

# 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**  
01584 871970  
[townclerk@ludlow.gov.uk](mailto:townclerk@ludlow.gov.uk)

**Dispatch date: Thursday 15<sup>th</sup> May 2025**

You are summoned to attend a meeting of  
Representational Committee at  
The Guildhall, Mill Street, Ludlow SY8 1RZ  
on Tuesday 20<sup>th</sup> May 2025 at 7pm

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **PLANNING APPLICATIONS**
- **TRAFFIC MANAGEMENT & ROAD CLOSURES**
- **INCINERATION PLANT CONSULTATION**
- **TRAFFIC IN LOWER CORVE STREET**
- **EMPTY BUILDINGS**

**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. ELECTION OF A VICE CHAIR**

To receive nominations and elect a Vice-Chair.

**3. 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.

**4. APOLOGIES**

To receive apologies from committee members.

**5. 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.*

**6. 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.

**7. LUDLOW UNITARY COUNCILLORS SESSION**

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

**8. MINUTES**

To approve as a correct record and sign the minutes of the Representational Committee meeting held on 8<sup>th</sup> April 2025.

**9. ITEMS TO ACTION**

To note the items to action of the Representational Committee on 8<sup>th</sup> April 2025.

**10. SHROPSHIRE COUNCIL DECISIONS PENDING**

To note the following pending decisions

<b>25/00860/TCA</b>	<b><u>St Leonards Churchyard , Corve Street, Ludlow, SY8 1DL</u></b> Proposal: Remove limb from 1no. Cypress (T1) and crown lift 3no. Yews (T3 and T4) (as per schedule) within Ludlow Conservation Area
<b>25/01241/TCA</b>	<b><u>Stanton House, 41 Gravel Hill, Ludlow, SY8 1QR</u></b>

	Pollard to previous points at 1.5m 2no Sycamores within Ludlow (Gravel Hill) Conservation Area
<b>25/00347/FUL</b>	<b><u>Proposed Dwelling To The North Of, Steventon New Road, Ludlow,</u></b> Erection of dwelling
<b>24/04716/FUL</b>	<b><u>Junction Off A49, Ludlow</u></b> Installation of a new roundabout on the A49 junction North of Ludlow

## 11. **SHROPSHIRE COUNCIL DECISIONS**

To note the following decisions.

<b>25/00694/TCA</b>	<b><u>Avalon, St Julians Avenue, Ludlow, SY8 1ET.</u></b> Fell 1no Western Red Cedar within Ludlow (Gravel Hill) Conservation Area	<b>CONSENT BY RIGHT - TREES</b>
<b>25/00688/TCA</b>	<b><u>Burgess Court , Gravel Hill, Ludlow, SY8 1QW.</u></b> Various works to trees (see attached survey ref: 46 Burgess Court) within Ludlow (Gravel Hill) Conservation Area	<b>CONSENT BY RIGHT - TREES</b>
<b>25/00687/FUL</b>	<b><u>2 Linney Fields , Linney, Ludlow, SY8 1EE.</u></b> Erection of two storey extension to rear elevation	<b>GRANTED</b>
<b>25/00573/FUL</b>	<b><u>Proposed Residential Development Site, Steventon New Road, Ludlow</u></b> Erection of open-market dwelling	<b>GRANTED</b>
<b>25/00719/LBC</b>	<b><u>22 Old Street, Ludlow, SY8 1NP</u></b> Replace existing kitchen sash window with a smaller size sash window	<b>GRANTED</b>
<b>25/00991/TCA</b>	<b><u>19 Broad Street, Ludlow, SY8 1NG</u></b> Fell 1no Katsura tree and replant with a native species within Ludlow Conservation Area	<b>NO OBJECTION</b>
<b>25/01010/TCA</b>	<b><u>The Bridge Inn , Corve Street, Ludlow, SY8 1DX</u></b> Crown reduce by up to 50% 1no. Sycamore (T1) within Ludlow Conservation Area	<b>NO OBJECTION</b>
<b>25/00884/LBC</b>	<b><u>Feathers Hotel , Bull Ring, Ludlow, SY8 1AA.</u></b> Installation of additional fire compartmentalisation into the existing building	<b>GRANTED</b>
<b>25/00966/FUL</b>	<b><u>Spencer Manufacturing Co Ltd, Orleton Road, Ludlow, SY8 1XF.</u></b> Proposed mixed use of Spencer Manufacturing unit as storage and distribution, retail, offices and complementary uses by St Michael's Hospice (Class B8 and E)	<b>GRANTED</b>
<b>25/01015/LBC</b>	<b><u>Lloyds Bank Plc, Bank House, 16 Broad Street, Ludlow,</u></b> Internal door repairs/upgrades with certain doors replaced with new designs	<b>WITHDRAWN</b>
<b>25/00554/FUL</b>	<b><u>New Prospect , Julian Road, Ludlow, SY8 1HD.</u></b> Replace garage door with bay window, erection of brick piered fence within garden boundary, garden shed, change windows into French doors (north/south elevations)	<b>GRANTED</b>
<b>25/01054/TPO</b>	<b><u>39 The Cliff Park , Halton Lane, Ludlow, SY8 2JF.</u></b>	<b>GRANTED</b>

