

# LUDLOW TOWN COUNCIL A G E N D A

## REPRESENTATIONAL COMMITTEE

To: All Councillors, Unitary Councillors, Press  
Contact: Gina Wilding  
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1AZ  
01584 871970  
townclerk@ludlow.gov.uk

Despatch date: 7<sup>th</sup> June 2018

You are summoned to attend a meeting of the Representational Committee to be held at The Guildhall, Mill Street, Ludlow on **Wednesday 13<sup>th</sup> June 2018 at 7pm**

Gina Wilding  
Town Clerk

## Key Agenda Items:

- NOTICES OF DECISIONS
- PLANNING APPLICATIONS
- GRANTS, PLANNING, TRANSPORT, PARKING AND PATHS

*The public may speak at this meeting*

**In Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern

1. **HEALTH AND SAFETY** (Chairman please read)

Councillors and members of the public are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

3. **APOLOGIES**

4. **DECLARATIONS OF INTERESTS**

*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.*

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

5. **PUBLIC OPEN SESSION (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

6. **LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWERS SESSION**

Ludlow's Unitary Councillors are invited to address comments to the committee.

7. **MINUTES**

To approve as a correct record and sign the minutes of the **Representational Committee** meeting held on **16<sup>th</sup> May 2018**

'The minutes must be signed and loose leaf pages initialled at the meeting which they record or at the next meeting, by the person presiding thereat' LGA 1972, Sch 12, para4 (1)

***Members are reminded:***

*All proposed amendments or queries relating to the minutes should be reported to the Town Clerk by 10.00 am on the day of the meeting, if required, responses will be given as soon as practicable, but not necessarily at the meeting.*

*All Committee minutes must be received without discussion or debate.*

8. **ITEMS TO ACTION**

To note the items to action from the previous **Representational Committee** Meeting held on **16<sup>th</sup> May 2018**

9. **LUDLOW CONSERVATION AREA ADVISORY COMMITTEE (LCAAC)**

To note the LCAAC agenda of the meeting to be held on 13<sup>TH</sup> June and the minutes of the meeting held on 30<sup>th</sup> May 2018

**10. SHROPSHIRE COUNCIL DECISIONS**

To note decisions pending

<b>ITEM</b>	<b>STATUS</b>
14/02846/OUT	PENDING
16/03798/FUL	PENDING
16/04716/VAR	PENDING
16/03798/FUL	PENDING
16/05857/TCA	PENDING
16/05853/TCA	PENDING
16/05279/FUL	PENDING
17/00270/TCA	PENDING
16/05602/FUL	PENDING
17/00283/CPL	PENDING
17/00424/FUL	PENDING
17/00917/TCA	PENDING
17/01193/FUL	PENDING
17/00701/ADV	PENDING
17/01056/FUL	PENDING
17/01057/LBC	PENDING
17/01387/FUL	PENDING
17/01372/FUL	PENDING
17/01199/FUL	PENDING
17/01327/FUL	PENDING
17/01039/ADV	PENDING
17/01759/FUL	PENDING
17/01781/LBC	PENDING
17/01445/COU	PENDING
17/01387/FUL	PENDING
17/02991/FUL	PENDING
17/03016/LBC	PENDING
17/03015/FUL	PENDING
17/03027/LBC	PENDING
17/03026/LBC	PENDING
17/03384/COU	PENDING
17/03062/FUL	PENDING
17/03961/TCA	PENDING
17/03539/AMP	PENDING
17/03379/COU	PENDING
17/04056/LBC	PENDING
17/04150/TCA	PENDING
17/03929/FUL	PENDING
17/04291/TCA	PENDING
17/04243/LBC	PENDING
17/05447/HHE	PENDING
17/05925/LBC	PENDING
17/05924/FUL	PENDING
17/05924/FUL	PENDING
18/00422/AMP	PENDING

18/00282/FUL	PENDING
18/00278/FUL	PENDING
18/00444/TCA	PENDING
18/00378/TCA	PENDING
18/00947/FUL	PENDING
18/01223/LBC	PENDING
18/00986/FUL	PENDING
18/00440/LBC	PENDING
18/00663/FUL	PENDING
18/01403/COU	PENDING
18/01345/FUL	PENDING
18/01182/FUL	PENDING
18/01504/LBC	PENDING
18/01843/TPO	PENDING
18/01954/FUL	PENDING
18/02049/TCA	PENDING

#### 11. SHROPSHIRE COUNCIL DECISIONS

To note the decisions

18/01743/TCA	Whitcliffe Common Ludlow	GRANTED
18/01345/FUL	35 Dodmore Lane Ludlow SY8 2NN	GRANTED
18/01182/FUL	Erection of 3 bungalows adjacent to White Friars Ludlow	GRANTED
17/03586/OUT	Unit 4 Temeside Ludlow SY8 1PA	GRANTED
18/01542/ADV	67 Broad Street Ludlow SY8 1NH	GRANTED
18/01695/LBC	5 Church Street Ludlow SY8 1AP	GRANTED
18/01797/TCA	Castle Walk House Ludlow SY8 1EG	GRANTED
18/02049/TCA	The Firs 1 Julian Road Ludlow SY8 1HA	Consent by Right- Trees

#### 12. DISCHARGE OF CONDITIONS/VARIATIONS

To note the discharge of conditions

18/02317/DIS	Bankside Burway Ludlow
18/02216/DIS	Harvest House Portcullis Lane Ludlow
18/01705/DIS	Landsdowne 11 A Beech Close Ludlow SY8 2PO
18/02165/VAR	Old China Shop Pepper Lane Ludlow

#### 13. PLANNING APPLICATIONS

To be commented upon by Ludlow Town Council as consultees.

For full details of newly released applications, please follow the link below and search Ludlow Parish <https://pa.shropshire.gov.uk/online-applications/search.do?action=weeklyList&searchType=Application>

18/02206/LBC	3 Quality Square Ludlow SY8 1AR <a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=P8QCRATDLGE00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=P8QCRATDLGE00</a>
--------------	--

18/02334/ADV	<b>34 Bullring Ludlow SY8 1AA</b> <a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=P93BM3TDLLY00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=P93BM3TDLLY00</a>
18/02465/LBC	<b>The Bank House 16 Broad Street Ludlow SY8 1NQ</b> <a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=P9JZHPTDLRK00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=P9JZHPTDLRK00</a>

**14. CORE AND PROJECT SUPPORT GRANTS**

- i) To consider the grant application – Great Get Together 2018
- ii) To note the update from The Friends at Ludlow Museum -The Ludlow Castle Roll of Arms

**15. SHROPSHIRE COUNCIL PARKING STRATEGY ADDITIONAL PROPOSALS**  
<https://www.shropshire.gov.uk/get-involved/shropshire-council-s-parking-strategy-additional-proposals/>

To consider the additional proposals which are from Shropshire Council add-ons to the main parking strategy consultation recently undertaken, and have been compiled in response to comments received during the consultation.

**16. SHROPSHIRE’S GREAT OUTDOORS 2018-2028 DRAFT STRATEGY**  
<https://www.shropshire.gov.uk/get-involved/shropshire-s-great-outdoors-2018-28/>

To consider the draft strategy from Shropshire Council – pages 32/33 relate to planning.

**17. SHROPSHIRE COUNCIL’S BETTER REGULATION AND ENFORCEMENT POLICY**  
<https://www.shropshire.gov.uk/get-involved/shropshire-council-better-regulation-and-enforcement-policy/>

To note the policy from Shropshire Council

<p><b>Membership</b>          Cllrs Ginger (Chairman), Sheward, Clarke, Gill, Jones, Lyle, Mahalski, O’Neil, Parry, Paton and Pote</p>
<p><b>The next Representational Committee Meeting will be held on 18<sup>th</sup> July 2018</b></p>

Item 7

# Minutes



## MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall, Mill Street, Ludlow on **WEDNESDAY 16<sup>th</sup> May 2018** at **7pm**.

