

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PLANNING, ECONOMY & TOURISM  
COMMITTEE  
HELD ON 9 NOVEMBER 2023**

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**PRESENT:** Councillors Furlonger, Hughes, l'Anson, McAll and Morris (Chair)

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

**P112. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bradford & Howells

**P113. DECLARATIONS OF INTEREST AND WRITTEN REQUESTS FOR DISPENSATIONS**

No declarations of interest were received.

**P114. PUBLIC PARTICIPATION**

No members of the public were present.

**P115. NOLAN PRINCIPLES**

**RESOLVED:**

**That the Nolan Principles be received and noted.**

**P116. TO APPROVE AND SIGN THE MINUTES OF THE PLANNING, ECONOMY & TOURISM COMMITTEE MEETING HELD ON 12 OCTOBER 2023**

**RESOLVED:**

**That the minutes of the Planning, Economy & Tourism Committee meeting held on 12 October 2023 be approved and signed as a correct record.**

**P117. TO REVIEW THE ACTION SHEET**

Members were provided with the following updates in respect of the action sheet:

The Clerk advised that a response had been received from Ward Councillor Harvey with regards to planning application no. 232071 –



Proposed external chimney flue and internal alterations – Y Pass Fish and Chip Shop, The Homend, Ledbury, Herefordshire, HR8 1BN.

Members instructed the Clerk to contact the Planning Officer directly regarding this application.

**P46 – That the Clerk obtain quotes from consultants for the cost to commission a business plan in respect of the Tourist Information Centre.**

The Clerk informed members that she had contacted several companies to ask whether they could quote for the preparation of a business plan. She advised that the response from most of them was that it was not something they do or that they no longer provide this type of service.

The Chair queried why Ledbury Town Council could not create its own business plan for the Tourist Information Centre.

**P47 – RECOMMENDATION:**

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

The Clerk reminded members that there is a meeting taking place on Wednesday, 15 November 2023 at 4:00pm with Clare Stone to discuss this.

**P68 – That officers be authorised to proceed with a meeting with Andrew Lawrence and Celia Kellet to discuss this Street Banners for Ledbury, similar to those in Tewkesbury and that Councillors l’Anson and McAll be invited to the meeting.**

The Clerk advised members that this meeting had taken place on Thursday, 2 November 2023 and Councillor Morris provided an update. He advised that the possibility of having schools and art colleges involved in this project was discussed. Members noted that hand painted flags would be too much of an upkeep and would not be appropriate given the resources available for this project. Members noted that this action point was still in progress and that further updates would be provided as and when available.

**P77.3 – That the safer neighbourhood funding be looked into for improving this area. (Pathway between Parkway and JMHS).**

The Clerk provided members with a response received from Ian Connolly, Traffic Management Officer/Road Safety Team at West Mercia Police.

*"I think the Safer Neighbourhood Funding is more directed to crime and Anti-Social behaviour prevention than highway issues, so I don't think that there is an option to tap into that pot. I am far from an expert though, so it might be worth taking advice from the County Councillor as he may be better placed to advise.*

*The funding that I am aware of for road safety is the Police & Crime Commissioners Safer Roads Fund, but this can only be used to pay for measures over and above the statutory obligation of the County Council (EG. Extra warning signs, Speed Indicator Devices, village gateway features etc) so in this instance can't be used for the maintenance of the footway.*

*I sympathise with the position of the gentleman regarding the relatively poor condition of the footway, but I am sorry to say I can't be of more assistance in this instance."*

Members noted the response, but all agreed that this situation should still be pursued wherever possible to make this road safer for pedestrians and this item will be kept on the Traffic Management Working Party as a standing item.

**P79.2 – That the business plan for the Painted Room be produced and brought to the Planning, Economy & Tourism Committee by the end of the year.**

Members noted that this item had been included in the agenda of the Tourism Task & Finish Group and that there was some confusion over creating a business plan or an action plan. Members noted that this is already a business and that an action plan needs to be created. Councillor McAll queried who it would be that would draft the plan. Members asked the Clerk if this was a project that officers could complete. The Clerk confirmed that this is something that officers could work together on but that it would be helpful if some guidance could be provided in respect of timescales. The Chair asked if a report on the Painted Room could be brought to the next Planning, Economy & Tourism Committee meeting to include details of the running costs, recruitment, and the possibility of having it open 7 days a week.