	Reduce elongated southern limbs by 1.5m of 1no. Douglas Fir (T25) protected by The Council of the South Shropshire District Council (Cliffe Caravan Park, Dinham, Ludlow) TPO 2001 (SS/00058/01)	
<b>25/00878/FUL</b>	<b><u>4 Brand Lane, Ludlow, SY8 1NN</u></b> Fenestration alterations, ground level reduction to rear garden area and installation of York stone hard surfacing	<b>GRANTED</b>
<b>25/00879/LBC</b>	<b><u>4 Brand Lane, Ludlow, SY8 1NN</u></b> Rear fenestration and doors alterations, ground level reduction to rear garden area and installation of York stone hard surfacing, internal layout alterations including removal of the existing brick fireplace and installation of a new stove and surround to the dining room, removal of partition walls and ceiling adjustments including installation of roof insulation	<b>GRANTED</b>
<b>25/00934/LBC</b>	<b><u>Lloyds Bank Plc, Bank House, 16 Broad Street, Ludlow,</u></b> Proposed ATM and signage removal on a listed building	<b>GRANTED</b>
<b>25/01074/FUL</b>	<b><u>Holdgate , St Johns Lane, Ludlow, SY8 1PF</u></b> New dormer and rooflight, chimney alterations and amendment of ground floor window to a door	<b>GRANTED</b>
<b>25/01188/FUL</b>	<b><u>Ludlow Rugby Football Club, Ludlow Rugby Club, Linney, Ludlow, Shropshire, SY8 1EE</u></b> Change of use for a section of land from Residential Gardens to Community Recreation (Use class F2(c) to create an extension to an existing car park to form a new area of Car Parking for approx. 30 cars for use by Ludlow Rugby Club.	<b>REFUSED</b>

## 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>

<b>25/01145/LBC</b>	<b><u>Linney House , Linney, Ludlow, Shropshire, SY8 1EE.</u></b> Replacement of 8No. front facing sash windows with new sash windows of same appearance. <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=STJGVNTDGR100">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=STJGVNTDGR100</a>
<b>25/01528/FUL</b>	<b><u>2 Linney Fields , Linney, Ludlow, Shropshire, SY8 1EE</u></b> Erection of detached garage following demolition of existing, to include removal of four trees <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SUVK4YTDHEF00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SUVK4YTDHEF00</a>
<b>25/01742/TCA</b>	<b><u>8 Station Drive, Ludlow, Shropshire, SY8 2PQ</u></b> Re-pollard by 2m to previous points 1no Corkscrew Willow and 1no

	Willow & fell 1no Leylandii within Ludlow Conservation Area <a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SVZPRMTD0GI00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=SVZPRMTD0GI00</a>
--	--

### 13. **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
18 May 07:30 - 14:00	A49 From J B4361 North Of Ludlow To J A4117 Including Circular route from Ludlow Castle into Herefordshire via Pipe Aston, Leinthall Starks, Wigmore, Adforton, Leintwardine.	Road open to normal traffic, possible minor delays at times. Marshals throughout route to provide assistance and warnings as required. Some short duration traffic control in place.		Ludlow Storm the Castle 33k cycling course takes place
5th June 2025 13th June 2025 Monday to Friday 09:30 - 16:00	Gravel Hill, Ludlow	temporary road closure	Shropshire Council	Capital resurfacing scheme
3rd June 2025- 5th June 2025	St Marys Lane Ludlow	Road Closure All the time	Cadent	Remedial works-28 day defect - Too rectify Performance - Depression to dig out and relay

### 14. **BUILDINGS, BUILDING LAND AND TREES**

To consider recent updates and / or provide information.

### 15. **BRIDGES AND STRUCTURE WORKS - B6305 CORVE CULVERT**

To note that Shropshire Council are planning to undertake concrete repairs to the soffits and deck of the culvert, construct new concrete slab over culvert with a waterproofing layer, resurfacing of carriageway at the Corve Culvert in 2025/26.

<https://next.shropshire.gov.uk/roads-and-highways/highways-maintenance/bridge-maintenance/202526-bridge-maintenance-programme/>

**16. INCINERATION PLANT LUDLOW**

**To consider and comment on the consultation regarding the**  
[Small waste incineration plant - Ludlow](#) Consultation closes: 16 June 2025

**17. DANGEROUS TRAFFIC ON LOWER CORVE STREET**

To consider and responds to the concern raised by a resident of Lower Corve Street.

**18. EMPTY BUILDINGS**

To consider and approve the options for action detailed in the report in relation to 5 King Street, Ludlow.

**Membership**

Councillors Addis, Cowell, Gill, Ginger, Harris (Chair), Hepworth, Lyle, Owen, Parry, Scott Bell, and Tapley.

The next meeting of members of the Representational Committee  
will be held on Tuesday 17<sup>th</sup> June 2025

**Item 8**

**MINUTES**

## MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall Mill Street Ludlow on **TUESDAY 8<sup>th</sup> April 2025 at 7pm.**

### **R/303 PRESENT**

Chair: Councillor G Ginger

Councillors: Councillors Harris, Jones, Tapley, Thompson, B Waite, S Waite,

Officers: Gina Wilding, Town Clerk  
Charlotte Ambrazas Committee Officer

### **R/304 ABSENCES**

Councillors Gill, Hall & Parry, were absent.

### **R/305 HEALTH AND SAFETY**

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

### **R/306 RECORDING OF MEETINGS**

The Chairman notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

### **R/307 APOLOGIES**

Apologies were received from Councillor Gill (family ill-health).

### **R/308 DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None

#### Conflicts of Interest

None

#### Personal Interest

Cllr Ginger	25/01241/TCA	Knows the applicant
-------------	--------------	---------------------



**R/309 PUBLIC OPEN SESSION (15 minutes)**

There was one member of the public present.

**R/310 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION**

No updates

**R/311 MINUTES**

**RESOLVED GG/SW (unanimous)**

To approve the minutes of 11<sup>th</sup> March 2025 as a correct record for the Chairman to sign.

