

# LUDLOW TOWN COUNCIL A G E N D A

## REPRESENTATIONAL COMMITTEE

To: All Members of the Council, Unitary Councillors; Press

**Contact: Gina Wilding, Town Clerk**

**Ludlow Town Council, The Guildhall**

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**Dispatch date: Friday 8<sup>th</sup> October 2021**

You are invited to attend a meeting of the  
Members of Representational Committee on

**Wednesday 13<sup>th</sup> October 2021**

**Via Zoom**

**Link: <https://us02web.zoom.us/j/82116372753>**

**Meeting ID: 821 1637 2753**

*Gina Wilding*

Gina Wilding  
Town Clerk

## Key Agenda Items:

- **PLANNING APPLICATIONS**
- **TRAFFIC MANAGEMENT & ROAD CLOSURES**
- **BUS SHELTERS**

**Public Open Session (15 minutes in total)** – Members of the public are invited to make representations to the Committee on any matters relating to the work of the Committee. The maximum time allotted per person is three minutes.

## 1. **WELCOME**

Welcome to a virtual meeting for the consideration of this agenda by the members of Representational Committee.

Ludlow Town Council is proud of its strong governance procedures, and it is disappointed by the government's recent decision to withdraw the ability for the council to hold decision making meetings virtually. The council feels that at this time it is not safe to hold frequent and long in-person meetings.

In the interests of transparency, I shall explain our temporary process.

The council has decided to retain all the elements of good governance including publically accessible meetings, and Councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

Members of the public will be given the opportunity to speak during the public open session at the beginning of the agenda, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who causes a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could raise your hand if you'd like to speak, and speak one at a time.

Please note that the 'chat' function will not be available during this meeting.

As there is no formal table, I will introduce the Councillors present and ask that they say hello or wave as I do so.'

## 2. **RECORDING OF MEETINGS**

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during this meeting.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

## 3. **APOLOGIES**

To receive apologies from committee members.

**4. DECLARATIONS OF INTERESTS**

To receive members' declarations of interests for:

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

*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.*

**5. PUBLIC OPEN SESSION (15 minutes)**

Members of the public are invited to make representations to the Committee on any matters relating to the work of the Committee. The maximum time allotted per person is three minutes. The maximum time for this session if there are multiple speakers is 15 minutes.

**6. LUDLOW UNITARY COUNCILLORS SESSION**

Ludlow's Unitary Councillors are invited to provide information and address questions to the Committee.

**7. DELEGATED DECISIONS/ ITEMS TO ACTION**

To receive the delegate actions list from Representational Committee on 15<sup>th</sup> September 2021.

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

The LCAAC agenda of the current meeting is attached to this agenda.

**9. DISCHARGE OF CONDITIONS AND PERMITTED DEVELOPMENT**

To consider the following discharge of conditions, and to note the permitted developments from Shropshire Council.

<b>21/04612/DIS</b>	<b>Dinham Hall, Dinham, Ludlow, SY8 1EJ</b> Discharge of Conditions 3 (Schedule of Building works and Method Statement) and 4 (Joinery) associated with planning application number 20/04261/LBC
<b>21/04586/DIS</b>	<b>Dinham Hall, Dinham, Ludlow, SY8 1EJ</b> Discharge of Condition 3 (Construction Traffic Management Plan) associated with planning application number 20/04260/FUL
<b>21/04481/DIS</b>	<b>Proposed Storage Building North Of Dinham, Ludlow</b> Discharge of condition 3 (ground works samples and/or details of roofing materials/external walls) associated with planning application number 21/01254/FUL
<b>21/04460/DIS</b>	<b>Church Inn, Church Street, Ludlow, SY8 1AW</b> Discharge of Conditions 3 (Internal Doors, joinery and Ironmongery) and 4 (Installation electrical services and cabling) associated with planning application number 18/03238/LBC
<b>21/04394/DIS</b>	<b>Proposed Dwelling To The East Of Castle View Terrace, Ludlow</b> Discharge of Conditions 3 (Roofing/external walls materials) 6 (Traffic Management Plan) 7 (Scheme of surface and foul water drainage) 8 (Tree Protection) 9 (Bat and Bird Boxes) and 13 (Lighting) associated with planning application number 21/01918/FUL

**10. SHROPSHIRE COUNCIL DECISIONS PENDING**

To note the following pending decisions.

