

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
Mill Street, Ludlow, SY8 1AZ
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Dispatch date: Thursday 14th May 2026

You are summoned to attend a meeting of
Representational Committee at
The Guildhall, Mill Street, Ludlow SY8 1RZ
on Tuesday 19th May 2026 at 7pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

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

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. **HEALTH AND SAFETY**

Councillors and members of the public are to note that the fire exits can be found to the rear of the building 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.

2. **RECORDING OF MEETINGS**

Under the Openness of Local Government Regulations 2014, recording and broadcasting, including blogging, tweeting and other social media is permitted during public session of Council meetings. The act of recording and broadcasting must not interfere with the meeting.

3. **ELECTION OF A VICE CHAIR**

To receive nominations and elect a Vice-Chair.

4. **MEETING PROTOCOL**

Members are reminded of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol. Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair.

Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

5. **APOLOGIES**

To receive apologies from committee members.

6. **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.

7. **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. The public may not speak during the rest of the meeting.

8. **LUDLOW UNITARY COUNCILLORS SESSION**

Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.

9. MINUTES

To approve as a correct record and sign the minutes of the Representational Committee meeting held on 21st April 2026.

10. ITEMS TO ACTION

To note the items to action of the Representational Committee on 21st April 2026.

11. TERMS OF REFERENCE

To consider the previously adopted Terms of Reference for this Committee.

12. SHROPSHIRE COUNCIL DECISIONS PENDING

To note the following pending decisions

26/01318/FUL	<u>UK Select Arc (Ludlow), Unit 11A, Orleton Road, Ludlow,</u> Proposed MOT Testing Facility and Associated works
26/01349/TCA	<u>Betjeman Lodge, Corve Street, Ludlow</u> Fell 1no. group of self-sown Ash (T1) and 1no. large semi-mature Ash (T2) within Ludlow Conservation Area
26/00870/VAR	<u>Marches Biogas Limited, Biodigester Station, Coder Road, Ludlow, SY8 1XE</u> Variation of Condition No. 2 attached to permission 25/00309/FUL dated 27 March 2025

13. SHROPSHIRE COUNCIL DECISIONS

To note the following decisions.

26/00824/COU	<u>12 Castle Street, Ludlow, SY8 1AT</u> Change of Use from Sui Generis (Public House) to Class E (b) for the sale of food and drink for consumption (mostly) on the premises	GRANTED
26/00632/AMP	<u>Proposed Residential Development South Of A49 Ludlow</u> Amendments to planning permission 18/05461/REM - amended Proposed Site Plan to remove the footway from the eastern side of the internal access road to the A49 Trunk Road, amended Proposed Phasing Plan to include areas of earthworks to the A49 (and internal access road)	GRANTED
26/00618/PAC MF	<u>Cobb Amos, 5 High Street, Ludlow, SY8 1BS</u> Change of use from of first and second floors to a 1No flat, with associated new internal partitions and alterations to existing modern staircase (Commercial, Business and Service (Use Class E), or betting office or pay day loan shop to mixed use including up to two flats (Use Class C3) under Schedule 2, Part 3, Class G)	Prior Approval Not Required

14. 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>

26/01408/LBC	<u>Riverside , 18 Temeside, Ludlow, SY8 1PD</u> Proposed alterations and improvements. http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDJR FATDHRC00
26/01421/FUL	<u>26 Weyman Road, Ludlow, SY8 1QJ</u> Loft conversion with rear dormer and associated works http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDKZ WSTD07U00
26/01460/LBC	<u>The Croft , 12 Dinham, Ludlow, SY8 1EJ</u> Removal of exterior cement-based render on rear of dwelling and replacing with lime based render http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDPB F2TDHUC00
26/01516/TCA	<u>26 Bell Lane, Ludlow, SY8 1BN</u> Fell 1no. Wild Cherry within Ludlow Conservation Area http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDY7 1YTD0OE00
26/01165/LBC	<u>24 Old Street, Ludlow, , SY8 1NP</u> Installation of 9No. solar panels to the south facing roof http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TCGY G1TDHCV00
26/01543/FUL	<u>Quaker Meeting House , St Marys Lane, Ludlow, SY8 1DZ.</u> Minor amendments to entrance way, including new glazed screen and doors and addition of disabled toilet to the rear http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TE0F FWTDHZG00
26/01437/TCA	<u>TESCO Maintenance, Corve Street, Ludlow, SY8 2PG.</u> Crown lift to 2.5m 1no Silver Birch (See Report) within Ludlow Conservation Area http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TDLM 9BTDHSS00
26/01123/TPO	<u>Rear Of 21 & 22 Baker Close, Ludlow, SY8 1XJ</u> Trim back by 50% group of trees along boundary (See Photos) protected by the Shropshire Council (Land to the South of Baker Close, Ludlow) TPO 2010 (Ref: SC/00028/10) http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TCD9 1MTDHA400