**P81a.1 – That the links be improved with Stromstad and that the Clerk and Community Development Officer be authorised to open a dialogue with them on ways in which this can be achieved.**

The Clerk informed members that a Teams Meeting with Stromstad has been arranged for next week and that an update will be provided at the next committee meeting.

**P81a.2 – That the Mayor will host a meet and greet event when the Stromstad Twinning Association visit Ledbury.**

Councillor Hughes informed members that members of the Stromstad Twinning Association are visiting Ledbury 1 April – 7 April 2024.

**P102.3 – That officers write to Herefordshire Council to request whether there is any BSIE funding available to help continue the Aldi Bus Service.**

The Clerk provided members with an update received from Ward Councillor Peberdy who emailed Les Lumsdon at Buses4Us asking for advice about who is best to approach to ask for help continuing the Aldi Bus Service:

*“It might be best if Ledbury TC contacts HCC officers directly. I have only a limited knowledge of the road system and housing coverage in Ledbury and the Council will have a very clear idea. At this stage, I’d advocate that they put their pitch in for help through the BSIP.*

*Stef contacted me re Hawk Rise, and I spoke to the Transport Manager at DRM. They have undertaken a test drive around Hawk Rise, and it is possible to run a bus around a loop there. However, they are waiting for HCC to put in the necessary bus stops. Paul Williamson will be handling that aspect. Stef indicated that she would also be contacting the officers so thought it best to copy her into this correspondence.*

**CONTACTS**

*The team leader for public transport responsible for the allocation of BSIP is Craig Lewis, Transport Services:*

*Manager [Craig.Lewis@herefordshire.gov.uk](mailto:Craig.Lewis@herefordshire.gov.uk).*

*The other manager in the team is Paul:*

*[Williamson: Paul.Williamson@Herefordshire.gov.uk](mailto:Paul.Williamson@Herefordshire.gov.uk)*

*However, HC has been advised by consultants regarding the BSIP and the person at ITP managing the BSIP process is [Tim.Edwards@ITP.net](mailto:Tim.Edwards@ITP.net). He is an associate director at ITP and a very experienced manager advising HCC on public transport at present.*

*I would advise addressing the e mail to Craig Lewis copied to the other two gentlemen.”*

Members noted the progress being made with continuing the Aldi Bus Service.

**P103.3 – That the Planning, Economy & Tourism Committee agree to the Community Development Officer being the first point of contact with the Traders Association.**

The Clerk informed members that the Community Development Officer attended the Traders Meeting that had taken place the week before. The

Chair asked if a report could be provided at the next committee meeting with updates from this Traders Meeting.

**P104.3 – That consideration be given to the town traders to be given a survey to complete, in the future, to provide their views on the Charter Market.**

Councillor Hughes expressed his concern about draft information being shared with traders that is still at a confidential level. Members agreed that no information should be taken to traders until such time Council has made a decision or views are being sought from the Market traders to ensure that work being completed is not counterproductive. Councillor McAll agreed but noted that minutes are made public once approved and they are published onto the Town Council website meaning that draft information is on display for all and that it might not be clear that this is not yet council policy.

Members discussed the option of having these types of conversations in confidential session however, it was stated that this should not be necessary and any council discussion taking place in meetings should not be shared by any Member until such time it has been finalised.

It was suggested that when minuting matters in council meetings that it should be made clear that the matter being discussed is at the discussion stage and not a final council policy that is in place.

All members agreed that the Nolan Principles should be stressed more at all committee meetings highlighting the points made above. All members agreed that this matter should be an item on the Full Council agenda to remind all Councillors of the Nolan Principles.

**RESOLVED:**

- 1. That the Clerk contact the relevant Planning Officer in respect of planning application no. 232071 – Proposed external chimney flue and internal alterations – Y Pass Fish and Chip Shop, The Homend, Ledbury, Herefordshire, HR8 1BN and ask if any advice or guidance can be given to the applicant on the process of how to appeal.**
- 2. That Ledbury Town Council create its own business plan for Tourist Information Centre.**
- 3. That Ledbury Town Council will continue to try and pursue improving the road between Parkway and JMHS and this will remain a standing item on the Traffic Management Working Party.**
- 4. That officers and Councillors work together to create an action plan for the Painted Room and that a report on the Painted Room**

be on the agenda of the next Planning, Economy & Tourism committee meeting.