**R/312 ITEMS TO ACTION**

**RESOLVED GG/SH (unanimous)**

To note the items to action of 11<sup>th</sup> March 2025

**R/313 SHROPSHIRE COUNCIL DECISIONS PENDING**

**RESOLVED GG/DT (unanimous)**

That the decisions pending by Shropshire Council be noted

**R/314 SHROPSHIRE COUNCIL DECISIONS**

**RESOLVED GG/RJ (unanimous)**

That the decisions by Shropshire Council be noted

**R/315 PLANNING APPLICATIONS**

**25/00860/TCA St Leonards Churchyard , Corve Street, Ludlow, SY8 1DL**

**RESOLVED GG/SH (unanimous)**

No objection to the removal limb from 1no. Cypress (T1) and crown lift 3no. Yews (T3 and T4) (as per schedule) within Ludlow Conservation Area

**R/316 25/00991/TCA 19 Broad Street, Ludlow, SY8 1NG**

**RESOLVED GG/AT (unanimous)**

No objection to the felling 1no Katsura tree and replant with a native species within Ludlow Conservation Area

**R/317    25/00554/FUL New Prospect , Julian Road, Ludlow, SY8 1HD.**

**RESOLVED AD/DT (unanimous)**

No objection to replacing garage door with bay window, erection of brick pierced fence within garden boundary, garden shed, change windows into French doors (north/south elevations)

**R/318    25/01010/TCA The Bridge Inn , Corve Street, Ludlow, SY8 1DX**

**RESOLVED DT/RJ (unanimous)**

No objection to crown reduction by up to 50% 1no. Sycamore (T1) within Ludlow Conservation Area

**R/319    25/00878/FUL 4 Brand Lane, Ludlow, SY8 1NN**

**RESOLVED GG/RJ (unanimous)**

No Objection to Fenestration alterations, ground level reduction to rear garden area and installation of york stone hard surfacing

**R/320    25/00879/LBC 4 Brand Lane, Ludlow, SY8 1NN**

**RESOLVED GG/RJ (unanimous)**

No objection to Rear fenestration and doors alterations, ground level reduction to rear garden area and installation of york stone hard surfacing, internal layout alterations including removal of the existing brick fireplace and installation of a new stove and surround to the dining room, removal of partition walls and ceiling adjustments including installation of roof insulation

**R/321    25/00884/LBC Feathers Hotel , Bull Ring, Ludlow, SY8 1AA.**

**RESOLVED GG/AT (unanimous)**

No objection to Installation of additional fire compartmentalisation into the existing building

**R/322    25/01054/TPO 39 The Cliff Park , Halton Lane, Ludlow, SY8 2JF.**

**RESOLVED GG/DT (unanimous)**

No Objection to reduce elongated southern limbs by 1.5m of 1no. Douglas Fir (T25) protected by The Council of the South Shropshire District Council (Cliffe Caravan Park, Dinham, Ludlow) TPO 2001

(SS/00058/01)

**R/323     25/00966/FUL Spencer Manufacturing Co Ltd, Orleton Road, Ludlow, SY8 1XF.**

**RESOLVED GG/BW (unanimous)**

No objection to the proposed mixed use of Spencer Manufacturing unit as storage and distribution, retail, offices and complementary uses by St Michael's Hospice (Class B8 and E)

**R/324     25/00934/LBC Lloyds Bank Plc, Bank House, 16 Broad Street, Ludlow,**

**RESOLVED GG/AT (6:0:1)**

No objection to the Proposed ATM and signage removal on a listed building

**R/325     25/01015/LBC Lloyds Bank Plc, Bank House, 16 Broad Street, Ludlow,**

**RESOLVED GG/SW (unanimous)**

No objection to internal door repairs/upgrades with certain doors replaced with new designs

**R/326     25/01074/FUL Holdgate , St Johns Lane, Ludlow, SY8 1PF**

**RESOLVED GG/SH (unanimous)**

No objection to new dormer and rooflight, chimney alterations and amendment of ground floor window to a door

**R/327     25/01241/TCA Stanton House, 41 Gravel Hill, Ludlow, SY8 1QR**

**RESOLVED GG/RJ (unanimous)**

No objection to pollard to previous points at 1.5m 2no Sycamores within Ludlow (Gravel Hill) Conservation Area

**R/328      25/01188/FUL Ludlow Rugby Football Club, Ludlow Rugby Club, Linney Ludlow SY8 1EE**

**RESOLVED GG/RJ (unanimous)**

To object for the following reasons:

- i)      The proposal will detrimentally increase the volume of traffic on a very narrow lane for functions, and commercial events on non-match days.

**R/329      25/01175/LBC 50 Old Street Ludlow SY8 1NS**

**RESOLVED RJ/SH (unanimous)**

To object for the following reasons:

- i)      There are conflicting statements regarding the type of materials to be used. It is described as like for like (wooden), and also described as UPVC and cast aluminium.
- ii)     The committee was also concerned that the written proposal does not reflect the plans.
- ii)     The committee would like the material used for the replacements to be wood.

**R/330      ROAD CLOSURE/ TRAFFIC MANAGEMENT**

**RESOLVED    GG/RJ (unanimous)**

The road closures and traffic management were noted.

**R/331      BUILDINGS, BUILDING LAND AND TREES**

**RESOLVED    GG/SW (unanimous)**

To update the spreadsheet with the following:

To report to Connexus that the right had free-standing wall (when travelling downhill) between the library to Tesco has collapsed.

**R/332      PAVEMENT LICENCE CONSULTATION - HARP LANE DELI.**

The following objection was sent to Shropshire Council licensing under delegated authority prior to the meeting due to the deadline of 12 noon on 8<sup>th</sup> April.