### **R/01 PRESENT**

Chair:	Councillor Ginger
Vice Chair	Councillor Sheward
Councillors:	Clarke, Gill, O'Neil, Pote
Officers:	Stephanie Williams, Admin Assistant

### **R/02 SUSPEND STANDING ORDERS**

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

To suspend standing order two to change the order of the agenda

### **R/03 HEALTH & SAFETY**

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

### **R/04 REINSTATE STANDING ORDERS**

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

To reinstate standing order two

### **R/05 ELECTION OF VICE CHAIR**

The Chair invited nominations for Vice-Chairman of Representational Committee for 2017/2018.

The Chair nominated Councillor Sheward. This was seconded by Councillor Gill. There were no other nominations.

**RESOLVED (unanimous)**  
**GG/TG**

That Councillor Sheward be elected Vice-Chairman of Representational Committee for 2018/19.

**R/06 APOLOGIES**

Apologies were received from Councillors Garner, Lyle

**R/07 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

<b>Cllr</b>	<b>Item</b>	<b>Reason</b>
Gill	16	Provides self-catering holiday let with private parking

Conflicts of interest

None

Personal Interest

<b>Cllr</b>	<b>Item</b>	<b>Reason</b>
All members present	16	Residents/business owners in Ludlow

**R/08 PUBLIC OPEN SESSION (15 minutes)**

There were two members of the public present.

Mrs Matthews Head Teacher Ludlow Infants and Nursery School Sandpits Road Ludlow read out the following statement:

Our dear Lollipop lady passed away last summer and we have been without any form of traffic control outside the school gates. I was informed that there would be a survey of the area during peak times and the authority would decide on the best system to put in place.

I was very concerned to hear that such plans have been postponed due to budget restraints.

Our children are between 2 and 7 years old and most have little or no traffic awareness and will wander into the road unless their parents have them by the hand. We have had to partly close our school gates to make a chicane to prevent the children running straight out into the road. On one occasion I had to run after a child who was heading for the open road as he had ran off from his parents.

Although I am not always available at the end of the day to see what happens, I am aware that there have been near misses where children have gone into the road.



The children are very small at this age and cannot be seen behind cars. It is only a matter of time before one of them is seriously hurt or worse and as a headteacher I do not want this on my conscience. I feel that to do nothing, for the sake of money, is not an option.

**R/09 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION**

There was one Unitary Councillors present, Unitary Councillor Andy Boddington Ludlow North.

Integrated Transport Scheme – Sandpits Road

Councillor Boddington supported the concerns raised regarding the road safety issues in Sandpits Road. The integrated traffic scheme has been deferred for two years and urgent measures are necessary to prevent a fatality. The area is within Unitary Councillor Huffer's ward and they will both support the urgent need for precautionary measures to be reinstated.

**R/10 MINUTES**

**RESOLVED (unanimous)  
GG/TG**

That the minutes of the Representational Committee meeting held on Wednesday 16<sup>th</sup> May 2018 be approved as a correct record and signed by the Chairman.

**R/11 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/12 LUDLOW CONSERVATION AREA ADVISORY COMMITTEE (LCAAC)**

**RESOLVED (unanimous)**

To note the minutes of the meeting held on 11<sup>th</sup> April 2018.

**R/13 SHROPSHIRE COUNCIL DECISIONS**

**RESOLVED (unanimous)  
GG/CS**

To note the pending decisions from Shropshire Council

**R/14     SHROPSHIRE COUNCIL DECISIONS**

**RESOLVED (unanimous)  
GG/CS**

To note the decisions from Shropshire Council

**PLANNING APPLICATIONS**

**R/15     18/01743/TCA Whitcliffe Common Ludlow**

**RESOLVED (unanimous)  
GG/TG**

No objection

**R/16     18/01695/LBC 5 Church Street Ludlow SY8 1AP**

**RESOLVED (unanimous)  
GG/CS**

No object

Subject to compliance with fire regulations

**R/17     18/01504/LBC 7 Brand lane Ludlow SY8 1NN**

**RESOLVED (unanimous)  
GG/MC**

Object

The drawings validated by Shropshire Council are inadequate and of poor quality.

**R/18     18/01843/TPO Torfels Livesey Road Ludlow SY8 1EX**

**RESOLVED (unanimous)  
GG/CS**

No objection

*The oak tree subject of this application is already protected by a TPO. In my opinion the works proposed are good arboriculture practice to support the long-term future of this significant tree.*

**R/19    18/01797/TCA Castle Walk House Linney Ludlow SY8 1EG**

**RESOLVED (unanimous)**

**GG/RP**

Object

To support the comments made by Peter Norman, Tree Officer:

*The public notice attached to the garden gate specifies the work as the felling of one larch tree the application form on the council planning portal refers to the felling of one laurel and the site plan labels the target tree as a laurel. A large larch tree is prominently visible from the public footpath past the house and could be considered a candidate for a TPO.*

*However the application form gives no guidance or evidence as to why removal of the larch tree is necessary.*

*In my opinion the applicant should be asked to submit (or the council be asked to provide) an application consistent with the public notice displayed and specifying reasons for the felling before a decision can be made.*

**R/20    18/01954/FUL St. Johns Church Gravel Hill SY8 1QS**

**RESOLVED (unanimous)**

**CS/TG**

Object

Due the lack of written justification for this proposal as part of a Heritage Impact Assessment, in accordance with paragraph 128 of the National Policy Planning Framework and policy MD13

**R/21    18/02049/TCA The Firs 1 Julian Road Ludlow SY8 1HA**

**RESOLVED (unanimous)**

**MC/GG**

No objection

To support Peter Normans, Tree Officer's comments;

*The application involves a free-standing birch in the middle of the front garden and an unspecified tree overhanging from the neighbour's garden. Only the birch is visible from the public highway and therefore a potential candidate for a TPO.*

*However, this is not a rare species, there is plenty of other tree cover around, it is abrading the 'phone wire and the reduction proposed is not excessive although it will affect the natural form of the tree. In the circumstances I think the successful imposition of a TPO highly unlikely.*

**R/22     18/02096/FUL 20 Wheeler Road Ludlow**

**RESOLVED (unanimous)  
GG/TG**

No objection

**R/23     18/02120/FUL 65 Downton View Ludlow**

**RESOLVED (unanimous)  
GG/CS**

No objection

**R/24     ROAD CLOSURES/TRAFFIC MANAGEMENT**

**RESOLVED (unanimous)  
GG/CS**

To note the road closure at Rock Lane 23<sup>rd</sup> – 27<sup>th</sup> July 2018.

**R/25     INTEGRATED TRANSPORT SCHEME – SANDPITS ROAD**

**RESOLVED (unanimous)  
RP/GG**

- (i) Write to Shropshire Council and express strong concerns regarding the of the current situation
- Historically this area has had a manned ‘School Crossing Patrol’
  - There has been no change that has altered the need for a safe crossing place
  - There is an established need for safety procedures to be in place
  - That the school crossing patrol is reinstated
  - That comprehensive signage of the area is installed
  - Immediate introduction of a 20mph speed limit outside the school.

**R/26     RESOLVED (unanimous)  
MC/TG**

- (ii) Write to Shropshire Council to request a copy of the conclusion following the signage review.

**R/27   SHROPSHIRE COUNCIL PARKING STRATEGY**

Councillor Clarke left the meeting at 7.40pm

The Chair informed members that he and Councillor Sheward had attended the drop in session at Ludlow Library on 16th May.