15. ROAD CLOSURE/TRAFFIC MANAGEMENT

To consider the road closures and traffic management listed below and online.
Road closures can be viewed at: <https://roadworks.org/> or <https://one.network/>

Date	Location	Traffic Management	Company	Work Description
21 st June 7am to 8pm	Sandpits Avenue	Road closure	Severn Trent Water	Utility and maintenance works
30 th July 9am to 31 st July 5pm	Camp Lane	Road closure	Open Reach	Utility works
27 th July 8am to 5 th Aug 5pm	Temeside	Road closure	Severn Trent Water	Utility Asset Works

16. BUILDINGS, BUILDING LAND AND TREES

To consider updates and provide information for further investigation.

17. BUS SHELTER UPDATES

The replacement 3 bay bus shelter on Henley Road was installed on Wednesday 13th May 2026.

Further information regarding the Tesco site will be brought to the next meeting.

18. PRE-APPLICATION SITE VISIT

To arrange attendance of committee members at a pre-application site visit at the former Globe Inn, Market Street, Ludlow.

19. NEIGHBOURHOOD PLAN

a) To note the new Neighbourhood Plan rules.

b) To note the Neighbourhood Planning Toolkits for the use of Neighbourhood Plan T&F, which will be set up by Full Council in June.

Membership

Councillors Addis, Cowell (Chair), Gill, Harris, Lyle and Tapley.

The next meeting of members of the Representational Committee will be held on Tuesday 16th June 2026.

ITEM 9

MINUTES

R/299 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests: None

Conflicts of Interest: None

Personal Interest

Cllr Owen 26/00886/TCA knows the owner of Dyddle Cottage

R/300 **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

R/301 **LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION**

There were no unitary councillors present.

R/302 **MINUTES**

RESOLVED GG/PA (5:0:1)

To approve as a correct record and sign the minutes of the Representational Committee meeting held on 24th March 2026.

R/303 **ITEMS TO ACTION**

RESOLVED GG/PA (unanimous)

To note the items to action of 24th March 2026.

R/304 **SHROPSHIRE COUNCIL DECISIONS PENDING**

RESOLVED GG/PA (unanimous)

That the decisions pending by Shropshire Council be noted.

R/305 **SHROPSHIRE COUNCIL DECISIONS**

RESOLVED GG/KC (unanimous)

That the decisions by Shropshire Council be noted

R/306 PLANNING APPLICATIONS

26/01318/FUL UK Select Arc (Ludlow), Unit 11A, Orleton Road, Ludlow,

RESOLVED GG/KC (unanimous)

No objection to the proposal.

R/307 26/01349/TCA Betjeman Lodge, Corve Street, Ludlow

RESOLVED GG/KC (unanimous)

No Objection to fell 1no. group of self-sown Ash (T1) and 1no. large semi-mature Ash (T2) within Ludlow Conservation Area.

R/308 26/00886/TCA Dyddle Cottage, 21 Dinham, Ludlow, Shropshire, SY8 1EJ.

RESOLVED GG/KC (5:1:0)

No objection to fell 1no. Liquid Amber (T1) (and replace with alternative species) and reduce a number of branches by approx. 6ft away from property from 1no. Crab Apple within (T2)

R/309 ROAD CLOSURE/TRAFFIC MANAGEMENT

RESOLVED TG/KC (unanimous)

To note the road closures and to contact Shropshire Council regarding the closure associated with the removal of deadwood from a large Oak tree on Bromfield Road.