Dear Sirs,

Ludlow Town Council Objects to the proposed area 2 of the application from Harp Lane Deli.

Reasons for the objection:

- Church Street is a pedestrian thoroughfare that is 3.5m wide. Aragon's café already has an approved seating area of 1 m wide opposite, so in a street that is 3.5m wide, two pavement permits of 1 m each only leaves 1.5 m width for pedestrians. It is therefore not workable to suggest that the responsibility for both Aragon's and Harp Lane Deli is that they must ensure a 2m distance between both sets of pavement licenses to ensure pedestrian access.
- Further to this, and as the attached photograph taken outside Aragon's on Friday shows, the 1m width is not complied with, so it is very likely that the two pavement permits will close off a main commercial thoroughfare, which means that business including the Rose and Crow Public house, The Church Inn, Ludlow Museum at the Buttercross, an art dealer, an antiques shop, the Mouse Trap Cheese shop, a pottery, and other businesses will lose trade because people will not be able to access them from the market area without rudely pushing past people eating their lunch, which would put most reasonable people off walking down Church Street.

Ludlow Town Council has no objection to the proposed area 1, which is already in existence and works well as an enhancement to the town.

**R/333    PAVEMENT LICENCE CONSULTATION – THE WHEATSHEAF**

**RESOLVED   GG/RJ (unanimous)**

No objection to the pavement license application

**R/334    NOTICE AND PROVISIONAL ORDER FOR THE SHROPSHIRE COUNCIL  
(LAND OFF ST JOHN'S LANE AND OLD STREET, LUDLOW) TPO 2025  
(REF: SC/00533/25)**

**RESOLVED   GG/DT (unanimous)**

To consider the notice and provisional order.

**R/335    EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION  
TO MEETINGS) ACT 1960**

**RESOLVED   GG/SW (unanimous)**

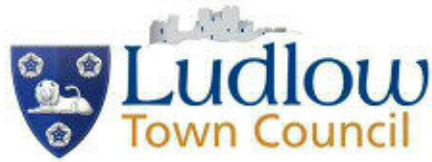
That the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

Meeting closed at 7:45 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

Closed Session minutes will be issued.



R08.04.2025

## CLOSED SESSION MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall Mill Street Ludlow on **TUESDAY 8<sup>th</sup> April 2025 at 7pm.**

### **R/336    HENLEY ROAD BUS SHELTER**

#### **RESOLVED   GG/AT (unanimous)**

To accept the offer to refurb the Henley Road bus shelter as per the report.  
subject to receipt of confirmation of insurance and adequate RAMS.

Meeting closed at 7:45 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**ITEMS TO ACTION**



**Representational Committee**  
**ITEMS TO ACTION**

**08.04.2025**

<b>REP meeting 08.04.2025</b>	<b><u>ITEM</u></b>	<b><u>ACTION</u></b>		<b><u>DATE</u></b>	<b><u>STATUS</u></b>
REP/25	<b>R/315 <u>PLANNING APPLICATIONS</u></b>  <b><u>25/00860/TCA St Leonards Churchyard , Corve Street, Ludlow, SY8 1DL</u></b>  <b><u>RESOLVED GG/SH (unanimous)</u></b> No objection to the removal limb from 1no. Cypress (T1) and crown lift 3no. Yews (T3 and T4) (as per schedule) within Ludlow Conservation Area	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	<b>R/316 <u>25/00991/TCA 19 Broad Street, Ludlow, SY8 1NG</u></b>  <b><u>RESOLVED GG/AT (unanimous)</u></b> No objection to the felling 1no Katsura tree and replant with a native species within Ludlow Conservation Area	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	<b>R/317 <u>25/00554/FUL New Prospect , Julian Road, Ludlow, SY8 1HD.</u></b>  <b><u>RESOLVED AD/DT (unanimous)</u></b>  No objection to replacing garage door with bay window, erection of brick piered fence within garden boundary, garden shed, change windows into French doors (north/south elevations)	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	<b>R/318 <u>25/01010/TCA The Bridge Inn , Corve Street, Ludlow, SY8 1DX</u></b>  <b><u>RESOLVED DT/RJ (unanimous)</u></b>	Comments submitted to SC	CA	09.04.2025	Completed

**Representational Committee**  
**ITEMS TO ACTION**

**08.04.2025**

		No objection to crown reduction by up to 50% 1no. Sycamore (T1) within Ludlow Conservation Area				
REP/25	R/319 <u>1NN</u>	<u>25/00878/FUL 4 Brand Lane, Ludlow, SY8</u>  <b><u>RESOLVED GG/RJ (unanimous)</u></b> No Objection to Fenestration alterations, ground level reduction to rear garden area and installation of york stone hard surfacing	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	R/320 <u>1NN</u>	<u>25/00879/LBC 4 Brand Lane, Ludlow, SY8</u>  <b><u>RESOLVED GG/RJ (unanimous)</u></b>  No objection to Rear fenestration and doors alterations, ground level reduction to rear garden area and installation of york stone hard surfacing, internal layout alterations including removal of the existing brick fireplace and installation of a new stove and surround to the dining room, removal of partition walls and ceiling adjustments including installation of roof insulation	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	R/321	<u>25/00884/LBC Feathers Hotel , Bull Ring, Ludlow, SY8 1AA.</u>  <b><u>RESOLVED GG/AT (unanimous)</u></b>  No objection to Installation of additional fire compartmentalisation into the existing building	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	R/322	<u>25/01054/TPO 39 The Cliff Park , Halton</u>	Comments	CA	09.04.2025	Completed