Councillor Clarke returned to the meeting at 7.42pm

Ludlow - Castle Street car park

Market trader permits are available at a concessionary rate of £4 per day from April to December and £2 per day from January to March.

Proposal: Removal of this concession.

Reason/s

- To address car park/town centre congestion issues and promote use of alternative car parks more appropriate to vehicle type
- Standard capped tariff considered appropriate
- Consistency across the county
- Concession shouldn't be more favourable than that available to residents

Potential impact

- Increase in parking availability for visitors
- Less town centre congestion
- Increase in parking congestion in outlying car parks
- Not as convenient for market traders to return to vehicles
- Parking tariff compatibility for all users

Ludlow - Galdeford B and Smithfield car parks

Market trader permits are available at a concessionary rate of £2 per day.

Proposal: Removal of this concession.

Reason/s

- To address car park/town centre congestion issues and promote use of alternative car parks more appropriate to vehicle type
- Standard capped tariff considered appropriate
- Consistency across the county
- Concession shouldn't be more favourable than that available to residents

Potential impact

- Increase in cost for market trader parking
- Parking tariff compatibility for all users

**RESOLVED (unanimous)**

**GG/TG**

Ludlow market trades up to six days a week and trades throughout the year. It is an asset to the town and other traders notice that Tuesdays – a non-market day – is much quieter in terms of footfall and visitor numbers.

Ludlow's economy is based on tourism, Ludlow market is one of Ludlow's core

visitor attractions. It helps to create a healthy and vibrant heart to the town and therefore the needs of the market traders must be understood and address because they are very different to the needs of traders with permanent indoor premises. Market trader bring their entire stock with them each day they trade and take it all home with them at the end of each day.

The stalls have a canopy, but there is no storage other than under the stall and this area is not secure from theft. Traders use their vehicles as their stock room and therefore the vehicles must be near to the stall so that the stall is not left unattended for too long during each stock visit. Smithfield and Galdeford car parks are in excess of 10 minutes' walk from the market, which is not feasible for many traders.

Trading conditions are tough for everyone. The real risk is that Ludlow market loses a number of traders and loses the critical mass of traders that attract visitors throughout the year. If Ludlow market is diminished then the town centre will unfortunately feel the detrimental impact. The only positive in this sad scenario is there will be plenty of empty parking spaces in the town.

The proposals are unnecessary, and undermine a working structure of parking charges that provides necessary support to a key asset of Ludlow, namely its outdoor market. The proposal to remove the concessions are unworkable and represent an attack on Ludlow's vibrant town, award winning market, and visitor economy.

**R/28 RESOLVED (unanimous)  
GG/CS**

(i) To defer item 16 (ii) Changes to variations of on street parking restrictions in Ludlow to the next Representational Committee meeting on 13th June 2018 as the consultation dates have been extended to 21st June 2018

Councillor Gill left the meeting at 8.01pm

**R/29 RESOLVED (unanimous)  
GG/RP**

(ii) Amendments to Shropshire Council's Off Street Parking Places Order. The current off street permit structure is effective and workable which is appreciated by businesses, hotels, B&B's, guest houses and holiday lets

Councillor Gill returned to the meeting at 8.04pm

**R/30 RESOLVED (unanimous)  
GG/MC**

(iii) To reiterate the previous comments to Shropshire Council regarding Shropshire Council's Parking Consultation and resend the letter dated 12th October 2017 to Shropshire Council and include the Unitary Councillors.

**R/31 CHARTER FOR TREES, WOODS AND PEOPLE**

**RESOLVED (unanimous)  
RP/TG**

To acknowledge the 'Charter for Trees, Woods and People' as a practical document

**R/32 GRANT APPLICATION – SONGS FOR YOU**

**RESOLVED (unanimous)  
GG/CS**

To award the grant of £300 to Songs for You

**R/33 FISH PASS MILL STREET WEIR LUDLOW**

**RESOLVED (unanimous)  
GG/TG**

To thank the Severn Rivers Trust and the Friends of Whitcliffe Common for the information

Meeting closed at 8:09 pm

\_\_\_\_\_  
Chairman

Date

NB: Closed Session minutes will not be issued

Item 8

# Items to Action



Minute number	Resolution	Action	Date	Status
R/493	<p><b><u>Housing Association Land at Charlton Rise Ludlow SY8 1ND</u></b>  <b><u>RESOLVED</u></b> (unanimous)  <b>GG/PD</b></p> <p>Members requested that the Town Clerk write to Shropshire Housing Group to express LTC disappointment that there was no consultation with residents in the area or any notification advertised prior to the felling of the sycamore tree.</p> <ul style="list-style-type: none"> <li>i) To apply for a TPO on the three remaining trees</li> <li>ii) To apply for the green area to be made a Public Green Space</li> <li>iii) To register the footpath across the green area.</li> </ul> <p>Cllr R Jones and Cllr Lyle to consult with residents in the vicinity of the green to collate witness statements on the use of the green over the past 20 years</p>	<p>Draft letter to SHG</p> <p>Apply for a TPO</p> <p>Green Open Space Order and to register the footpath.</p>	<p>Complete</p> <p>Complete</p> <p>Pending</p>	
R/15	<p><b><u>18/01743/TCA Whitcliffe Common Ludlow</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous)  <b>GG/TG</b></p> <p>No objection</p>	<p>Submit comments to SC</p>	<p>complete</p>	<p>18/05/2018</p>

R/16	<p><b><u>18/01695/LBC 5 Church Street Ludlow SY8 1AP</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous)</p> <p><b>GG/CS</b></p> <p>No object</p> <p>Subject to compliance with fire regulations</p>	Submit comments to SC	complete	18/05/2018
R/17	<p><b><u>18/01504/LBC 7 Brand lane Ludlow SY8 1NN</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous)</p> <p><b>GG/MC</b></p> <p>Object</p> <p>The drawings validated by Shropshire Council are inadequate and of poor quality.</p>	Submit comments to SC	complete	20/05/2018
R/18	<p><b><u>18/01843/TPO Torfels Livesey Road Ludlow SY8 1EX</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous)</p> <p><b>GG/CS</b></p> <p>No objection</p> <p><i>The oak tree subject of this application is already protected by a TPO. In my opinion the works proposed are good arboricultural practice to support the long-term future of this significant tree.</i></p>	Submit comments to SC	complete	18/05/2018

R/19	<p><b><u>18/01797/TCA Castle Walk House Linney Ludlow SY8 1EG</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous)</p> <p><b>GG/RP</b></p> <p>Object</p> <p>To support the comments made by Peter Norman, Tree Officer:</p> <p><i>The public notice attached to the garden gate specifies the work as the felling of one larch tree the application form on the council planning portal refers to the felling of one laurel and the site plan labels the target tree as a laurel. A large larch tree is prominently visible from the public footpath past the house and could be considered a candidate for a TPO.</i></p> <p><i>However the application form gives no guidance or evidence as to why removal of the larch tree is necessary.</i></p> <p><i>In my opinion the applicant should be asked to submit (or the council be asked to provide) an application consistent with the public notice displayed and specifying reasons for the felling before a decision can be made.</i></p>	Email comments to Dougald Purce SC	complete	20/05/2018
------	--	---------------------------------------	----------	------------