It was further noted that the Oak trees on Bromfield Road are protected by Tree Preservation Orders (TPOs), and that work has been undertaken on a tree at the junction with Castleford Road without the necessary permissions. Ludlow Town Council expressed concern that the tree may have been damaged and confirmed that no works would have been approved on a tree subject to a TPO without prior consent.

It was noted that the planned closure of Bromfield Road on 18 May will involve a full road closure. However, Ludlow Town Council has formally requested that two-way traffic signals be installed on the principal routes into and out of Ludlow to ensure continuous access is always maintained.

It was suggested that a proactive approach be adopted whereby, in instances where a road closure is in place for several days or longer, any potholes within the affected section of road are repaired during the closure period.

R/310 BUILDINGS, BUILDING LAND AND TREES

RESOLVED KC/GG (unanimous)

To add the following issues to the list for further investigation:

- Poyner's House disrepair / water ingress due to damaged roof.

R/311 RESOLVED PA/GG (unanimous)

To write a short open letter to Shropshire Council regarding Costa Coffee building stating that whilst the removal of scaffolding to facilitate access for the May Fair was a practical and understandable decision that supported a key community event. However, it is essential that this temporary measure does not delay or diminish the importance of improvement works. The condition of the building requires timely attention, not only for safety but also to maintain the appearance and long-term vitality of the town centre. Promptly resuming and completing these works should remain a clear priority for the Council.

Meeting closed at 7:34pm

Chairman

Date

There are no Closed Session minutes.

ITEMS TO ACTION

Rep meeting 21.04.2026	<u>ITEM</u>	<u>ACTION</u>	<u>DATE</u>		<u>STATUS</u>
REP/26/306	<p><u>26/01318/FUL UK Select Arc (Ludlow), Unit 11A, Orleton Road, Ludlow,</u></p> <p><u>RESOLVED GG/KC (unanimous)</u> No objection to Proposed MOT Testing Facility and Associated works</p>	Comment submitted to SC	22/04/26	CA	Completed
REP/26/307	<p><u>26/01349/TCA Betjeman Lodge, Corve Street, Ludlow</u></p> <p><u>RESOLVED GG/KC (unanimous)</u> No Objection to fell 1no. group of self-sown Ash (T1) and 1no. large semi-mature Ash (T2) within Ludlow Conservation Area</p>	Comment submitted to SC	22/04/26	CA	Completed
REP/26/308	<p><u>26/00886/TCA Dyddle Cottage, 21 Dinham, Ludlow, SY81EJ.</u></p> <p><u>RESOLVED GG/KC (5:1:0)</u> No objection to fell 1no. Liquid Amber (T1) (and replace with alternative species) and reduce a number of branches by approx. 6ft away from property from 1no. Crab Apple within (T2)</p>	Comment submitted to SC	22/04/26	CA	Completed
REP/26/309	<p><u>ROAD CLOSURE/TRAFFIC MANAGEMENT</u></p> <p><u>RESOLVED TG/KC (unanimous)</u> To contact Shropshire Council regarding the closure associated with the removal of deadwood from a large Oak tree on Bromfield Road. It was further noted that the Oak trees on Bromfield</p>	CA emailed Trees and SC streetworks	28/04/2026	CA	Completed

	<p>Road are protected by Tree Preservation Orders (TPOs), and that work has been undertaken on a tree at the junction with Castleford Road without the necessary permissions. Ludlow Town Council expressed concern that the tree may have been damaged and confirmed that no works would have been approved on a tree subject to a TPO without prior consent.</p> <p>It was noted that the planned closure of Bromfield Road on 18 May will involve a full road closure. However, Ludlow Town Council has formally requested that two-way traffic signals be installed on the principal routes into and out of Ludlow to ensure continuous access is always maintained.</p> <p>It was suggested that a proactive approach be adopted whereby, in instances where a road closure is in place for several days or longer, any potholes within the affected section of road are repaired during the closure period.</p>				
REP/26/310	<p><u>BUILDINGS, BUILDING LAND AND TREES</u></p> <p><u>RESOLVED KC/GG (unanimous)</u> To add the following issues to the list for further investigation:</p> <ul style="list-style-type: none"> • Poyner’s House disrepair 	Added to spreadsheet	22/04/26	CA	Ongoing
REP/26/311	<p><u>RESOLVED PA/GG (unanimous)</u> To write a short open letter to Shropshire Council</p>	To write a short open letter to		GW	Ongoing