**Representational Committee**  
**ITEMS TO ACTION**

**08.04.2025**

	<p><b><u>Lane, Ludlow, SY8 2JF.</u></b></p> <p><b><u>RESOLVED GG/DT (unanimous)</u></b></p> <p>No Objection to reduce elongated southern limbs by 1.5m of 1no.  Douglas Fir (T25) protected by The Council of the South Shropshire District Council (Cliffe Caravan Park, Dinham, Ludlow) TPO 2001 (SS/00058/01)</p>	submitted to SC			
REP/25	<p><b><u>R/323 25/00966/FUL Spencer Manufacturing Co Ltd, Orleton Road, Ludlow, SY8 1XF.</u></b></p> <p><b><u>RESOLVED GG/BW (unanimous)</u></b></p> <p>No objection to the proposed mixed use of Spencer Manufacturing unit as storage and distribution, retail, offices and complementary uses by St Michael's Hospice (Class B8 and E)</p>	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	<p><b><u>R/324 25/00934/LBC Lloyds Bank Plc, Bank House, 16 Broad Street, Ludlow,</u></b></p> <p><b><u>RESOLVED GG/AT (6:0:1)</u></b></p> <p>No objection to the Proposed ATM and signage removal on a listed building</p>	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	<p><b><u>R/325 25/01015/LBC Lloyds Bank Plc, Bank House, 16 Broad Street, Ludlow,</u></b></p> <p><b><u>RESOLVED GG/SW (unanimous)</u></b></p>	Comments submitted to SC	CA	09.04.2025	Completed

**Representational Committee**  
**ITEMS TO ACTION**

**08.04.2025**

	No objection to internal door repairs/upgrades with certain doors replaced with new designs				
REP/25	<p><b><u>R/326 25/01074/FUL Holdgate , St Johns Lane, Ludlow, SY8 1PF</u></b></p> <p><b><u>RESOLVED GG/SH (unanimous)</u></b></p> <p>No objection to new dormer and rooflight, chimney alterations and amendment of ground floor window to a door</p>	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	<p><b><u>R/327 25/01241/TCA Stanton House, 41 Gravel Hill, Ludlow, SY8 1QR</u></b></p> <p><b><u>RESOLVED GG/RJ (unanimous)</u></b></p> <p>No objection to pollard to previous points at 1.5m 2no Sycamores within Ludlow (Gravel Hill) Conservation Area</p>	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	<p><b><u>R/328 25/01188/FUL Ludlow Rugby Football Club, Ludlow Rugby Club, Linney Ludlow SY8 1EE</u></b></p> <p><b><u>RESOLVED GG/RJ (unanimous)</u></b></p> <p>To object for the following reasons:  i) The proposal will detrimentally increase the volume of traffic on a very narrow lane for functions, and commercial events on non-match days.</p>	Comments submitted to SC	CA	09.04.2025	Completed
REP/25	<p><b><u>R/329 25/01175/LBC 50 Old Street Ludlow SY8 1NS</u></b></p> <p><b><u>RESOLVED RJ/SH (unanimous)</u></b></p>	Comments submitted to SC	CA	09.04.2025	Completed

**Representational Committee**  
**ITEMS TO ACTION**

**08.04.2025**

		<p>To object for the following reasons:</p> <p>i) There are conflicting statements regarding the type of materials to be used. It is described as like for like (wooden), and also described as UPVC and cast aluminium.</p> <p>ii) The committee was also concerned that the written proposal does not reflect the plans.</p> <p>ii) The committee would like the material used for the replacements to be wood.</p>				
REP/25	R/331	<p><b><u>BUILDINGS, BUILDING LAND AND TREES</u></b></p> <p><b><u>RESOLVED GG/SW (unanimous)</u></b>            To update the spreadsheet with the following:            To report to Connexus that the right had free-standing wall (when travelling downhill) between the library to Tesco has collapsed.</p>	Updated	CA	09.04.2025	Completed
REP/25	R/332	<p><b><u>PAVEMENT LICENCE CONSULTATION - HARP LANE DELI.</u></b></p> <p>The following objection was sent to Shropshire Council licensing under delegated authority prior to the meeting due to the deadline of 12 noon on 8<sup>th</sup> April.</p> <p>Dear Sirs,</p> <p>Ludlow Town Council Objects to the proposed area 2 of the application from Harp Lane Deli.</p> <p>Reasons for the objection:</p> <ul style="list-style-type: none"> <li>Church Street is a pedestrian thoroughfare that is 3.5m wide. Aragon's café already has an approved seating area of 1 m wide opposite, so in a street that is 3.5m wide,</li> </ul>	Comments submitted to SC	CA	08.04.2025	Completed

**Representational Committee**  
**ITEMS TO ACTION**

**08.04.2025**

	<p>two pavement permits of 1 m each only leaves 1.5 m width for pedestrians. It is therefore not workable to suggest that the responsibility for both Aragon's and Harp Lane Deli is that they must ensure a 2m distance between both sets of pavement licenses to ensure pedestrian access.</p> <ul style="list-style-type: none"><li>• Further to this, and as the attached photograph taken outside Aragon's on Friday shows, the 1m width is not complied with, so it is very likely that the two pavement permits will close off a main commercial thoroughfare, which means that business including the Rose and Crow Public house, The Church Inn, Ludlow Museum at the Buttercross, an art dealer, an antiques shop, the Mouse Trap Cheese shop, a pottery, and other businesses will lose trade because people will not be able to access them from the market area without rudely pushing past people eating their lunch, which would put most reasonable people off walking down Church Street.</li></ul> <p>Ludlow Town Council has no objection to the proposed area 1, which is already in existence and works well as an enhancement to the town.</p>				
--	--	--	--	--	--