R/20	<p><b><u>18/01954/FUL St. Johns Church Gravel Hill SY8 1QS</u></b></p> <p><b><u>RESOLVED</u> (unanimous)</b> <b>CS/TG</b></p> <p>Object</p> <p>Due the lack of written justification for this proposal as part of a Heritage Impact Assessment, in accordance with paragraph 128 of the National Policy Planning Framework and policy MD13</p>	Submit comments to Shropshire Council	Complete	30/05/2018
R/21	<p><b><u>18/02049/TCA The Firs 1 Julian Road Ludlow SY8 1HA</u></b></p> <p><b><u>RESOLVED</u> (unanimous)</b> <b>MC/GG</b></p> <p>No objection</p> <p>To support Peter Normans, Tree Officer's comments;</p> <p><i>The application involves a free-standing birch in the middle of the front garden and an unspecified tree overhanging from the neighbour's garden. Only the birch is visible from the public highway and therefore a potential candidate for a TPO.</i></p>	Submit comments to Shropshire Council	Complete	18/05/2018

	<i>However, this is not a rare species, there is plenty of other tree cover around, it is abrading the 'phone wire and the reduction proposed is not excessive although it will affect the natural form of the tree. In the circumstances I think the successful imposition of a TPO highly unlikely.</i>			
R/22	<p><b><u>18/02096/FUL 20 Wheeler Road Ludlow</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous)  <b>GG/TG</b></p> <p>No objection</p>	Submit comments to Shropshire Council	Complete	
R/23	<p><b><u>18/02120/FUL 65 Downton View Ludlow</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous)  <b>GG/CS</b></p> <p>No objection</p>	Submit comments to Shropshire Council	Complete	
R/25	<p><b><u>INTEGRATED TRANSPORT SCHEME – SANDPITS ROAD</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous)  <b>RP/GG</b></p> <p>(i) Write to Shropshire Council and express strong concerns regarding the of the current situation</p>	Email to Shropshire Council	Complete	05/06/2018

	<ul style="list-style-type: none"> <li>Historically this area has had a manned 'School Crossing Patrol'</li> <li>There is a need for safety procedures to be in place</li> <li>That the school crossing patrol is reinstated</li> <li>That comprehensive signage of the area is installed</li> <li>Introduction of a 20mph speed limit is introduced immediately.</li> </ul>			
R/26	<p><b><u>SIGNAGE REVIEW</u></b></p> <p><b><u>RESOLVED</u> (unanimous)</b> <b>MC/TG</b></p> <p>(ii) Write to Shropshire Council to request a copy of the conclusion following the signage review.</p>	Email to SC	Complete	05/06/2018
R/27	<p><b><u>SHROPSHIRE COUNCIL PARKING STRATEGY</u></b></p> <p><b><u>RESOLVED</u> (unanimous)</b> <b>MC/TG</b></p> <p>iii) Write to Shropshire Council to request a copy of the conclusion following the signage review.</p> <p><b>R/27 SHROPSHIRE COUNCIL PARKING STRATEGY</b></p> <p>Councillor Clarke left the meeting at 7.40pm</p>	Submit to SC	ongoing	

	<p>The Chair informed members that he and Councillor Sheward had attended the drop in session at Ludlow Library on 16th May.</p> <p>Councillor Clarke returned to the meeting at 7.42pm</p> <p>Ludlow - Castle Street car park</p> <p>Market trader permits are available at a concessionary rate of £4 per day from April to December and £2 per day from January to March.</p> <p>Proposal: Removal of this concession.</p> <p>Reason/s</p> <ul style="list-style-type: none"><li>• To address car park/town centre congestion issues and promote use of alternative car parks more appropriate to vehicle type</li><li>• Standard capped tariff considered appropriate</li><li>• Consistency across the county</li><li>• Concession shouldn't be more favourable than that available to residents</li></ul> <p>Potential impact</p> <ul style="list-style-type: none"><li>• Increase in parking availability for visitors</li><li>• Less town centre congestion</li></ul>			
--	--	--	--	--

	<ul style="list-style-type: none"> <li>• Increase in parking congestion in outlying car parks</li> <li>• Not as convenient for market traders to return to vehicles</li> <li>• Parking tariff compatibility for all users</li> </ul> <p>Ludlow - Galdeford B and Smithfield car parks</p> <p>Market trader permits are available at a concessionary rate of £2 per day.</p> <p>Proposal: Removal of this concession.</p> <p>Reason/s</p> <ul style="list-style-type: none"> <li>• To address car park/town centre congestion issues and promote use of alternative car parks more appropriate to vehicle type</li> <li>• Standard capped tariff considered appropriate</li> <li>• Consistency across the county</li> <li>• Concession shouldn't be more favourable than that available to residents</li> </ul> <p>Potential impact</p>			
--	--	--	--	--



- Increase in cost for market trader parking
- Parking tariff compatibility for all users

**RESOLVED (unanimous)**

**GG/TG**

Ludlow market trades up to six days a week and trades throughout the year. It is an asset to the town and other traders notice that Tuesdays – a non-market day – is much quieter in terms of footfall and visitor numbers. Ludlow's economy is based on tourism, Ludlow market is one of Ludlow's core visitor attractions. It helps to create a healthy and vibrant heart to the town and therefore the needs of the market traders must be understood and addressed because they are very different to the needs of traders with permanent indoor premises. Market traders bring their entire stock with them each day they trade and take it all home with them at the end of each day.

The stalls have a canopy, but there is no storage other than under the stall and this area is not secure from theft. Traders use their vehicles as their stock room and therefore the vehicles must be near to the stall so that the stall is not left unattended for too long during each stock visit. Smithfield and Galdeford car parks are in excess of 10 minutes' walk from the market, which is not feasible for many traders.

Trading conditions are tough for everyone. The real risk is that Ludlow market loses a number of traders and loses the critical mass of traders that attract visitors throughout the year. If Ludlow market is diminished then the

	<p>town centre will unfortunately feel the detrimental impact. The only positive in this sad scenario is there will be plenty of empty parking spaces in the town.</p> <p>The proposals are unnecessary, and undermine a working structure of parking charges that provides necessary support to a key asset of Ludlow, namely its outdoor market., The proposal to remove the concessions are unworkable and represent an attack on Ludlow's vibrant town, award winning market, and visitor economy.</p> <p><b>R/28 RESOLVED (unanimous)</b> <b>GG/CS</b></p> <p>(i) To defer item 16 (ii) Changes to variations of on street parking restrictions in Ludlow to the next Representational Committee meeting on 13th June 2018 as the consultation dates have been extended to 21st June 2018</p> <p>Councillor Gill left the meeting at 8.01pm</p> <p><b>R/29 RESOLVED (unanimous)</b> <b>GG/RP</b></p>			
--	---	--	--	--

	<p>(ii) Amendments to Shropshire Council's Off Street Parking Places Order. The current off street permit structure is effective and workable which is appreciated by businesses, hotels, B&amp;B's, guest houses and holiday lets</p> <p>Councillor Gill returned to the meeting at 8.04pm</p> <p><b>R/30 RESOLVED (unanimous)</b></p> <p><b>GG/MC</b></p> <p>(iii) To reiterate the previous comments to Shropshire Council regarding Shropshire Council's Parking Consultation and resend the letter dated 12th October 2017 to Shropshire Council and include the Unitary Councillors.</p>			
<p><b>R/32</b></p>	<p><b><u>GRANT APPLICATION – SONGS FOR YOU</u></b></p> <p><b><u>RESOLVED (unanimous)</u></b></p> <p><b>GG/CS</b></p> <p>To award the grant of £300 to Songs for You</p>	<p>Send minute to finance</p> <p>Payment</p>	<p>Complete</p> <p>Pending</p>	<p>17/05/2018</p>

R/33	<p><b><u>FISH PASS MILL STREET WEIR LUDLOW</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous)</p> <p><b>GG/TG</b></p> <p>To thank the Severn Rivers Trust and the Friends of Whitcliffe Common for the information</p>	Draft letter	Complete	
------	---	--------------	----------	--