<b>21/02909/FUL</b>	<b>Rowton, Henley Road, Ludlow, SY8 1QZ</b> Erection of single storey side and rear extension
<b>19/05380/FUL</b>	<b>Supermarket, Upper Galdeford, Ludlow, SY8 1QF</b> Reconsultation due to Amendment on application 19/05380/FUL – Supermarket. End date 23/0302021 Mixed use development consisting of 19 mixed tenure apartments, 12 parking spaces, 2 x A1 retail units and demolition of existing building.
<b>21/03526/LBC</b>	<b>Conversion Of Outbuildings To The East Of, Raven Lane, Ludlow</b> Amendments to previously approved 20/03306/LBC for conversion of outbuildings to two residential dwellings to include relocation of stairs, bathrooms with associated changes to internal openings and removal of internal brickwork chimneys affecting a Grade II Listed Building
<b>21/03922/AMP</b>	<b>Proposed Conversion Of Outbuildings, To The East Of Raven Lane, Ludlow</b> Non-material amendment to planning application numbers 20/03305/FUL and 20/03306/LBC
<b>21/04064/FUL</b>	<b>10-12 Castle Street, Ludlow, SY8 1AT</b> Change of use to a Sui Generis public house with expanded food provision, together with internal and external alterations including a glazed link extension.
<b>21/04065/LBC</b>	<b>10-12 Castle Street, Ludlow, SY8 1AT</b> Change of use to a Sui Generis public house with expanded food provision, together with internal and external alterations including a glazed link extension.
<b>21/03863/FUL</b>	<b>The Lime House, 16 Lower Mill Street, Ludlow, SY8 1BH</b> Proposed erection of single storey replacement garage with study (re-submission)
<b>21/03325/FUL</b>	<b>7 Temeside Estate, Steventon Crescent, Ludlow, SY8 1JR</b> Erection of first floor extension over existing.
<b>21/04116/LBC</b>	<b>Whitefriars House, 30 Corve Street, Ludlow, SY8 1GB</b> Internal refurbishment and redecoration to include relocation of kitchen, addition of 3 bathrooms, upgrade of heating, plumbing and electrics and the addition of one new casement window to first floor, 3 new wood burning stoves and flexible metal flue liners and 2 new Velux sun tunnels. Overhaul and re-decoration of external joinery as well as the repairs including the upgrade of two existing flat roofs, repairs to existing slate and tiled roofs to replace slipped and missing tiles as well as repairs to the existing lead parapet gutter. Localised brickwork repairs as required affecting grade II listed building.
<b>21/04173/FUL</b>	<b>Holmleigh, 49 Gravel Hill, Ludlow, SY8 1QS</b> Erection of timber clad garage following removal of existing concrete panel garage.

<b>21/04194/FUL</b>	<b>Flow Fit, Coder Road, Ludlow, SY8 1XE.</b> Erection of two storey front extension (B1), rear and side single storey extensions (B2 & B8)
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#### 11. SHROPSHIRE COUNCIL DECISIONS

To note the following decisions.