Item 14

**BUILDING BUILDING LAND AND TREES**

Buildings, Building Land and Trees Report				
DATE	Query	Action	Response	Further updates
30/07/2024	Cllr Thompson reported that the trees on Station drive need attention as it is overgrown therefore pedestrians are having to step into the road	31/07/2024	CA reported on SC interactive report it map - await response	
28/08/2024	Wicked Van Hire site on Weeping Cross – does the signage have permission and does the permitted use for the site include storage facilities.	28/08/2024	CA emailed SC await reply received 03/09/2024	With regard to your email, the rebuilding of the wall is not a planning issue and I would suggest you contact the owner of the land directly to discuss this matter. The signage may not require planning permission, it would depend on the size and what its is advertising. The regulations regarding advertisements consents can be found via the following link: untitled (publishing.service.gov.uk) The use of the building as storage, it is unclear from your email what is being stored? Again it may be acceptable but without knowing what is being sorted and the timescales I am unable to answer this query. Regards Elizabeth Griffiths Technical Support Supervisor (South Team) Development Management Places Directorate
28/08/2024	Wicked Van Hire site on Temeside – notify that the front wall has fallen down and needs to be rebuilt.	29/08/2024	CA emailed SC reply received 03/09/2024	With regard to your email, the rebuilding of the wall is not a planning issue and I would suggest you contact the owner of the land directly to discuss this matter. The signage may not require planning permission, it would depend on the size and what its is advertising. The regulations regarding advertisements consents can be found via the following link: untitled (publishing.service.gov.uk) The use of the building as storage, it is unclear from your email what is being stored? Again it may be acceptable but without knowing what is being sorted and the timescales I am unable to answer this query. Regards Elizabeth Griffiths Technical Support Supervisor (South Team) Development Management Places Directorate
24/09/2024	Historical momument (well) and TPO on Livesey Road Ludlow	24/09/2024	to write to Shropshire Council log the well is in disrepair and damaged	
17/10/2024	Scaffolding at New Velvet Fern Building 16 King Street	17/10/2024	CA wrote to SC as scaffolding not on one network	reply from SC Good afternoon,  Thank you for contacting Shropshire Council, this is a Streetworks issue regarding scaffolding on the public highway.  I apologise that this has pinged off the map as I was not able to extend it in time so it disappeared, but it is actually in place until at least November 1st , I will issue the license now, so it re-appears on the map again.  It is likely that another extension may be required, however I will not be able to get confirmation (of duration) until sometime next week when the property owner is back in town. It is unfortunate the scaffold is still in place, but the work is related to the building's structural integrity, so this job will supersede any restrictions that are normally in place during the lead up to Christmas.  If you like, I can give you an update once I hear back from the property owner.  Kindest Regards,  Soulla Maoudis
22.10.2024	From Representational Committee on 22.10.2024 Street lights are out in the area of the Buttercross and on Broad Street	Report to Shropshire Council - not sure if done? KA	CA contacted SC spoke to	
02/01/2025	Cllr B Waite reported Glenholme 21 Gravel Hill having a lot of work done to it, they appear to have taken out the back wall and have damaged a lot of the front glass windows which were old Victorian ones and I cannot find any record of planning permission being asked for or granted!  It is major building works so they should have applied because it is in the conservation area	CA contacted SC spoke to	Hello Charlotte We do not have any planning applications for the property on our system. It obviously depends on what the development is as to if they do require permission, it may be that it falls under their permitted development rights and you can check this on the planning portal website. If you believe there is a breach of planning and wish for it to be investigated then you will need to fill in an enforcement request form which can be found on the Shropshire Council website - Submit a planning enforcement query   Shropshire Council Regards Sandy Stevenson Technical Support Officer (Southern) Planning Services Place Directorate  planning.southern@shropshire.gov.uk 01743 258920	Hi Charlie, Changes to windows and doors can be done under permitted development rights, even within the conservation area. In terms of the works you mention to the rear, there are also permitted development rights for single storey rear extensions and other alterations within the conservation area, so it may be that it falls under those limits. If you think the works are outside of the permitted development rights then this would need to be reported formally via the planning enforcement form as Sandy has mentioned. Regards,Becky Rebecca Jones Senior Conservation & Design Officer (South) Historic Environment Team Place Directorate becky.jones@shropshire.gov.uk
09/01/2025		CA report to SC	CA completed form online alleged brach of planning	CA completed form online alleged brach of planning 09/01/2025  Good afternoon, Thank you for your report which has been passed to the Tree Team.  As there are no protected trees (under a TPO) and the site falls outside of any Conservation Area, our permission would not be required for any tree work. Therefore there is no enforcement issue for us to investigate.  I am sorry we are unable to assist in this matter but thank you for querying it with us.  Kind regards,  Lucy Stanley Arboricultural Technician Tree Team, Natural & Historic Environment
	24/03984/FUL[Erection of single storey dwelling - was refused Cllr Ginger visited site and 2 trees have been removed		CA completed form online alleged brach of planning 09/01/2026	01743 253811 (Direct) 01743 253333 (Tree Team)