Item 9

# LCAAC

## Agenda & Minutes



To: Members of the Ludlow Conservation Area  
Advisory Committee



Development Services  
Historic Environment  
Shropshire Council  
Shirehall, Abbey Forgate  
Shrewsbury  
Shropshire SY2 6ND

Date: 06 June 2018  
Our Ref: LCAAC/BM  
Your Ref:

Dear Member,

A meeting of the Ludlow Conservation Area Advisory Committee will be held on  
**Wednesday 13<sup>th</sup> June 2018 at 5.00pm at The Guildhall, Mill Street, Ludlow**

### **AGENDA**

1. Appoint Minute Secretary
2. Apologies for Absence –
3. Members' Interests
4. Minutes of the Meeting held on Wednesday 30<sup>th</sup> May 2018
5. Matters Arising from the Minutes
6. Applications for Planning Permission and Listed Building Consent
7. Pre-application advice
8. Buildings at Risk
9. Any other Business
10. Dates of future meeting  
*18 July 2018, 5pm*  
*22 August 2018, 5pm*

Yours faithfully

*Berwyn Murray*

Berwyn Murray  
Historic Environment Technician

**Applications to be reviewed:**

<b>Ref. number:</b>	<b>Address:</b>	<b>Description of proposals:</b>
18/02334/ADV	Installation of 1 non illuminated projecting sign	34 Bull Ring Ludlow Shropshire SY8 1AA

<b>Ref. number:</b>	<b>Address:</b>	<b>Description of proposals:</b>
18/02465/LBC	Bank House 16 Broad Street Ludlow SY8 1NQ	Removal of 1no internal cashier screened counter position. Installation of a new IDM unit which will require the relocation of existing IDM unit, Deposit Point and associated remedial works affecting a Grade II Listed Building

Use the link below to search online for application documents:

<http://planningpa.shropshire.gov.uk/online-applications/>

Then type in reference number and select search. Select 'Documents' to view plans

**Preapp**

**Castle Lodge, Castle Square**

As of the last week or so we understand that Castle Lodge is now under new ownership. Ben Williscroft has been contacted by the new owner, and is in early discussions with them over the future use of the building and any alterations they wish to make. All being well Ben should be able to provide the committee with some further details prior to the meeting.

## LUDLOW CONSERVATION AREA ADVISORY COMMITTEE

### MINUTES

- Meeting** Wednesday 31 May 2017
- Present** James Caird, Neil Condliffe, Glen Ginger, Imogen Liddle, Bill Lloyd-Kitchen, Michael Page, Colin Sheward, Graham Willson-Lloyd
- Attending**
- Apologies** Andy Boddington, Phil Maile, John Nash, Valerie Thomas, Ben Williscroft, Jonathan Wood
- Minutes** Approved subject to amendment of the apologies list.

### Interests

### Matters arising from the minutes

- Number** 14/04328/FUL
- Address** Land Adjoining Castle Grange, Linney
- Proposal** Erection of 2 no. detached dwellings and detached garages; formation of vehicular access
- Comment** **31/05/17 - revised plans:**

It was acknowledged that an attempt had been made to overcome previous townscape objections but the Committee maintained its objection to the proposal. Building should not take place in the flood plain. The submitted townscape sequence is welcome but it does not deal with the most important views across the site which are from the gate of St Leonard's churchyard and down the arm of the Linney in between this and the site. In townscape terms it is an important aspect of the character of the conservation area that the views of Whitcliffe and Bringewood from this angle are uninterrupted by development. The fact that the proposal is now set back to the right only partially deals with this aspect and does nothing in terms of the domestication (hard paving, parked vehicles etc.) that would occupy the central aspect of the view.

Yet to be determined.



**Number** 15/02634/VAR  
**Address** Old Stables, Lower Barns Road  
**Proposal** Removal of Condition No.4 (holiday let use) attached to previous permission SS/1/06/18437/F to allow for permanent residential use  
**Comment** Yet to be determined.

**Number** 15/04137/FUL  
**Address** 5 High Street  
**Proposal** New shop window and Change of Use of upper floors to residential.  
**Comment** Yet to be determined.

**Number** 16/03096/OUT  
**Address** East of Fishmore Road  
**Proposal** Residential development  
**Comment** No objection.  
Yet to be determined.

**Number** 16/04716/VAR  
**Address** Bromfield Road  
**Proposal** Underground tanks  
**Comment** Opinion varied. Some members of the Committee were concerned that any leakage of fuels from an underground tank might go undetected. Others were reassured by the technical evidence and thought the visual improvement to the scheme was to its benefit.  
Yet to be determined.

**Number** 16/05602/FUL  
**Address** West of Friars Walk  
**Proposal** 2 dwellings  
**Comment** No objection in principle. However we do not think the design is suitable. It neither reflects architecture with a Ludlow character nor is it cutting edge design for the 21st century. The deep house shells create a very large side elevation which is out of character with the area. Viewed from Friars Garden, and therefore from a higher viewpoint, the very long roof slopes will unnecessarily dominate the street scene. The external staircases on the rear are a very odd feature and will look very odd in long views of the site from the south. These seem, in any event, to be unnecessary as they are duplicated

with internal ones.

Yet to be determined.

**Number** 17/00230/FUL  
**Address** Adj Linney House  
**Proposal** 3 dwellings  
**Comment** The Committee raised little objection to this proposal when these, the revised plans, were submitted in 2012/13 as they were a significant improvement on the earlier proposals. However, the architecture of the proposal presents 3 different styles none of which is of a recognisable Ludlow character. The Committee feels that a better scheme is possible and could be one, perhaps, that better reflects Ludlow's housing needs and the general character of this part of the Ludlow Conservation Area.

**05/04/17. Revised details.** No further comment.

**Permitted.** Conditions: construction hours; archaeology; tree protection; flood compensation; ecology management and protected species; nest and bat boxes; materials and details; means of access details; landscaping; removal of PD rights.

**Number** 17/00859/FUL  
**Address** Public conveniences, New Road  
**Proposal** New retail building  
**Comment** The site is not in the conservation area but we were consulted on the design. We have no objection in principle, although the question of parking for passing trade was raised. We think the fascia would be improved if it were deeper more like a traditional shop front so as to occupy more of the depth between the shop window and the first floor windows.

**Permitted.** Conditions: method statement, roofing materials, construction hours, delivery hours.

**Number** 17/01056/FUL & 17/01057/LBC  
**Address** 18 Temeside  
**Proposal** Part change of use to cafe and erection of conservatory.  
**Comment** No objection.

Yet to be determined.

**Number** 17/00701/ADV  
**Address** Stone House, Corve Street  
**Proposal** 'Stackboard' advertisement  
**Comment** Ludlow Conservation Area Advisory Committee: The proposed signs would be detrimental to the character and appearance of the conservation area. The short-term need for signage during the development period should not be taken as necessitating signage in the long term. In particular, the wall-mounted sign on the Corve Street boundary wall is particularly damaging to the character and amenity of the area. The Committee suggests that any sign on the street frontage should be limited to the name of the development and should be carefully designed in terms of its size, colour and graphics to conform to local character.

Yet to be determined.

**Number** 17/01168/COU  
**Address** The Angel  
**Proposal** Change of use from office to restaurant.  
**Comment** No objection.  
**Permitted.** Conditions: limitations on cooking methods (odour control), no amplified music.

**Number** 17/01179/FUL  
**Address** Mr Underhill's, Dinham  
**Proposal** Change of use from restaurant/dwelling to dwelling  
**Comment** No objection.  
**Permitted.** Decision notice not on website yet.

**Number** 17/01039/ADV  
**Address** Tesco, Corve Street  
**Proposal** 30 non-illuminated and 2 non-illuminated signs  
**Comment** No objection.  
**Permitted.** Conditions: standard advertisement conditions and illuminated signage to be lit only during opening hours.