<b>21/03835/FUL</b>	<b>Proposed Dwelling West Of 2, Riddings Meadow, Ludlow</b> Erection of 1No. dwelling and formation of vehicular and pedestrian access (previously approved 17/05958/FUL)	<b>GRANTED</b>
<b>21/03329/ADV</b>	<b>The Georgian House , 14 Castle Street, Ludlow, SY8 1AT</b> Consent for a free standing lectern style interpretation board describing history of the site	<b>GRANTED</b>
<b>21/04541/TCA</b>	<b>36 Broad Street, Ludlow, SY8 1NL</b> Pollard 1no Mulberry within Ludlow Conservation Area	<b>WITHDRAWN</b>
<b>21/03622/COU</b>	<b>Warehouse, Weeping Cross Lane, Ludlow, SY8 1JH</b> Change of use to wholesale warehouse with retail and trade counter	<b>GRANTED</b>
<b>21/04075/LBC</b>	<b>137 Corve Street, Ludlow, SY8 2PG</b> Replacement of existing timber external kitchen door and ground floor fixed casement window with openable casement window to suit use as larder room affecting a grade II listed building	<b>GRANTED</b>
<b>21/03595/LBC</b>	<b>2 The Snickett, Corve Street, Ludlow, SY8 1BF</b> Removal of existing external kitchen wall to create small external space and installation of a log burner flue affecting a grade II listed building (retrospective)	<b>GRANTED</b>
<b>21/04144/TCA</b>	<b>Linfield, Linney, Ludlow, SY8 1EE</b> To remove one small branch to balance 1no Robinia tree and remove 4 lower branches (crown raise 3-4mtrs) 1no Swamp Cypress tree within Ludlow Conservation Area.	<b>CONSENT BY RIGHT - TREES</b>
<b>21/04009/TCA</b>	<b>Ludlow Castle, Castle Square, Ludlow, SY8 1AY</b> Fell 1no Sycamore within Ludlow Conservation Area.	<b>CONSENT BY RIGHT - TREES</b>
<b>21/03742/LBC</b>	<b>45, 43, 41 And 39 Old Street, Ludlow, SY8 1NW</b> Internal and external alterations to the existing property No. 45 to retain it as a four-bedroom residence including reconfiguring of front and rear access porch and door, insulation to existing external walls, and at ceiling level on the second floor, alterations of a second floor fixed-light window	<b>GRANTED</b>

	to allow for ventilation and replacement of rear porch roof covering with the inclusion of a conservation rooflight; upgrade heating systems throughout No. 43 and 45 with the inclusion of boilers and flues for the future sub-division of the property affecting a Grade II Listed Building	
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## 12. PLANNING APPLICATIONS

To consider and comment on all validated planning applications.

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

21/04501/FUL	<b><u>Garden Cottage At , 8 Broad Street, Ludlow, SY8 1NG</u></b> Erection of sun room along the eastern garden boundary <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZHM6OTDIAQ00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZHM6OTDIAQ00</a>
21/04502/LBC	<b><u>Garden Cottage At , 8 Broad Street, Ludlow, SY8 1NG</u></b> Erection of sun room along the eastern garden boundary affecting a Grade II Listed Building <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZHM6STDIAR00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZHM6STDIAR00</a>
21/04569/LBC	<b><u>1 Dinham, Ludlow, SY8 1EJ</u></b> Proposal: Internal alterations to create chamfered opening in internal wall at ground floor between kitchen and reception room. A pair of glazed screen doors to external side of existing access door from Courtyard to Kitchen affecting a grade II listed building <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZQVNLTDIEO00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZQVNLTDIEO00</a>
21/03656/FUL	<b><u>The Cottage, St Julians Avenue, Ludlow, SY8 1ET</u></b> Alterations to existing sun room and removal and replacement of defective balcony <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QWPM2OTDH2300">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QWPM2OTDH2300</a>
21/03987/FUL	<b><u>10 Bull Ring, Ludlow, SY8 1AF</u></b> Internal and external alterations to include removal of modern partitioning and new shop front. <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QXQNHXTDHJO00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QXQNHXTDHJO00</a>
21/03988/LBC	<b><u>10 Bull Ring, Ludlow, SY8 1AF</u></b> Internal and external alterations to include removal of modern partitioning and new shop front affecting a Grade II Listed Building

	<a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QXQNI3TDHJP00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QXQNI3TDHJP00</a>
<b>21/04567/TCA</b>	<b><u>18 Lower Mill Street, Ludlow, SY8 1BH</u></b> Fell 17no Trees (See Schedule & Plan) within Ludlow Conservation Area <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZQVMYTDIEK00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZQVMYTDIEK00</a>
<b>21/04494/FUL</b>	<b><u>127 Old Street, Ludlow, SY8 1NU</u></b> Change of use from mixed residential and commercial use to a single dwelling <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZHM1JTDIAC00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZHM1JTDIAC00</a>
<b>21/03150/FUL</b>	<b><u>Ludlow Hospital , Gravel Hill, Ludlow, SY8 1QX</u></b> Installation of 3No. air conditioning units in the courtyard area and 3No. air conditioning cassettes one within the drugs storage area and a further two installed within the x ray area <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QV7WQUTDGBT00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QV7WQUTDGBT00</a>
<b><u>21/04581/FUL</u></b>	<b><u>Beech House , 41 New Road, Ludlow, SY8 2NY</u></b> Erection of 3 new low carbon self-build dwellings. <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZSQBPTDIFA00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=QZSQBPTDIFA00</a>