14/01/2025		CA reported to Streetworks and await reply	Morning Charlie,  Becky has shared the below email with the street works team,  16/01/2025 Item 1 – I will arrange to have the locations inspected to see if any of the reinstatements that fall within a 2 year guarantee period and if they do we will look to serve defects on the relevant Utility.  Item 3 – This will be for the local highways team, I have copied in the relevant team but you may wish also to raise via fix my street.  Kind regards, Richard.  Richard Ealey Network Manager Team : Street Works	Good morning Charlie,  To provide an update, our streetworks inspector has visited the site and we have found no outstanding utility trenches that are incomplete or that we are able to defect. We have noted that there are some areas that have been disturbed, however these need to weather to be able to blend in more.  Sorry we cannot be of anymore help on this occasion.  Kind regards, Richard.  Richard Ealey Network Manager Team : Street Works Directorate : Place		
14/01/2025	i) That Shropshire Council reinstate the cobbles that have been replaced with concrete, after utility works, on Broad Gate Broad Street and Brand Lane.	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 Place Directorate becky.jones@shropshire.gov.uk	Hi Charlie, I have been in contact with building control who are looking into the matter and will carry out a visual site inspection. Regards, Becky Rebecca Jones Senior Conservation & Design Officer (South)	
14/01/2025		CA reported to Streetworks and await reply 16/01/2025	Morning Charlie, 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 guarantee period and if they do we will look to serve defects on the relevant Utility. Item 3 – This will be for the local highways team, I have copied in the relevant team but you may wish also to raise via fix my street. Kind regards, Richard.Richard EaleyNetwork ManagerTeam : Street Works	Hi Charlie, I have been in contact with building control who are looking into the matter and will carry out a visual site inspection. Regards, Becky Rebecca Jones Senior Conservation & Design Officer (South)	Good afternoon Charlotte, 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. Best wishes, Lesley Keay Administration Officer Highway Maintenance customerfirst@shropshire.gov.uk 0345 678 9006	
11/02/2025	iii) That Shropshire Council repair the deteriorating potholes on Broad Street down to Ludford Bridge Station Drive Parys Lane Dark Lane Parys Road		I reported the issues on Dark Lane , Parys Road and near Station Drive to SC they have said  We have looked into this issue and can advise that the work required will be completed in our programme of upcoming routine maintenance			updates on Trees and bushes We have now arranged for the required work to take place to resolve the issue
				I reported the issues on Dark Lane , Parys Road and near Station Drive to SC they have said	Good morning,  It appears that these jobs were closed with the incorrect message as they have been actioned as reactive work and the appropriate job numbers have been linked to them.	you reported to us. We will update you when the work has been complete d. State changed to: Action scheduled
11/02/2025	Castle street car park roots of tree causing trip hazard	CA emaild SC		We have looked into this issue and can advise that the work required will be completed in our programme of upcoming routine maintenance	CA has emailed SC Customer First to get a copy of the programme of upcoming maintenance	
11/02/2025	Clr Gill asked has the Walnut Tree at St Johns got TPO ?			Hello Charlotte,  I have visited the housing association scheme and appraised all the trees to see whether they warrant a TPO. Whilst on site I met the scheme warden, who assured me that they had no plans for further tree felling at this time. The black walnut tree had been recently pruned, and in my opinion a decent job has been done.  The felled sycamore tree (it might actually have been a Norway maple) was not protected so no notice or permission was required to be submitted or obtained beforehand.  I have not yet had opportunity to analyse the findings of my site visit and decide whether a TPO is to be made and if so, on which trees. Our Tree Team Technicians will prepare the necessary documents and plans and relevant parties will be informed as and when a TPO is made.  I hope this is sufficient to update your committee for the time-being.		
11/02/2025	Buzy Bodies Nursery and Friars walk			Many thanks, Martin Friars Walk behind Busy Bodies Nursery trees have been cut and there are loose high level branches left on site, which could dislodge and cause harm, and smaller cuttings have been left on the ground and could become trip hazards	Update received and included TPO in report submitted for 08/04/2025 REP  Good morning,  I have been advised that the work to the trees on Friars Walk was not undertaken on behalf of the Council. The Council's contractor has been on site yesterday and today to clear the debris from the footpath. They have been unable to access the branches to remove them but as they are not believed to be dangerous they have been left. This job will not be closed as completed.	Apologies, this email should say that the work will now be closed as completed.
					Best wishes,  Lesley Keay Administration Officer Highway Maintenance customerfirst@shropshire.gov.uk	Best wishes,  Highway Maintenance customerfirst@shropshire.gov.uk 0345 678 9006
11/02/2025	8 King Street		Enforcement Officer appointed by SC 20/02/2025	Further to your recent enquiry to the council, officers have investigated the matter and it has been established that the works identified in your enquiry amount to the following: Historic Environment have liaised with the owner and rectified the issue. The Council now consider the matter closed. Thank you for your assistance, if you require further information please contact the Council quoting the case reference and location address in this correspondence. 28/02/25		

signage changed

07/05/2025

Subject: Street Furniture - Parys Road, Ludlow.  
Hallo to who it may concern,  
Your attention is drawn to the sign shown in the attached, which has appeared at the northern end of Parys Road (SY8 1XX, / SO52421 75295) at the entrance to the development on the East side of Ludlow Primary School.  
The sign is inappropriate since it states that it is "residents access only".  
There is a public right of way adjacent to No 38 (Plot 10) that was approved and incorporated under Planning Application No 15/00071/FUL. Incidentally this ROW is currently blocked by a bolted wooden gate.  
None of the other private roads( Cold Weston Drive, St Milborough Close, Loughton Close, Wheathill Close, Bitterley Close and Cangeford Drive) all of which adjoin Parys Road, display such signs and neither do the residents enjoy house/house refuse collection and the luxury of street lighting as is the case with this "private" section of Parys Road.  
Could this be an updated version of "Passport to Pimlico"?  
Your help would be appreciated in getting this vulgar eyesore removed.  
Regards,

send to SC

Hi Charlie,

This doesn't sound like a planning matter. You might want to approach the public rights of way team though: Report a rights of way issue and feedback | Shropshire Council

Regards,

Becky

Item 17

**DANGEROUS TRAFFIC ON LOWER CORVE**  
**STREET**

## **COMMUNICATION FROM A RESIDENT**

### **Urgent Action Needed – Dangerous Traffic on Lower Corve Street**

Hello,

I'm writing to you on behalf of Lower Corve Street residents

I'm writing to express my serious and growing concern about the ongoing traffic situation on Lower Corve Street, which is supposed to be restricted to residents only. As a current resident, I am deeply alarmed by the continued disregard for this rule and the escalating risks it poses - especially to the elderly community that makes up a large part of our neighbourhood.