**Number** 17/01327/FUL  
**Address** Ludlow Brewery  
**Proposal** Lean-to extension  
**Comment** No objection.

Yet to be determined.

**Number** 17/01759/FUL  
**Address** Meran, Linney  
**Proposal** Single storey extension  
**Comment** No objection.

Yet to be determined.

**Number** 17/01781/LBC  
**Address** 2 Castle Street  
**Proposal** Fire risk works  
**Comment** No objection in principle but there was no proper assessment of the historic significance of the fabric affected. We were thinking of doors and floor boards/structure specifically. These need to be properly evaluated and the proposals may need reassessment in the light of this.

**Permitted.** Conditions: details and materials conditions, floating floor for office.

**Number** 17/01445/COU  
**Address** 17 Broad Street  
**Proposal** CoU to residential  
**Comment** No objection. There had been an enquiry from Ben Williscroft about the plasterwork of a ground floor ceiling. The provenance was uncertain. No information was available from those present but it was suggested that a possible source might be the former owner, John Cave.

Yet to be determined.

**Number** 17/01763/FUL & 17/01764/LBC  
**Address** 30 Mill Street  
**Proposal** Extension  
**Comment** No objection in principle. However the thickness of the principal rear wall shown on the plan might indicate ancient fabric and we would not wish to see this removed without proper evaluation.

Yet to be determined.

## New applications

**Number** 17/01962/DIS  
**Address** Brian Mears Bricks  
**Proposal** Discharge of conditions (parking, loading, turning)  
**Comment** It was not clear from the drawing what vehicle movements were to be permitted. The Committee would not wish to see cross-traffic movements disallowed as this would cause congestion elsewhere in Ludlow.

**Number** 17/01916/FUL & 17/01917/LBC  
**Address** 4 College Street  
**Proposal** Replacement garage  
**Comment** No objection.

**Number** 17/01963/FUL  
**Address** Spring Cottage, Steventon Road  
**Proposal** Entrance porch and extension  
**Comment** The Committee was unable to discern any difference between the proposal and the previously approved scheme.

**Number** 17/01808/FUL & 17/01809/LBC  
**Address** Kennet House, Sheet Road  
**Proposal** Conversion of outbuilding and extension.  
**Comment** The Committee had no objection to the proposal in principle. However the submitted drawings were inadequate because they did not seem to correctly depict the layout in reality and because the extent of the works to the parts that connect the outbuilding to the main house were not shown. This was considered to be important because of the careful design of the original house that was contributory to its listing. The Committee would not wish to see the original architectural concept be undermined by physical or visual separation of the elements.

**Number** 17/02221/LBC  
**Address** 13 Raven Lane  
**Proposal** Works to listed building including external repairs.  
**Comment** No objection.

## Buildings at risk, enforcement and other business

<b>Address</b>	41 Broad Street
<b>Issue</b>	Doorcase in disrepair.
<b>Comment</b>	BW to investigate. (2016)
<b>Address</b>	Bull Hotel, Bull Ring
<b>Issue</b>	State of roof
<b>Comment</b>	No documents. (2016) Slates still reported missing at <b>08/03/17</b> .
<b>Address</b>	Town Wall, Upper Linney
<b>Issue</b>	Collapse. Still under discussion. (2014)
<b>Address</b>	Ludford House
<b>Issue</b>	The wall along the main road was reported as being increasingly unstable because of tree growth in the Park. (2016)
<b>Address</b>	51 Broad Street
<b>Issue</b>	Repairs to steps of listed building which are not like-for-like (no rounded edges). (2016)
<b>Address</b>	Broadgate Cottage
<b>Issue</b>	Deteriorating condition. (2016)
	<b>03/05/17</b> Reported that a new roof finish had been completed.
<b>Address</b>	40 Broad Street
<b>Issue</b>	Grid over cellar opening and sack-drop cover. BW to investigate. Further information to be submitted. The requirement for cast iron rainwater goods has been given to the owners. (2014)
	<b>08/03/17</b> IL to send information to SC enforcement section.
<b>Address</b>	5 Raven Lane
<b>Issue</b>	BW has spoken to the owner about the condition of the exterior. (2016)

**Address** 15 Dinham  
**Issue** The installed door furniture appears to be chrome rather than brass. BW to investigate. (2016)

**Address** Poyners, Broad Street  
**Issue** Windows in deteriorating condition. (22/02/17)

## **Ludlow Heritage Awards 2016**

### **Arrangements for awards event.**

These were discussed.

### **Future meetings**

**Next** 28 June 2017  
**Subsequent** every 4<sup>th</sup> Tuesday: 28 June; **26 July**; 23 August; 20 September; 18 October; 15 November; 13 December; 17 January; 14 February; 14 March; 11 April; 16 May; 13 June; all meetings at 5:00pm

**Meeting closed at** 6:00pm

06/06/17

Item 10, 11,12, 13

**Shropshire Council**  
**[no papers]**



## ANNUAL PROJECT SUPPORT APPLICATION TO LUDLOW TOWN COUNCIL

### Great Ludlow Get Together Application – Additional financial information

P4L has no bank account. Our need for funds so far has been minimal and any minor expenses have been met by voluntary contributions from committee members. The need for more regular funding and for a bank account and proper financial control as we grow have been made apparent by planning for a second, larger, Community Street Party.

However opening an account will take time and so, for the Street Party, we are using the Women's Centre account and they have kindly agreed to 'ring fence' the GLGT money to ensure that it is only used for the GLGT event. An email from Silke Gebauer (The Women's Centre Treasurer) to confirm this is at the bottom of this document.

We have secured a grant of £75 from Wesley's Methodist Church for half the funding we require and are therefore applying for matched funding of £75 from Ludlow Town Council for the remainder.

The funds required are for the following items:

Item	Description	Value attributed	based on formal quote or best guess
1	40 Biodegradeable Balloons (100% latex and compost within 6 months)	£7.96	Formal quote
2	20 biodegradeable black bags	£2.96	Formal quote
3	20ft x 10ft marquee hire	£39	Formal quote
4	80 sets disposable plates/cups cutlery	£40	Best guess
5	65 advertising posters/leaflets	£25	Formal quote
6	1 Fringe Festival Magazine advert	£40	Formal quote
	<b>TOTAL</b>	<b>154.92</b>	

Email confirming financial arrangements.

- [Silke Gebauer <eklis@goowy.com>](mailto:eklis@goowy.com)
- 14 May at 4:19 PM

To  
davidcurreant@phoncoop.coop  
Dear David,

Yes, the wording looks perfectly fine to me.

As for reimbursing any invoices paid up front, I am hoping to be able to do bank transfers soon. If not, I imagine you'll be reimbursed with a cheque or cheques as the case may be. In any case, please provide details who to make cheques payable to as well as bank details just to be ready for both options.

Silke

-----Original Message-----

From: David Carrant <davidcarrant@phonecoop.coop>

To: eklis <eklis@goowy.com>

CC: Frances Lloyd <effie49@hotmail.co.uk>; Denise Thompson <sunniva.dt@btinternet.com>; Kim Holroyd <kimholroyd@hotmail.com>

Sent: Mon, 14 May 2018 15:36

Subject: Street Party - June 30th

Dear Silke,

I understand from Effie that the Women's Centre (LWC) have kindly agreed to act as 'banker' for the grant money that People 4 Ludlow and Ludlow Fringe are applying for from Ludlow Town Council (LTC) to provide equipment for the Great Ludlow Get Together on June 30th.

Denise, Kim and I are completing the grant application form and need to satisfy LTC that the funds, if granted, will be used only for the purpose specified in the application. Please could you confirm that the following wording on the grant application will be acceptable to LWC?