5. That the Community Development Officer create a report for the next Planning, Economy & Tourism meeting with feedback from the last Traders Association meeting she attended.
6. That there be an item on the Full Council agenda to remind all Councillors of the Nolan Principles and that they should not be giving the impression that a matter under discussion is actual council policy

**P118. NOTES OF A MEETING OF THE MARKETS TASK & FINISH GROUP HELD ON 17 OCTOBER 2023**

**RESOLVED:**

That the notes of the Markets Task & Finish Group held on 17 October 2023 were received and noted.

**P119. DRAFT MARKET STRATEGY**

Councillor Hughes proposed that this document should now be sent to Full Council as it needs a decision working body in order for it to be adopted and developed and then for it to move on to the delivery plan.

**RESOLVED:**

That the Draft Markets Strategy document be recommended to Full Council for consideration and adoption ahead of the next stage, delivery plan.

**P120. PAINTED ROOM VISITOR NUMBERS MARCH TO SEPTEMBER 2022/2023**

The Chair noted how the Painted Room visitor numbers were significantly higher during the Heritage Open Days event and that this should be an aspiration for the future.

**RESOLVED:**

That the Painted Room numbers March to September 2022/2023 were received and noted.

**P121. NOTES OF A MEETING OF THE TOURISM TASK & FINISH GROUP HELD ON 1 NOVEMBER 2023**

The Clerk explained that unfortunately there was not sufficient time to have these on the agenda and they will be provided at the next meeting.

**RESOLVED:**



**That the notes of the meeting of the Tourism Task & Finish Group held on 1 November 2023 be provided at the next Planning, Economy & Tourism Committee meeting.**

**P122. PLANNING CONSULTATIONS**

**i. Planning Application No. 232515**

**Proposed replacement of 3 sash windows – with retention of frames and cills – 7 Upper Hall Estate, Worcester Road, Ledbury, Herefordshire, HR8 1JA**

**RESOLVED:**

**No objections.**

**ii. Planning Application No. 232810**

**Proposed replacement of existing conservatory with ground floor extension to the rear – 26 Oatleys Crescent, Ledbury, Herefordshire, HR8 2BY**

**RESOLVED:**

**No objections.**

**iii. Planning Application No. 232860**

**Retrospective application for internal alterations comprising of the removal of breeze block hall between kitchen and study to create kitchen/living area with utility/store – The Old Captains, Hereford Road, Ledbury, HR8 2PX**

**RESOLVED:**

**No objections.**

**iv. Planning Application No. 232972**

**Change of use of former tool and sales station to veterinary practice – The Old Wharf, Ross Road, Ledbury, Herefordshire, HR8 2QJ**

**RESOLVED:**

**No objections.**



v. **Planning Application No. 233084**

**Proposed change of use from Class E (a) (formally A1 Retail) to Sui generis, use as a public house, wine bar or drinking establishment (formally A4) – 4 New Street, Ledbury, Herefordshire, HR8 1AH**

**RESOLVED:**

**No objections.**

vi. **Planning Application No. 233085**

**Proposed change of use from Class E (a) (formally A1 Retail) to Sui generis, use as a public house, wine bar or drinking establishment (formally A4) – 4 New Street, Ledbury, Herefordshire, HR8 1AH  
LISTED BUILDING CONSENT**

**RESOLVED:**

**No objections.**

vii. **Planning Application No. 233081**

**Replacement of brick infill panels with wood board panels. Part replacement of rotten wood beams with seasoned oak. Part retrospective – 1 Ivydene Cottages, Homend Crescent, Ledbury, Herefordshire, HR8 1AH**

**RESOLVED:**

**No objections.**

viii. **Planning Application No. 233082**

**Replacement of brick infill panels with wood board panels. Part replacement of rotten wood beams with seasoned oak. Part retrospective – 1 Ivydene Cottages, Homend Crescent, Ledbury, Herefordshire, HR8 1AH  
LISTED BUILDING CONSENT**

**RESOLVED:**

**No objections.**

ix. **Planning Application No. 233208**

**Proposed ground floor extension – 1 Ledbury Park, Ledbury, Herefordshire, HR8 1LF**



**RESOLVED:**

**No objections.**

**P123. TABLED APPLICATIONS**

**RESOLVED:**

**None received.**

**P124. PLANNING DECISIONS**

Members discussed planning application no. 223921, Planning Re-consultation – Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS. Due to members objecting on this application on the grounds of the Neighbourhood Development Plan, it was requested that reports from Enforcement Officers be acquired.

Members discussed that the pressure should be kept up on Herefordshire Council's planning department as the decisions take too long to make.