	<p>regarding Costa Coffee building stating that whilst the removal of scaffolding to facilitate access for the May Fair was a practical and understandable decision that supported a key community event. However, it is essential that this temporary measure does not delay or diminish the importance of improvement works. The condition of the building requires timely attention, not only for safety but also to maintain the appearance and long-term vitality of the town centre. Promptly resuming and completing these works should remain a clear priority for the Council.</p>	Shropshire Council			
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TERMS OF REFERENCE



REPRESENTATIONAL COMMITTEE **TERMS OF REFERENCE**

1. Introduction

The following general terms of reference apply to all Committees:

- 1.1 That all delegated powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- 1.2 Those powers be subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations.
- 1.3 That any unresolved differences between Committees, Sub-Committees and Advisory Committees shall be referred to Full Council for determination.
- 1.4 Day to day management of Council matters rest with the Town Clerk as proper officer of the Council and the Responsible Financial Officer.
- 1.5 That all urgent and emergency matters will be dealt with as they arise by the Town Clerk in consultation with the Chair and Vice Chair of the relevant Committee and the Mayor of Ludlow and reported to the next appropriate Committee or Full Council meeting whichever comes first.
- 1.6 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Ludlow.
- 1.7 All meetings will normally commence at 7.00pm on a day to be agreed by either Council or the relevant Committee except by prior agreement with the Chair and Vice Chair of the Committee and aim to close by 9.00pm
- 1.8 There will be a public open session included on every agenda when members of the public can address the Council or Committee on matters relating to Ludlow.

2. Membership

- 2.1 The Committee will meet once every four weeks.
- 2.2 Committee Membership is open to all Councillors.

2.3 All Members of Ludlow Town Council will receive copies of every agenda and their relevant attachments.

2.4 Membership of this Committee will only be made up from serving Councillors.

3. Procedures

3.1 The Committee will operate within Ludlow Town Council's Standing Orders and Local Government Law.

3.2 At the Annual General Meeting of Ludlow Town Council the Town Council shall elect a Chair for this Committee for the forthcoming year from amongst its membership. A Vice Chair shall be elected at the first meeting of the Committee.

The Chair and Vice Chair may be re-elected.

3.3 The Committee will submit its minutes of meetings to the next appropriate meeting of Ludlow Town Council.

3.4 The Committee will submit a budget to the Council for the forthcoming financial year at the appropriate meeting in September/October.

3.5 The Town Clerk and Administrative Officer will provide administrative support for the Committee.

4. Meeting Dates

4.1 The schedule of meetings shall be agreed at the Annual Town Council meeting.

4.2 The Committee shall meet every 4 weeks on a Tuesday at 7.00pm in The Guildhall, Mill Street, Ludlow, SY8 1AZ unless otherwise agreed.

5. Committee Functions

The Committee shall:

5.1 To be responsible for delegated budget without further reference to Council.

5.2 To consider such matters as may be delegated by Council from time to time.

5.3 To deal promptly with all planning functions of the Town Council and in particular to make representations to both Shropshire Council and Appeals Inspectorate as appropriate.

5.4 Exercise the powers and duties of Ludlow Town Council in respect of the powers conferred to it from time to time under the Town and

Country Planning Acts and the Orders and Regulations made under them.