*Ludlow Women's Centre have agreed to hold any funds granted to People 4 Ludlow and Ludlow Fringe for the sole purpose of purchasing / hiring equipment for the Great Ludlow Get Together street party on June 30th 2018. These funds will therefore be ring-fenced to pay invoices submitted for these goods and hirings.*

We are flexible regarding how the grant money is paid out but suggest that one of us collects paid invoices for the total sum spent and presents these to you on completion of the event. However please let us know if you would rather it was handled in another way.

Best wishes, David Carrant

*on behalf of People 4 Ludlow and Ludlow Fringe*

# **People For Ludlow** **Constitution**

## **1. NAME**

The name of this body is "People For Ludlow" (P4L)

## **2. OBJECTS**

P4L will operate as a not-for-profit body. Its object shall be to promote activities that improve the sustainability, dynamism and vibrancy of the local community within Ludlow and its surrounding area. Such activities will include, but are not limited to:

- a) support of groups working on particular aspects of the Object,
- b) working with local and central government to support the Object,
- c) working with bodies to enhance quality of life in the local community.

## **3. OPERATION OF THE CONSTITUTION**

1. Subject to the matters set out below P4L and its property shall be administered and managed in accordance with this Constitution by the members as constituted by Section 6 of this Constitution.
2. This Constitution may only be amended by a two-thirds majority vote of members at the Annual General Meeting or a Special General Meeting of P4L. Changes shall come into effect at the end of that meeting.
3. P4L may appoint a member at any meeting to act as in a position of responsibility and shall provide a description of these to the member.
4. Any member (individual or group) may be appointed or removed to/from the steering group by the decision of that group from time to time as is appropriate and relevant to the Object.
5. Communication between members by e-mail shall have the same standing as written communication.
6. In all meetings of P4L, a vote shall be determined by a simple majority (except where explicitly stated otherwise in this Constitution) of those present and entitled to vote. The Chair of the meeting shall not have a vote, but shall cast a deciding vote in the respect of a tie. Members shall have paid any levy determined under Clause 5.5 to be entitled to vote.

## **4. POWERS**

In furtherance of the Object but not otherwise and having been agreed at a meeting of P4L, the members may exercise the following powers:

1. Power to raise funds and to invite and receive contributions where required to defray costs properly incurred;
2. Power to charge a membership subscription;
3. Power to incur costs;
4. Power to co-operate with other individuals, associations, charities, voluntary bodies and statutory authorities operating in furtherance of the Object or of similar purposes and to exchange information and advice with them;

5. Power to make donations to other groups with similar objects;
6. Power to establish or support any charitable trust, association, Community Interest Company, Community Benefit Company, Registered Charity or Limited Company or institution formed for the pursuance of the Object;
8. Power to appoint and constitute such advisory committees as may be required from time to time;
9. Power to operate such bank accounts and other financial services as a meeting of P4L may think fit, subject to the operating safeguards recommended by the Charity Commission or other competent body;
10. Power to do all such other lawful things as are necessary or desirable for the achievement of the Object.

## **5. MEMBERSHIP**

1. There are two types of membership of P4L:
  - a ) GROUP membership, whereby a group or public body (whether formally constituted or not) with an interest in a topic in support of the Object may join P4L. A group shall be represented for voting purposes by one individual (a 'delegate') at any meeting, who shall have one vote on behalf of the group. Any number of group members may attend.  
  
b) INDIVIDUAL membership, whereby any person aged sixteen or over with an interest in a topic in support of the Object may join P4L. Individuals (or groups thereof) aged wholly under sixteen may be represented by an individual over sixteen of their choice.
3. A record of membership shall be kept by the Administrator.
4. Membership shall be for one year at a time, from 1 January to 31 December each year.
5. Members may be asked to pay a levy not in excess of £20 (for groups) or £10 (for individuals) to defray incurred and expected costs of P4L. This shall be determined from time to time by a steering group meeting of P4L and paid by the end of January in the relevant membership year, otherwise membership will lapse. This will commence in Jan 2017.
6. An Annual or Special General Meeting of P4L may by a two-thirds majority vote to terminate the membership of any individual or group on grounds of activity considered to bring the Alliance into disrepute, provided that the individual or group concerned shall have the right to be heard by the membership, accompanied by a third party, before a final decision is made.
7. A member may resign their membership at any time by sending notification to the Administrator, who will circulate this to the other group and individual members.

## **6. Meetings of P4L**

### **6.1 Steering group meetings**

- a) The general activity of P4L shall be managed by decisions agreed at a steering group meeting.
- b) The Chair of a steering group meeting shall be decided at the previous steering group meeting by rotation among those members present, excepting that the review of the minutes of the previous steering group meeting shall be conducted by the Chair of that meeting whenever possible.

- c) The Chair shall cause an accurate record of the meeting to be made by the minute secretary and circulated to the membership within seven calendar days of the meeting. Corrections to this record shall be notified to the Chair within a further seven calendar days.
- d) The function of minute secretary shall be rotated amongst the members present.
- e) The agenda of steering group meetings shall be agreed at other such meetings and/or by communication amongst the members. The agenda and minutes of the previous meeting shall be given to all members with no less than two calendar days notice prior to the meeting date.
- f) All members shall declare any financial or other relevant interest in any matter before it is discussed in the meeting.
- g) The quorum for a steering group meeting shall be five group or individual members. In the event of a quorum not being present, no binding decisions may be taken but any other business can be considered at the sole and full discretion of the Chair.

## **6.2 Annual General Meeting**

- a. The Annual General Meeting (AGM) shall be held at a date agreed in a steering group meeting.
- b. The Chair of the AGM shall be agreed in a steering group meeting.
- c. The appointed Chair shall cause an Agenda to be circulated to the membership not less than twenty-one calendar days before the meeting and shall arrange for a record of the meeting to be taken and circulated to members not more than fourteen days after the meeting.
- d. The Agenda shall include, but not be limited to:
  - approval of the Minutes of the Previous AGM and any SGMs held after it.
  - a report by the Chair (and any other persons nominated by the Chair) on the activities of P4L in the past year
  - a Report on the financial activity of P4L
  - any propositions regarding changes to this Constitution
- e. The quorum for an AGM shall be ten group or individual members. In the event of a quorum not being present, the Chair shall have sole and full discretion as to whether to proceed with the meeting or postpone it.

## **6.3 Special General Meetings**

- a) A Special General Meeting (SGM) shall be held at the request of not less than ten group or individual members, such a request to be made in writing to the Administrator. The request shall include the reason for the SGM and the matter(s) to be considered.
- b) Such a meeting will be held within one calendar month of this request.
- c) The Chair of the SGM shall be agreed in a steering group meeting.
- d) The appointed Chair shall cause an Agenda to be circulated to the membership not less than twenty-one calendar days before the meeting and shall arrange for a record of the meeting to be taken and circulated to members not more than fourteen days after the meeting.
- e) The Agenda of the SGM shall be limited to the matters made in the request.

- f) The quorum for an SGM shall be ten group or individual members. In the event of a quorum not being present, the Chair shall have sole and full discretion as to whether to proceed with the meeting or postpone it.

## **7. Receipts, expenditure and Financial Reporting**

1. The funds of P4L including all subscriptions, donations, contributions and bequests, shall be paid into a bank account in the UK operated in the name of P4L at such bank as a steering group meeting shall from time to time decide. All cheques drawn on the account must be signed by at least two members of P4L. A list of at least two and no more than five cheque signatories shall be agreed at a steering group meeting and may be changed by further such meetings.
2. The funds belonging to P4L shall be applied only in furthering the Object.
3. Members shall be reimbursed by P4L in respect of any expenditure properly incurred by them on behalf of the P4L.
4. All income and expenditure is to be properly recorded by the Book-keeper. Receipts are to be provided and records kept for all income. Receipted original invoices are to be kept for all expenditure, cross-referenced to cheque numbers. Financial records are to be kept for seven years. Prior to the AGM, the appointed Chair shall arrange for a financial report to be prepared, in conjunction with the Book-keeper. Such a report shall include a summary of income and expenditure and the current placement of funds.

