



## MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall, Mill Street, Ludlow on **WEDNESDAY 13<sup>th</sup> DECEMBER 2017** at **7pm**.

### R/201 **PRESENT**

Chair: Councillor Ginger

Vice Chair Councillor Sheward

Councillors: Clarke, Garner, Mahalski and Sheward

Officers: Gina Wilding, Town Clerk  
Stephanie Williams, Admin Assistant

### R/202 **HEALTH & SAFETY**

The Chairman informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

### R/203 **APOLOGIES**

Apologies were received from Councillor Gill, Lyle, Pote and Paton.

### R/204 **DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None

#### Conflicts of interest

| Cllr   | Item   | Reason                                   |
|--------|--------|--|
| Clarke | 16 (i) | Business/resident of Old Street Ludlow   |
| Ginger | 16 (i) | Business/resident of Corve Street Ludlow |

#### Personal Interest

| Cllr    | Item         | Reason                          |
|---------|--------------|---------------------------------|
| Sheward | 17 (ii)      | Knows resident on Sandpits Road |
| Gill    | 17/05904/FUL | Knows the applicant             |

**R/205     PUBLIC OPEN SESSION (15 minutes)**

There were three members of the public present.

**R/206     LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION**

There were no Unitary Councillors present. Apologies were received from Councillor Boddington.

**R/207     MINUTES**

**RESOLVED (unanimous)  
GG/CS**

That the minutes of the Representational Committee meeting held on Wednesday 18<sup>TH</sup> October 2017 be approved as a correct record and signed by the Chairman.

**R/208     ITEMS TO ACTION**

The Chairman thanked the Town Clerk and staff for completing the items to action.

**RESOLVED (unanimous)  
GG/CS**

To note the items to action

**R/209     LUDLOW CONSERVATION AREA ADVISORY COMMITTEE (LCAAC)**

**RESOLVED (unanimous)  
GG/CS**

To note the agenda of the meeting held on 13<sup>th</sup> December 2017 and the minutes of the meeting held on 15<sup>th</sup> November 2017.

**R/210     BE ENDURANCE – LUDLOW 10K PRESENTATION**

Mr Dermot Hayes and Mr Matt Morris from 'Be Endurance' thanked members for the invitation to speak at the meeting.

Following the first 10K Run event in Ludlow in 2017 the organisers have made some changes to the 2018 event to accommodate issues that were raised by Ludlow Town Council, residents and businesses in the town.

- Access to be maintained Mill Street during the event
- There will be two 5k loops
- The route will be reversed in 2018
- The start time will be 7.15pm
- Communications with businesses and residents will commence much

earlier in the 2018

The Chair thanked Mr Hayes and Mr Morris for their presentation and invited questions from members.

The Chair asked for clarification of the 2018 10K route, which was confirmed as starting in Castle Square, High Street, King Street, Corve Street, Coronation Avenue, Linney, over Whitcliffe, Dinham to finish in Castle Square. He also asked how access would be open to Mill Street. Mr Hayes confirmed that Bell Lane would be open to two-way traffic, and Car parks would be open as normal although access to Castle Street Car Park will be restricted by the road closures.

The Chair informed Mr Hayes that recently Hereford and Worcester Council had refused road closure applications for large events unless there is a charitable element to the event and asked if they would consider supporting a local charity.

Mr Hayes agreed that they would consider this and that 'Be Endurance' had made a donation to The Friends of Whitcliffe in 2017.

Councillor Garner stated that timely and effective communication were critical and asked for a marketing and communication type plan to be supplied to Ludlow Town Council.

Councillor Malhalski asked how long the road closures would be in place, the number of likely entries and the fee.

Mr Hayes stated that the first road closures which are referred to as soft closures from 5.30pm with limited access followed by the full closures between 6pm – 9pm. The closures will be managed by an Event Traffic Management Company. The event is likely to attract between 400 - 450 entries each paying £23.00.

Members thanked Mr Hayes and Mr Morris for a detailed presentation and The Chair requested continued communication with the town council through the Town Clerk.

**R/211 Manley Design and Construction Ltd – PEPPER LANE**

Mr Stuart Manley, Director of Manley Design and Construction Ltd thanked members for the invitation to discuss the scaffolding proposal and road closure of Pepper Lane in Ludlow to enable completion of the development of ten houses.

Mr Manley has previously attended a site meeting with Councillor Ginger, and Richard Ealey of Shropshire Council to discuss plans to minimise disruption to businesses and residents and maintain pedestrian and, where possible, vehicular access.