### 13. **ROAD CLOSURE/TRAFFIC MANAGEMENT**

To consider the road closures and traffic management listed below:

Road closures can be viewed at: <https://roadworks.org/> or <https://one.network/>

<b>Date</b>	<b>Location</b>	<b>Traffic Management</b>	<b>Company</b>	<b>Work Description</b>
18 <sup>th</sup> October 2021	St Margaret Road, Ludlow	Road Closure:	Severn Trent Water	STW - Repair and replace defective frame and cover within carriageway.
6th October 2021 -7th October 2021	Sheet Road, Ludlow	Urgent Road Closure to rectify carriageway defects	Shropshire Council	Rectify carriageway defects
Amended to 06/01/2022 for 1 night between the hours of 2100 to 0600.	Market Street, Ludlow	Road Closure	Open reach	

**14. BUS SHELTERS**

To consider the report on proposed bus shelter installations

**15. ONE STOP JUNCTION SAFETY AUDIT**

To approach Shropshire Council following the Road Traffic Accident at the One Stop Roundabout on Gravel Hill, Ludlow on 23 September to reiterate Ludlow Town Council's request for a safety audit; and to re-emphasise concerns about the increased traffic that is likely when the new Sainsbury out of town store and petrol station opens in the Autumn.

**Membership**

Councillors Ginger (Chairman), Adams, Gill, Jones, Lyle, O'Neill, Parry, Pote, Tapley, Thompson, Waite.

The next meeting of members of Representational Committee via Zoom will be held on Wednesday 10<sup>th</sup> November 2021.



**Item 7**

**DELEGATED DECISIONS/  
ITEMS TO ACTION**

**Representational Committee 15.09.2021**

**Delegated Authority Actions**

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

<b>Meeting 19/8/2021</b>				
<b>Delegated Authority No.</b>		<b>Action under delegated authority</b>	<b>Status</b>	<b>Date</b>
<b>DA/REP/21/74</b>	<p><b><u>St Johns Garden, St Johns Road, Ludlow</u></b> To crown reduce Southern Canopy by 2-3m to create less end weight on the crown 1no Honey Locust tree within Ludlow Conservation Area.</p> <p><b><u>NOTED GG/BW (unanimous)</u></b> This is a Ludlow Town Council application.</p> <p>The Committee would like the Town Clerk to develop a working relationship with a volunteer tree officer to replace the advice previously received from Peter Norman. That the volunteer be used for a trial period.</p>	<p>None</p> <p>Contact the volunteer tree officer to make arrangements.</p>	<p>Complete</p> <p>Compete</p>	<p>19/08/21</p>
<b>DA/REP/21/84</b>	<p><b><u>ELECTRIC VEHICLE CHARGING POINTS</u></b> To consider a recommendation.</p> <p><b><u>RECOMMENDED GG/BW (unanimous)</u></b> As there is possibility, under the ORCS grant scheme, that EV chargers could be installed in Castle Street Carpark, this committee would like to instruct Shropshire Council, through Jason Hughes and Adrian Cooper, to start the application process</p>	<p>To contact Shropshire Council with our acceptance.</p>	<p>Complete</p>	
<b>DA/REP/21/87</b>	<p><b><u>DELEGATED DECISIONS AND ITEMS TO ACTION</u></b></p> <p><b><u>NOTED GG/PA (unanimous)</u></b> Received from meeting 18<sup>th</sup> August 2021</p>	<p>To note</p>	<p>Complete</p>	<p>15/09/21</p>

