9 January 2023 were received and noted.

P725. DATE OF NEXT MEETING

To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 9 February 2023.

The meeting ended at 8:13pm.

Signed  Dated 10-02-2023

(Chair)