He informed members that a cantilever style of scaffold was discussed, but was not suitable for the site, so a gantry style scaffolding will be erected in stages by a scaffolding company to span the lane leaving a clear height of 2.3m vertical clearance to enable pedestrian and regular vehicle access including deliveries.

The scaffolding will be enclosed to prevent debris falling, this will be in the forms of solid boards, sound proofing boards (if possible) and safety netting.

Shropshire Council require a two week notification period prior to the scaffolding to be erected, lifted and dismantled. The road will only be closed during the erection and dismantling of the scaffold, but will be open at all other times.

Under agreement with SC, Manley Design and Construction Ltd will notify businesses, residents and pedestrians by means of letter drops and signage prior to any closures or restrictions also 'Businesses in Pepper Lane Open As Usual'

The Chair thanked Mr Manley for his detailed presentation and for his co-operation during discussions.

**R/212 SHROPSHIRE COUNCIL DECISIONS PENDING**

**RESOLVED (unanimous)  
GG/MC**

To note the pending decisions.

**R/213 SHROPSHIRE COUNCIL DECISIONS**

**RESOLVED (unanimous)  
GG/TM**

i) To note the decisions.

ii) **17/00650/FUL 12 Kershaw Close Ludlow SY8 1UA**

To request that the Town Clerk write to Shropshire Council and ask why Ludlow Town Council as consultees were not notified of amendments which were made to the plans on 21<sup>st</sup> and 27<sup>th</sup> November and why the consultation period to these amendments was two days.

**R/214 NON MATERIAL AMENDMENTS/VARIATION OF CONDITIONS TO PLANNING PERMISSION**

**RESOLVED (unanimous)  
GG/CS**

No objection

**PLANNING APPLICATIONS**

**R/215 17/05573/FUL 16 Lower Mill Street Ludlow SY8 1BH**

**RESOLVED (unanimous)  
GG/TM**

No objection

**R/216** **17/05563/LBCSt. Leonards House Upper Linney Ludlow SY8 1EF**

**RESOLVED (unanimous)**  
**GG/CS**

No objection

**R/217** **17/05624/FUL 2 Linney Fields Linney Ludlow SY8 1EE**

**RESOLVED (unanimous)**  
**GG/CS**

No objection

Members suggested that the materials are reclaimed and used where possible to maintain the historic fabric of the building.

**R/218** **17/05728/DIS 49 Broad Street Ludlow SY8 1NH**

**RESOLVED (unanimous)**  
**GG/TM**

No objection

**R/219** **17/05745/FUL 2 Orchard Gardens Ludlow SY8 1HE**

**RESOLVED (unanimous)**  
**GG/MC**

To Object

The plans submitted were insufficient as no measurements were included for the sun room.

**R/220** **17/05904/TCA Fairfield Linney Ludlow SY8 1EE**

**RESOLVED (unanimous))**  
**GG/CS**

No objection

**R/221** **17/05523/FUL Bankside Burway Lane Ludlow SY8 1DT**

**RESOLVED (unanimous)**  
**GG/EG**

To Object for the following reasons:

- The proposed building is over bearing

- Over development of the site
- Against the spirit of the original planning permission
- Incongruous to the site
- The proposed balcony will overlook neighbouring properties

**R/222     17/05749/VAR Bringewood Burway Lane Ludlow SY8 1DT**

**RESOLVED (unanimous)  
GG/CS**

No objection

**R/223     17/05754/FUL Burfield Burway Lane Ludlow SY8 1DT**

**RESOLVED (unanimous)  
GG/EG**

No object

**R/224     ROAD CLOSURES/TRAFFIC MANAGEMENT**

**Festival Pick Up and Drop Off Points – Corve Street and Upper Galeford**

**RESOLVED (unanimous)  
GG/CS**

To reiterate concerns raised in 2015 that remain relevant:

- i) Members acknowledge that the current situation is unworkable.
- ii) Members do not support the proposal from Shropshire Council to temporarily extend the existing bus stop during Ludlow Food Festival and the Medieval Festival to about 4 car spaces. This would mean loss of parking for residents in Corve Street and impede essential deliveries for retailers and businesses.  
  
Ludlow Town Council cannot support a proposal that is detrimental to local residents and businesses without offering alternative parking or delivery solutions.
- iii) The Town Council proposes that both sides of Corve Street are used to set down and pick up passengers and the bus timetables are revised to create clockwise and anti-clockwise routes to and from the park and ride.
- iv) All coaches should be accommodated at the Park and Ride or a suitable designated out of town site; and set downs / pickups should be timetabled and co-ordinated as efficiently as possible.
- v) Improved signage and extra stewards would enable visitors to find their way to their pick up points at the end of the day.