**Representational Committee 15.09.2021**

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<b>DA/REP/21/88</b>	<b><u>LUDLOW CONSERVATION AREA ADVISORY COMMITTEE (LCAAC)</u></b>  <b><u>NOTED GG/RJ (unanimous)</u></b> To note the agenda.	To note	Complete	15/09/21
<b>DA/REP/21/89</b>	<b><u>DISCHARGE OF CONDITIONS AND PERMITTED DEVELOPMENT</u></b>  <b><u>RECOMMENDED GG/PA (unanimous)</u></b> To note the discharge of conditions and permitted developments.	To note	Complete	15/09/21
<b>DA/REP/21/90</b>	<b><u>SHROPSHIRE COUNCIL DECISIONS PENDING</u></b>  <b><u>RECOMMENDED GG/VP (unanimous)</u></b> To note the decisions pending.	To note	Complete	15/09/21
<b>DA/REP/21/91</b>	<b><u>SHROPSHIRE COUNCIL DECISIONS</u></b>  <b><u>RECOMMENDED GG/SO (unanimous)</u></b> To note the decisions.	To note		15/09/21
<b>DA/REP/21/92</b>	<b><u>PLANNING APPLICATIONS</u></b>  <b><u>21/04064/FUL10-12 Castle Street Ludlow SY8 1AT</u></b> Change of use to a Sui Generis public house with expanded food provision, together with internal and external alterations including a glazed link extension <b><u>RECOMMENDED GG/DL (unanimous)</u></b> No objection.  To reconsider the decision to remove the brick wall overlooking the Town Public Toilets.	Comment Submitted to SC	Completed	28/09/21

**Representational Committee 15.09.2021**

**Delegated Authority Actions**

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

<b>DA/REP/21/93</b>	<b><u>21/04065/LBC 10-12 Castle Street Ludlow SY8 1AT</u></b> Change of use to a Sui Generis public house with expanded food provision, together with internal and external alterations including a glazed link extension <b><u>RECOMMENDED GG/DL (unanimous)</u></b> No objection.  To reconsider the decision to remove the brick wall overlooking the Town Public Toilets.	Comment Submitted to SC	Completed	28/09/21
<b>DA/REP/21/94</b>	<b><u>21/04144/TCA Linfield, Linney, Ludlow, SY8 1EE</u></b> To remove one small branch to balance 1no Robinia tree and remove 4 lower branches (crown raise 3-4mtrs) 1no Swamp Cypress tree within Ludlow Conservation Area.  <b><u>RECOMMENDED GG/RJ (unanimous)</u></b> No objection.	Comment Submitted to SC	Completed	Cant submit Consent by right trees
<b>DA/REP/21/95</b>	<b><u>21/03835/FUL Proposed Dwelling West Of 2, Riddings Meadow, Ludlow</u></b> Erection of 1No. dwelling and formation of vehicular and pedestrian access (previously approved 17/05958/FUL)  <b><u>RECOMMENDED GG/RJ (unanimous)</u></b> No objection	Comment Submitted to SC	Completed	28/09/21
<b>DA/REP/21/96</b>	<b><u>21/03863/FUL The Lime House, 16 Lower Mill Street, Ludlow, SY8 1BH</u></b> Proposed erection of single storey replacement garage with study (re-submission)  <b><u>RECOMMENDED GG/PA (unanimous)</u></b> No Objection	Comment Submitted to SC	Completed	28/07/21
<b>DA/REP/21/97</b>	<b><u>21/04009/TCA Ludlow Castle , Castle Square, Ludlow, SY8 1AY</u></b>	Comment Submitted to SC	Completed	Cant submit