## **8. WINDING UP**

1. P4L may be wound up by a two-thirds majority vote at an AGM or SGM.
2. After settlement of all liabilities any surplus assets shall be donated to a body with interests similar to the object of P4L. The selection of the body shall be considered at the AGM or SGM.

**\*\*\* END \*\*\***

## ANNUAL PROJECT SUPPORT APPLICATION TO LUDLOW TOWN COUNCIL

### Great Ludlow Get Together Application – Additional financial information

P4L has no bank account. Our need for funds so far has been minimal and any minor expenses have been met by voluntary contributions from committee members. The need for more regular funding and for a bank account and proper financial control as we grow have been made apparent by planning for a second, larger, Community Street Party.

However opening an account will take time and so, for the Street Party, we are using the Women's Centre account and they have kindly agreed to 'ring fence' the GLGT money to ensure that it is only used for the GLGT event. An email from Silke Gebauer (The Women's Centre Treasurer) to confirm this is at the bottom of this document.

We have secured a grant of £75 from Wesley's Methodist Church for half the funding we require and are therefore applying for matched funding of £75 from Ludlow Town Council for the remainder.

The funds required are for the following items:

Item	Description	Value attributed	based on formal quote or best guess
1	40 Biodegradeable Balloons (100% latex and compost within 6 months)	£7.96	Formal quote
2	20 biodegradeable black bags	£2.96	Formal quote
3	20ft x 10ft marquee hire	£39	Formal quote
4	80 sets disposable plates/cups cutlery	£40	Best guess
5	65 advertising posters/leaflets	£25	Formal quote
6	1 Fringe Festival Magazine advert	£40	Formal quote
	<b>TOTAL</b>	<b>154.92</b>	

Email confirming financial arrangements.

- [Silke Gebauer <eklis@goowy.com>](mailto:eklis@goowy.com)
- 14 May at 4:19 PM

To  
davidcurreant@phoncoop.coop  
Dear David,

Yes, the wording looks perfectly fine to me.

As for reimbursing any invoices paid up front, I am hoping to be able to do bank transfers soon. If not, I imagine you'll be reimbursed with a cheque or cheques as the case may be. In any case, please provide details who to make cheques payable to as well as bank details just to be ready for both options.

Silke

-----Original Message-----

From: David Carrant <davidcarrant@phonecoop.coop>

To: eklis <eklis@goowy.com>

CC: Frances Lloyd <effie49@hotmail.co.uk>; Denise Thompson <sunniva.dt@btinternet.com>; Kim Holroyd <kimholroyd@hotmail.com>

Sent: Mon, 14 May 2018 15:36

Subject: Street Party - June 30th

Dear Silke,

I understand from Effie that the Women's Centre (LWC) have kindly agreed to act as 'banker' for the grant money that People 4 Ludlow and Ludlow Fringe are applying for from Ludlow Town Council (LTC) to provide equipment for the Great Ludlow Get Together on June 30th.

Denise, Kim and I are completing the grant application form and need to satisfy LTC that the funds, if granted, will be used only for the purpose specified in the application. Please could you confirm that the following wording on the grant application will be acceptable to LWC?

*Ludlow Women's Centre have agreed to hold any funds granted to People 4 Ludlow and Ludlow Fringe for the sole purpose of purchasing / hiring equipment for the Great Ludlow Get Together street party on June 30th 2018. These funds will therefore be ring-fenced to pay invoices submitted for these goods and hirings.*

We are flexible regarding how the grant money is paid out but suggest that one of us collects paid invoices for the total sum spent and presents these to you on completion of the event. However please let us know if you would rather it was handled in another way.

Best wishes, David Carrant

*on behalf of People 4 Ludlow and Ludlow Fringe*



# **The Ludlow Castle Roll of Arms: Technical Examination and Analysis**

**Lisa Shekede and Stephen Rickerby**

**for The Friends of Ludlow Museum**

**May 2018**

## **REPORT SUMMARY**

The Ludlow Castle roll of arms is a fifteen-foot parchment roll decorated with the escutcheons of the owners of Ludlow Castle and Presidents and Members of the Council of Wales and the Marches. It was commissioned around 1576 by Sir Henry Sidney, Lord President of the Council between 1560 and 1586. Remarkably, its existence was unknown prior to its serendipitous discovery in a London antique shop in 2015. It has since been fortunately acquired for the town and is to be permanently housed in its place of origin. It is first being conserved at the Herefordshire Archives and Records Centre (HARC) under the auspices of the Ludlow Castle Heraldic Roll Group, which forms part of the Friends of Ludlow Museum.

This technical report was commissioned with two main purposes in mind. Firstly, the acquisition of information on the materials and techniques used in the creation of the roll is considered essential for guiding conservation work and for making informed decisions on its eventual storage and display, since this enhances understanding of current condition and susceptibility to risk. Secondly, the educational potential of the investigation has been understood from the outset. It is an aspiration of all those who have been involved in the acquisition and care of the roll that the results of the study will stimulate and foster interest in local history among the people of Ludlow and the schools in the area.

The technical study privileged non-invasive investigations in order to minimise risk to the integrity of the roll and to reduce the number of samples needed for analysis. Multi-spectral imaging and in situ photo-micrography provided a preliminary understanding of the roll's technology, and helped to guide and focus the taking of ten minute paint samples for lab-based dispersion analysis. A newly developed method of non-invasive sampling of the original parchment and repairs was also undertaken for analysis conducted at the University of York.

Lisa Shekede & Stephen Rickerby

A major finding of the study was the identification of a wide range of costly materials employed in its painting, which in turn testifies to the considerable prestige of the commission. Although shell gold and silver were not used, cheaper iron oxide pigments are also largely absent from the palette, which instead contains many of the more expensive pigments such as azurite, orpiment and lead tin yellow, and even the almost prohibitively expensive pigment, ultramarine.

The investigation also provided evidence that the painting was carried out to a very high standard by an individual skilled in heraldic painting. Considerable effort went into the planning and setting-out of the design, and the subtlety of the colour-mixes used demonstrated the artist's skill in modulating pigments and binders in order to achieve a range of

effects. For example, to boost the purple appearance of the blue layer and counteract the green tendency of azurite, an organic red 'pink' was added. The same 'pink' was also used in combination with yellow orpiment to produce a warm gold colour. The optical properties of lead white were manipulated to produce in some parts of the painting a dense, brilliant white, and in others, such as the cadence bars, a semi-translucent paint layer.

Another important discovery was that the heraldic painting and the inscriptions were the work of two separate individuals with different competencies working in sequence, all the work of the arms painter having been carried out before the text was added.

The technical study provides useful information for guiding decisions on issues of preservation and protection, and highlights the significance of the roll as a unique historical asset for the town of Ludlow. The findings are presented in full in APPENDICES 1-4.

Friends of Ludlow Museum

Item 15

**SHROPSHIRE COUNCIL PARKING STRATEGY  
ADDITIONAL PAPERS  
[FOLLOW THE LINK](#)**

Item 16

**SHROSHIRE COUNCIL'S GREAT OUTDOORS  
2018-2028 DRAFT STRATEGY**

pages 32/33 relate to planning

Item 17

**SHROPSHIRE COUNCIL'S BETTER  
REGULATION AND ENFORCEMENT POLICY**

**[FOLLOW THE LINK](#)**