**RESOLVED:**

- 1. That the Planning Decisions were received and noted.**
- 2. That officers obtain information from Enforcement Officers on how the conditions will be managed in respect of planning application no. 223921, Planning Re-consultation – Land to the rear of 8A High Street, Ledbury, Herefordshire, HR8 1DS.**

**P125. ITEMS FOR CONSIDERATION FOR INCLUSION IN 2024/25 BUDGET**

**RESOLVED:**

- 1. Members reviewed the budget monitoring sheet and agreed that 'Charter Market Fees' should be changed to 'Market Fees.' To include event income at the Market such as Christmas Light Switch On, Late Night Shopping, World Book Day etc.**

**RECOMMENDATION:**

**That the following recommendations go to the Finance, Policy & General Purposes Committee:**

- Provision of a Business Plan for the Tourist Information Centre.**
- Provision and installation of Flags around the town – Members may wish to consider purchasing new flag poles - £70/80 per unit (Possible joint project with Civic Society and Ledbury Places).**



- Funding for two further SID units to be located around Ledbury – circa £3,500 per unit.
- That market income received be reinvested to support the Market Strategy, and that this income be moved to an Earmarked Reserve at the end of each financial year.

**P126. ADOPTION OF TELEPHONE KIOSK – THE LANGLANDS, LEDBURY**

Councillor Hughes proposed that option 3 be chosen for the adoption of telephone kiosk – The Langlands, Ledbury. All members were in favour.

**RECOMMENDATION:**

**That a recommendation be made to Full Council that officers be instructed to purchase a defibrillator as provided in Option 3 of the report:**

**ViVest X3 defibrillator with carry case, spare electrodes ShockBox Sentry (locked) heated double skinned steel surround cabinet for kiosk**

**Telephone kiosk and community signage pack**

**Cost = £1840**

**Additional costs – Delivery £25.00, installation by a BT approved electrician**

**P127. MINUTES OF A MEETING OF THE TRAFFIC MANAGEMENT WORKING PARTY HELD ON 25 OCTOBER 2023**

**RESOLVED:**

**That the minutes of the meeting of the Traffic Management Working Party held on 25 October 2023 were received and noted.**

**P128. CONSIDERATION OF LEDBURY HOPPER TYPE SERVICE**

Members agreed that Gareth Davies should be invited to the meeting with Councillors and Clare Stone next week to discuss the Ledbury Hopper Type Service.

**RESOLVED:**

- 1. That the contents of the Ledbury Hopper Type Service report be received and noted, noting that Clare Stone will be meeting with Councillors on Wednesday, 15 November 2023.**
- 2. That Gareth Davies be invited to work with Ledbury Town Council and Buses4us to help prepare and submit a funding application via BSIP and that he also be invited to attend the**

meeting with Clare Stone to discuss the Ledbury Hopper Service further.

**P129. MINUTES OF A MEETING OF THE JOHN MASEFIELD MEMORIAL WORKING PARTY HELD ON 19 OCTOBER 2023**

**RESOLVED:**

**That the minutes of a meeting of the John Masefield Memorial Working Party held on 19 October 2023 were received and noted.**

**P130. TO APPROVE THE SETTING UP OF A WORKING PARTY TO COMPLETE AN INITIAL DATA REPORT FOR SUBMISSION TO THE COMMITTEE STRUCTURE WORKING PARTY**

Councillors Furlonger, McAll and Morris put themselves forward to complete an initial data report for submission to the committee structure working party.

**RESOLVED:**

**That Councillors Furlonger, McAll and Morris complete an initial data report for submission to the committee structure working party.**

**P131. SECTION 106 (Standing item)**

**Notification of S106 monies received by Herefordshire Council in relation to Bloor Development – Land North of Viaduct, adjoining Orchard Business Park, Ledbury, Herefordshire**

All members expressed their frustration that S106 money had been used for bins and not infrastructure. All members agreed that this should be voiced to County Councillors of their frustration.

**RESOLVED:**

**That the Clerk write to County Councillors expressing the Town Councils frustration at S106 money being used for waste bins for each property at the land North of the Viaduct rather than on infrastructure when they believe the provision of waste bins to be a statutory requirement of the Local Authority.**

**P132. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the date of the next meeting of the Economy, Planning & Tourism Committee is scheduled for 14 December 2023.**



The meeting ended at 8:20pm.

Signed .....  
(Chair)

Dated 08-01-2024.