**Representational Committee 15.09.2021**

**Delegated Authority Actions**

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	<p>Fell 1no Sycamore within Ludlow Conservation Area</p> <p><b><u>RECOMMENDED GG/PA (9:0:1)</u></b> No objection</p>			comment Consent by right Trees
DA/REP/21/98	<p><b><u>21/04075/LBC 137 Corve Street, Ludlow, SY8 2PG</u></b> Replacement of existing timber external kitchen door and ground floor fixed casement window with openable casement window to suit use as larder room affecting a grade II listed building</p> <p><b><u>RECOMMENDED GG/PA (unanimous)</u></b> No objection</p>	Comment Submitted to SC	Completed	28/09/21
DA/REP/21/99	<p><b><u>21/03325/FUL 7 Temeside Estate, Steventon Crescent, Ludlow, SY8 1JR</u></b> Erection of first floor extension over existing</p> <p><b><u>RECOMMENDED RP/GG (unanimous)</u></b> No Objection</p>	Comment Submitted to SC	Completed	28/09/21
DA/REP/21/100	<p><b><u>21/04116/LBC Whitefriars House, 30 Corve Street, Ludlow, SY8 1GB</u></b> Internal refurbishment and redecoration to include relocation of kitchen, additional of 3 bathrooms, upgrade of heating, plumbing and electrics and the addition of one new casement window to first floor, 3 new wood burning stoves and flexible metal flue liners and 2 new Velux sun tunnels. Overhaul and re-decoration of external joinery as well as the replacement of 5 modern windows to the building. Roof repairs include the upgrade of two existing flat roofs, repairs to existing slate and tiled roofs to replace slipped and</p>	Comment Submitted to SC	Next rep meeting discuss how planning address climate crisis	

**Representational Committee 15.09.2021**

**Delegated Authority Actions**

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	<p>missing tiles as well as repairs to the existing lead parapet gutter. Localised brickwork repairs as required affecting grade II listed building</p> <p><b><u>RECOMMENDED PA/DL (unanimous)</u></b> No Objection</p> <p>Discuss at next rep meeting when more information is available regarding Shropshire Council's approach to sustainable and environmentally friendly material and methods.</p>			08/10/21
DA/REP/21/101	<p><b><u>21/04173/FUL Holmleigh, 49 Gravel Hill, Ludlow, SY8 1QS,</u></b> Erection of timber clad garage following removal of existing concrete panel garage</p> <p><b><u>RECOMMENDED GG/RP (unanimous)</u></b> No objection</p>	Comment Submitted to SC	Complete	28/09/21
DA/REP/21/102	<p><b><u>21/03742/LBC 45, 43, 41 And 39 Old Street, Ludlow, SY8 1NW</u></b> Internal and external alterations to the existing property No. 45 to retain it as a four-bedroom residence including reconfiguring of front and rear access porch and door, insulation to existing external walls, and at ceiling level on the second floor, alterations of a second floor fixed-light window to allow for ventilation and replacement of rear</p>	Comment Submitted to SC	Complete	19/09/21

**Representational Committee 15.09.2021**

**Delegated Authority Actions**

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	<p>porch roof covering with the inclusion of a conservation rooflight; upgrade heating systems throughout No. 43 and 45 with the inclusion of boilers and flues for the future sub-division of the property affecting a Grade II Listed Building</p> <p><b><u>RECOMMENDED GG/RP (9:0:1)</u></b> No objection.</p>			
	<p><b><u>21/04194/FUL Flow Fit, Coder Road, Ludlow, Shropshire, SY8 1XE.</u></b> Erection of two storey front extension (B1), rear and side single storey extensions (B2 &amp; B8)</p> <p><b><u>RECOMMENDED GG/DL (unanimous)</u></b> No objection.</p>	<p>Comment Submitted to SC</p>	<p>Complete</p>	<p>28/09/21</p>
<p><b>DA/REP/21/103</b></p>	<p><b><u>ROAD CLOSURE/TRAFFIC MANAGEMENT</u></b> To consider the road closures and traffic management.</p> <p><b><u>RECOMMENDED GG/DL (unanimous)</u></b> To note.</p>	<p>To note.</p>	<p>Complete</p>	
<p><b>DA/REP/21/104</b></p>	<p><b><u>Pavement Licences – The Snugg</u></b></p> <p><b><u>RECOMMENDED GG/DL (unanimous)</u></b> To approve the revised location of the pavement license area as proposed by Shropshire Council to be located adjacent to the existing area at front of the Snug along the entire length of the wall, and to ingress into the pavement/highway a maximum of 1.5m.</p> <p>To seek clarification about the Shropshire Council benches that normally go along the wall adjacent to the Snugg.</p>	<p>To submit comment to SC</p>	<p>Complete</p>	<p>16/09/21</p>