- 5.5 Decide Ludlow Town Council's responses to consultations on planning applications received from Shropshire Council and forward them in writing by email.
- 5.6 Make recommendations to Shropshire Council on statutory and non-statutory planning policy documents.
- 5.7 To comment on any development outside the Ludlow parish boundaries which would have an impact on the town.
- 5.8 To appoint a Tree Officer who will be asked to report as required to the Planning Committee on all applications relating to trees and especially relating to the preservation of trees in the environs of the town.
- 5.9 To delegate to Officers such further powers as it thinks fit to facilitate the efficient management of the Council's and Committee's business.
- 5.10 Select from its membership a person or persons to represent Ludlow Town Council at site meetings, public enquiries, Public Transport Liaison Group etc. to represent Ludlow Town Council's previously agreed views.
- 5.11 Consider road schemes relating to new highway proposals or improvements to existing roads.
- 5.12 To consider and formulate a response if appropriate on highway and transportation consultation and information documents from relevant authorities and organisations.
- 5.13 To consider and take action on all other matters that are of a general nature relating to the Town and Country Planning Acts and related legislation.
- 5.14 To consider and take action on all other matters that are of a general nature relating to the highway network within Ludlow.
- 5.15 To consider the effects of developments on the public transport system.
- 5.16 Careful scrutiny and monitoring shall be undertaken regarding the expansion of commercial activities in or close to residential areas to ensure that noise levels and smells will not be intrusive and that any proposals are not detrimental to the visual amenity of the area.
- 5.17 To monitor and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.

Adopted by Council 9th May 2012

Reviewed and Adopted by Council 15th May 2013; 2nd September 2013; 14th May 2014; 13th May 2015; 11th May 2016; 10th May 2017; 9th May 2018; 11th May 2022; 10th May 2023, 8th May 2024, 14th May 2025

- 5.18 To encourage a close working relationship with neighbouring areas on planning and highway issues that may affect the communities.

- 5.19 Participating with public and private sector interests in town centre enhancement schemes and local conservation.

ITEM 16

BUILDINGS BUILDING LAND AND TREES

Buildings, Building Land and Trees Report					
DATE	Query	Action	Response	Further updates	
14/01/2025	CA reported to Streetworks and await reply 16/01/2025iii) That Shropshire Council repair the deteriorating potholes on Broad Street down to Ludford Bridge	Becky has shared the below email with the street works team, Item 1 – I will arrange to have the locations inspected to see if any of the reinstatements that fall within a 2 year	I have been in contact with building control who are looking into the matter and will carry out a visual site inspection. Regards, Senior Conservation & Design Officer (South)	I can confirm that the potholes on Broad St have been logged, however, I am unable to confirm a date when the repairs will be undertaken. Administration Officer Highway Maintenance	08/10/2025 CA emailed Megan Conway at Shropshire Council to ask if the tarmacked pot holes are a temporary measure and will the area be re surfaced ? Await a reply

14/01/2025	i) That Shropshire Council visit the site of the Old Trouser factory on Old Street to investigate concerns that the structure of the property is failing due to damage to the roof.	CA reported to Becky Jones who will investigate 15/01/2025 await reply	They were concerned about the structural integrity of the building and that it's been left standing for so long – there currently is no works being done it appears the works have come to a standstill Thanks Charlie	Ok, thanks for letting me know.Regards, Becky Rebecca Jones Senior Conservation & Design Officer (South) Historic Environment Team	I have been in contact with building control who are looking into the matter and will carry out a visual site inspection. Regards, Senior Conservation & Design Officer (South)
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11/02/2025	Station Drive Parys Lane Dark Lane Parys Road		<p>I reported the issues on Dark Lane , Parys Road and near Station Drive to SC they have said</p> <p>We have looked into this issue and can advise that the work required will be completed in our programme of upcoming routine maintenance</p>	<p>New updates on Trees and bushes</p> <p>We have now arranged for the required work to take place to resolve the issue you reported to us.</p> <p>We will update you when the work has been completed.</p> <p>State changed to: Action scheduled</p>	<p>CA has emailed SC Customer First to get a copy of the programme of upcoming maintenance</p>
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20/05/2025	<p>On 20th May Representation al Committee meeting, 5 King Street was discussed with the following decision R/022 EMPTY BUILDINGS RESOLVED ISB / PA (unanimous) To write to both Shropshire Council's Building Control officers to notify them of the town council's concerns that the poor state of the windows, external plaster work,</p>	<p>CA raised query / update from Becky Jones @ SC</p>	<p>I have forwarded your correspondence to my colleague Owen Gore who is dealing with this building. I believe a scheme of repairs has been agreed in the short term whilst the owners work up a more detailed scheme for submission as part of their listed building consent and planning application forthcoming.</p> <p>Rebecca Jones Senior Conservation & Design Officer (South) Historic Environment Team</p>	<p>(From Owen Gore 23/6/25 email to KP)Good afternoon Kim,</p> <p>With regards to this building, I have been in discussion with the owner and contractor for some time, to seek improvements and alterations to the property with the view of securing a long-term use for the building.</p> <p>In the shorter term, the Historic Environment team has agreed a patch repair to the render on the front elevation with the managing agent. The agent notified the Conservation Officer on Friday 13th June that they have now appointed a contractor to undertake this work and will be seeking to progress this as soon as possible. This will involve temporarily cordoning off part of the pavement below during</p>	<p>Hi Stuart</p> <p>By way of an update, we are in detailed discussions with a national casual dining/café/bar operator to take the lower floors of 4-5 King Street, Ludlow, being the former Costa unit.</p> <p>We are working up some detailed plans to accommodate the in-coming tenant's operational requirements and to bring the rest of the upper floors back into beneficial use.</p> <p>Once the plans have been finalised it is our intentions to raise these for discussion with the Planning and Conservation Officers and resolve any concerns prior to formal submission of the planning and listed building application. This will include the adjoining building at No 3 (former bank), which also forms part of SEP Properties' holding.</p> <p>We are targeting this formal submission by end October. If all goes to plan and formal approval is forthcoming, it will</p>
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16/07/2025	To contact Connexus regarding a partially collapsed retaining wall at the junction of Temeside and St Johns Road which is an eyesore and poses a health and safety risk due to loose bricks.	KA to contact Connexus	Thank you for your email- I know exactly where you mean and have reported this to our repairs team before- I have just chased them up and put it as urgent.	08/10/2025 CA emailed connexus for an update	no reply
13/08/2025	"I have concerns about the property The Oaklands in Bromfield Road. I believe this house and	Concerns and photographic evidence has been sent to Planning Enforcement	CA updated members of the committee 10/09/25	CA has emailed planning enforcement for an update 08/10/2025	14/10/25 CA had call from SC to say they found a bat so a survey had to be done and should start again soon