**R/225**     **ROAD CLOSURES/TRAFFIC MANAGEMENT****i)        Be Endurance – 10K Run Ludlow****RECOMMEND (unanimous)**  
**GG/MC**

- i)        To note that the organisers have given consideration to all the points raised by the Representational Committee and have made following changes and arrangements:
- Bell Lane would be open to two-way traffic and access to be maintained Mill Street during the event
  - There will be two 5k loops. The 2018 10K route, which was confirmed as starting in Castle Square, High Street, King Street, Corve Street, Coronation Avenue, Linney, over Whitcliffe, Dinham to finish in Castle Square.
  - The car parks would be open as normal, although access to Castle Street Car Park will be restricted by the road closures.
  - Localised road closures will begin from 5.30pm with limited access followed by the full closures between 6pm – 9pm - managed by an Event Traffic Management Company The race start time is 7.15pm and it is expected that the road closure will be partially lifted from 8:15pm
  - Communications with businesses and residents will commence much earlier in the 2018
- ii)        To note that the organisers donated to the Friends of Whitcliffe Common in 2017; and ask that the local charity in 2018 should be youth focused.
- iii)        That the organiser supplies Ludlow Town Council with a marketing and communication plan as soon as possible.
- iv)        That ongoing communication with the town council maintained through the Town Clerk.
- v)        That subject to availability, the Town Council offers space on Events Square on two occasions prior to the event to enable the organisers to engage with local residents and provide information

**R/226**     **ROAD CLOSURES/TRAFFIC MANAGEMENT****ii)        Manley Design and Construction Ltd – Pepper Lane****RESOLVED (unanimous)**  
**GG/TM**

- i)        To accept the proposals to minimise disruption to businesses and residents and maintain pedestrian and, where possible, vehicular access made by Manley Design and Construction Ltd as described below:

- To erect a gantry style scaffolding in stages by a scaffolding company to span the lane leaving a clear height of 2.3m vertical clearance to enable pedestrian and regular vehicle access including deliveries.
  - The scaffolding will be enclosed to prevent debris falling, this will be in the forms of solid boards, sound proofing boards (if possible) and safety netting.
  - Shropshire Council require a two week notification period prior to the scaffolding to be erected, lifted and dismantled.
  - The road will only be closed during the erection and dismantling of the scaffold, but will be open at all other times.
  - Under agreement with SC, Manley Design and Construction Ltd will notify businesses, residents and pedestrians by means of letter drops and signage prior to any closures or restrictions also 'Businesses in Pepper Lane Open As Usual'
- ii) To write to thank Manley Design and Construction Ltd for putting so much effort into creating a workable solution to minimise disruption to businesses and residents and maintain pedestrian and, where possible, vehicular access.

**R/227 ROAD CLOSURES/TRAFFIC MANAGEMENT**

**RESOLVED (unanimous)  
GG/CS**

To note the road closures at Squirrel Lane from 12/02/2017;  
and Sandpits Road from 19/02/2017 – 23/02/2017

**R/228 LICENCE APPLICATION – THE OLD BAKEHOUSE QUALITY SQUARE LUDLOW**

**RESOLVED (unanimous)  
GG/TM**

To object to the following:

*To remove the following from the prevention of Crime and Disorder section:*

*'2. No customer allowed to drink from the bottle.'*

*I would like this removed so customers can drink bottled beers and ciders from the bottle if they wish, the largest bottle we will serve is 568ml. I would like to replace the above with the following:*

*'Staff ensure regular clearance of glass bottles both internally and in the nearby external areas.'*

*I see no reason again why the above amendment would have an adverse impact on any of the licensing objectives.*

The Town Council is astonished and dismayed that the licensee believes that serving bottles of beer in a town centre pub is acceptable and not in contravention of the licensing objectives regarding the prevention of crime and



disorder. The Town Council believes that this would in contravention of the prevention of crime and disorder and public safety.

The statement that '*Staff ensure regular clearance of glass bottles both internally and in the nearby external areas.*' is also problematic because serving bottles for consumption outside the premises in a residential area in the town centre would have an adverse impact on the prevention of crime and disorder, public safety and the prevention of public nuisance.

- ii) To investigate if the premises is in possession of a pavement licence.

**R/229 WALKING THE SHROPSHIRE WAY**

**RESOLVED (unanimous)**  
**GG/EG**

- i) That the stickers in Ludlow's Conservation Area were unnecessary.
- ii) That The Shropshire Way could be signposted at joining points such as car parks, the train station and the park and ride.

Meeting closed at 8.30pm

\_\_\_\_\_  
Chairman

Date

NB. Confidential minutes will not be issued