**Representational Committee 15.09.2021**

**Delegated Authority Actions**

In the interests of transparency, the council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

	To ask SC to take enforcement action to prevent the Snugg setting out their seating area on Events Square.			
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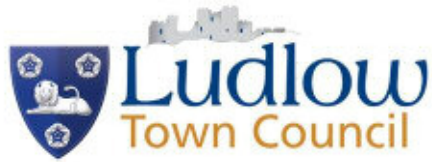
Meeting closed at 7:53pm.

DRAFT



**Item 14**

**BUS SHELTERS**



## **REPORT**

### **Ludlow Town Council**

## **BUS SHELTER INSTALLATION**

### **Report No. R/21/**

### **Representational Committee**

**13<sup>th</sup> October 2021**

#### **1. INTRODUCTION**

- 1.1 This report is to consider bus shelter installation over the next three years.

#### **2. RECOMMENDATION**

- 2.1 To agree with the plans to install bus shelters at three specified locations over the next three years.
- 2.2 To agree the design and supplier of the bus shelters for the next two years only (2021/22, 2022/23).
- 2.3 To agree that the design and supplier of the third bus shelter, to be installed in 2023/2024, will be explored at a later date and options brought to the Representational Committee for consideration.

#### **3. BACKGROUND**

- 3.1 In line with Council's decision to install one bus shelter per year a public consultation was undertaken.
- 3.2 The Town Council installed the first new bus stop in Corve Street in 2019 and a second bus stop in Sheet Road in 2020.
- 3.3 It was agreed in 2020 that the simple modern and functional design is to

be replicated in all the new bus shelters. The budgeted amount for the new bus shelter was £4,200.00.  
The bus shelter installed in 2020 was an expenditure of £4,195.00 fitted.

#### 4. **EXPLORATION OF COSTS INCLUDING THE 'GREEN ROOF' IDEA**

##### Invincible 2 bay bus shelter (as previously installed)

Dimensions: 2790mm long, 1200mm wide at top (wind breaks at side)  
Cost: **£4,445.00 (includes delivery and installation costs)**  
Specification: as per quotation (see appendix 1)

Image below



##### Brilliance 2 bay enclosed bus shelter with sedum roof

Dimensions: 2810mm long, 1540mm wide (fully enclosed) –  
less space to pass  
Cost: **£10,995.00 (installation £825.00 & bus stop pole £345.00)**  
Specification: as per quotation (see appendix 1)

Images below



Further information about the green roof idea can be found in the case study linked below:

[Living roof bus shelters help to offset the urban heat island effect \(gtspecifier.co.uk\)](http://gtspecifier.co.uk)

## 5. LOCATIONS

3.4 Following feedback from the public consultation and site visits with Shropshire Council Highways department this is what we propose:

SITE 1 (current financial year)

### **Upper Galdeford (opposite CWA Pet Supplies)**

- Very well used bus stop for visiting the town centre and buses to Kidderminster.
- Site will be marked out by Shropshire Highways to avoid other iron works/utility access in the road and pavement
- No visibility issues
- Bus stop sign at back line of pavement would be removed
- Shelter would be positioned at front of pavement

- Due to width of pavement/busyness of area only the Invincible will be suitable at this location.



## SITE 2 (2022/2023)

### **Sandpits Road (by Whitefriars junction)**

- Would be a very useful location for residents of Whitefriars, Beech Gardens.
- Will not affect road signage.
- Nearby residents would be informed in advance.
- No visibility issues
- Shelter would be positioned at front of pavement so as not to force pedestrians in to the road and to be kept away from property fence on the backline.
- Due to width of pavement only the Invincible will be suitable at this location.



SITE 3 (2023/2024)

**Sheet Road (by Charlton Rise junction)**

- Will not affect road signage and no visibility issues.
- Would suggest that the Brilliance bus shelter could be installed at this location – however it would be set back from the pavement on a concrete pad installed on the grassed area. Leaving the pavement fully accessible to pedestrians.
- The land transfer should have been completed by this point and it will be Ludlow Town Council land.