NEIGHBOURHOOD PLAN

Neighbourhood Planning Toolkits

11 May 2026

The Ministry of Housing, Communities and Local Government (MHCLG) has published a range of guidance on the [government website](#) to support communities to draft their neighbourhood plan, which covers areas previously delivered through the centrally funded programme by Locality, which has now ended.

These include guidance on the power of neighbourhood planning, how to keep your neighbourhood plan simple, how to use social media to engage your local community, and a neighbourhood plan project planner:

- [The power of neighbourhood planning](#): This guidance contains policy examples that show the power and scope of neighbourhood planning.
- [How to keep your neighbourhood plan simple](#): This guidance sets out practical advice on creating a neighbourhood plan that is simple and clear.
- [How to use social media to engage your local community](#): This toolkit for neighbourhood planners contains guidelines on using social media to encourage participation.
- [Neighbourhood plan project planner](#): Neighbourhood planners may use this tool to schedule the stages of a neighbourhood plan.

New Neighbourhood Plan Rules

27 April 2026

Recent weeks have seen a few changes in respect of the legal compliance and the basic conditions requirements for neighbourhood plans.

In summary, the further legal compliance requirements are as follows:

- so far as the qualifying body considers appropriate, and having regard to the subject matter of the plan, the plan must be designed to secure that the development and use of land in the neighbourhood area contribute to the mitigation of, and adaptation to, climate change; and
- so far as the qualifying body considers appropriate and having regard to the subject matter of the plan, the plan must be designed to take account of any local nature recovery strategy under section 104 of the Environment Act 2021 that relates to all or part of the neighbourhood plan area

In addition, there is a new basic condition requirement:

- The making of the neighbourhood development plan would not result in the development plan for the area of the authority proposing that less housing is provided by means of development taking place in that area than if the neighbourhood development plan were not to be made. Note: this replaces the former basic condition that the neighbourhood plan be in general conformity with the strategic policies contained in the development plan for the area (Basic Condition '(e)' is replaced by '(ea)').

A further basic condition, '(fa)', related to the new environmental assessment framework has also come into effect, although until such time as a completed framework for the implementation of environmental assessment reports is in place by the government, compliance with this basic condition cannot be assessed.

For further information access the Levelling-up and Regeneration Act 2023 [here](#).