## **6 SUMMARY OF NEXT STEPS**

- 6.1 Begin paperwork for the installation of this year's bus shelter at site 1.
- road space to be booked with Shropshire Council
  - application to excavate to be completed
  - site visit to mark the space with Shropshire Council
  - order to be placed with Euroshel
- 6.2 In Autumn 2022 a bus shelter will be installed at site 2 and Representational Committee will be updated regarding timescale.
- 6.2 In Summer 2023 work will begin to get updated prices and specifications for a bus shelter at site 3. All information to be brought to Representational Committee for consideration.

## **7 BRIEF INFORMATION REGARDING INSTALLING A 'GREEN ROOF' ON AN EXISTING BUS SHELTER**

- 7.1 Euroshel have stated it would be possible to retro fit sedum roofs on to our two most recently installed bus shelters.

See information below in Appendix 2.

To summarise there would be a cost of £6,095 per shelter. The cost includes retro fit roof frame, sedum, drainage, delivery and installation.

- 7.2 It would need further exploration as to whether this could be done to older style bus shelters whose frame may not be as sturdy etc. for the weight.

Deputy Town Clerk  
October 2021

### **Implications**

**Wards Affected (All)**

**Financial (As contained in the report)**

**Health & Safety (as contained within the report)**

**Law & Order (as contained within the report)**

**Environmental Implications (As contained within the report)**



## Appendix 1. Quotes from Euroshell



Tue 21/09/2021 16:09

Phil Smith <phil@euroshell.com>

RE: Bus shelter query

To: Kate Adams

Hi Kate,

2021 costs for Invincible shelters at the same spec as prior orders:

### **TO SUPPLY: 2 bay Invincible bus shelter with 300mm wind break ends**

- 316 stainless steel brushed framing 76mm o/d
- Glass roof panel – 2790mm long, 1200mm wide
- Toughened glass panels with stainless steel central mid bar
- 2 x 300mm windbreak end panels
- Deluxe freestanding seat
- Timetable case
- Ludlow Town Council logo

Total cost: £4,445.00 (includes delivery and installation costs)

All prices plus VAT.

### **Brilliance Plus 2 Bay Enclosed shelter with Living Roof (Mirror Polished version)**

- Stainless steel **Mirror polished** 2 Bay DFE Brilliance Plus Shelter
- 100mm Square profile stanchions
- Reinforced Roof accommodating Living Roof complete with Growing Medium/Vegetation Layer/drainage
- (8mm Toughened Glass) Full length Glazing panels with central midbar
- Front opening access to shelter (Left or Right TBA)
- Stainless Steel seating Seating
- **Total Shelter price £11950.00**



### **Brilliance Plus 2 Bay Enclosed shelter with Living Roof (Brushed Finish Stainless Steel Version)**

- Stainless steel **Brushed finish** 2 Bay DFE Brilliance Plus Shelter
- 100mm Square profile stanchions
- Reinforced Roof accommodating Living Roof complete with Growing Medium/Vegetation Layer/drainage
- (8mm Toughened Glass) Full length Glazing panels with central midbar
- Front opening access to shelter (Left or Right TBA)
- Stainless Steel seating
  
- **Total Shelter price £10995.00**

#### **Optional Extras:**

Attached Bus stop pole £345.00 each

Solar lighting kit £1670.00 each

Installation Cost £825.00 each

All prices plus VAT.

Hope this helps?

If you have any further questions, feel free to ask.

Kind regards

Phil

Phil Smith  
Operations Manager  
Autocross Euroshel Limited

### **Appendix 2. Quote from Euroshell to alter roof of existing shelters**

We could retro fit your shelters with sedum roofs.

We would need to replace the roof frame with a square profile Stainless Steel frame with a purpose built tray to accommodate the sedum.

We would also need to install a hidden drain within one of the rear stanchions for rain water to drain away.

For your existing 2 bay invincible shelters already installed in Ludlow.

Costs would be approx: £5500.00 for retro fit roof frame, sedum and drainage.

Delivery cost £150.00

Installation Cost £445.00