Over the many years, this issue has been neglected, and the consequences are worsening. Just this morning, Monday 12th May 2025, two cars were destroyed by reckless driver. A couple of years ago, our own vehicle was written off due to a similar incident involving a non-resident. This is not an isolated occurrence - it's part of a pattern of dangerous, illegal behaviour that is going unchecked.

With the recent announcement that the Unicorn pub will now be DRINK ONLY, I am even more concerned that this will increase nighttime traffic, disturbances, and the potential for further damage and injury.

Residents cannot continue to live in fear that their property - or worse, their safety - will be compromised by reckless individuals with no accountability.

It is clear that symbolic gestures like rare police presence offering warnings are ineffective. We need concrete, lasting solutions -enforcement measures, clear signage, barriers, or traffic calming interventions - that will actually protect those of us who live here.

I am committed to pursuing this matter until meaningful action is taken, and I would like to work with someone who takes residents' safety seriously and will not simply brush this under the carpet. Please advise me on the next steps to escalate this to the appropriate authority if necessary.

I look forward to your urgent response (I have attached brief footage from this unpleasant morning)

Yours sincerely,

Resident of Lower Corve Street

### **Response sent to resident by Town Clerk:**

Dear [Resident],

Thank you for your email and for sharing your serious concerns about traffic violations on Lower Corve Street. We are very sorry to hear about the recent incident

and understand the distress and risk this situation continues to cause for residents, particularly the elderly.

We are taking this matter seriously and will be:

- Reviewing the footage you have provided;
- Adding this issue to the agenda of our next Representational Committee meeting on 20th May at the Guildhall, Mill Street at 7pm;
- Contacting the relevant department at Shropshire Council to request urgent review of signage, enforcement, and traffic calming measures;
- Liaising with local police and community safety officers to seek stronger, more consistent enforcement.

We will keep you updated and encourage other residents affected to contact us or attend the upcoming meeting to share their experiences.

### Further Actions Open to the Town Council to consider:



#### Town Council: Available Actions & Next Steps

##### 1. Acknowledge and Respond Formally

- Send a **written response** acknowledging the resident's concern.
- Reaffirm commitment to public safety and outline immediate steps being taken.

---

##### Gather Evidence and Resident Support

- **Review** the attached footage to assess the severity of the incident.
- **Invite more residents** to submit written evidence or testimonials (data can help escalate the issue).
- Consider a **site visit** or town councillor walkaround to witness the situation firsthand.

---

##### Refer to the Highway Authority

Town councils **do not control traffic enforcement or highways**—but they can and should **formally refer the issue** to the **Highways Department** of the **Shire or County Council**.

**Request specific interventions**, such as:

- Improved **"Residents Only" signage**

- **Traffic calming measures** (speed bumps, chicanes, etc.)
- **Review of traffic regulation orders (TROs)** for enforceability.
- Increased **police or enforcement presence**

---

## **Push for Enforcement**

The Town Council can:

- Write to or meet with the **local community policing team** to request more consistent enforcement.

---

## **Liaise with the Unicorn Pub (if applicable)**

- Contact the pub to express concerns about potential increased nuisance due to their "drink only" status.
- Work with them to consider **voluntary measures**, such as signs discouraging non-resident traffic or liaising with patrons.

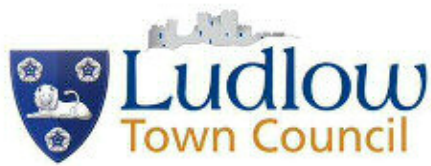
---

## **Further Support**

- Involve the local **Unitary Councillor**
  - Escalate to your **MP**
-

**Item 18**

**EMPTY BUILDINGS**



# **Report**

## **EMPTY BUILDINGS**

### **Representational Committee**

### **20<sup>th</sup> May 2025**

#### **1. INTRODUCTION**

- 1.1 This report considers the options that may be available to the Town Council and Shropshire Council in relation to an empty building on King Street in Ludlow.

#### **2. RECOMMENDATION**

- 2.1 That Ludlow Town Council expresses its concern regarding the condition of 5 King Street, a Grade II listed building within the conservation area of the town, and:
- 2.2 Requests that the Town Clerk formally notify Shropshire Council's Conservation Officer of the Council's concerns, and ask that the building be inspected;
- 2.3 Requests that the Town Clerk writes to the owner to encourage urgent repairs and offer support in identifying funding opportunities;
- 2.4 Requests that Shropshire Council considers the use of appropriate powers under the Planning (Listed Buildings and Conservation Areas) Act 1990, the Local Government (Miscellaneous Provisions) Act 1982, or the Building Act 1984, if necessary to secure the preservation of the building; and
- 2.5 Seeks regular updates from Shropshire Council.



### **3. BACKGROUND**

#### **3.1 Legal Powers**

Shropshire Unitary Council, as the Local Planning Authority (LPA), could:

- Serve an Urgent Works Notice under section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990.  
(This forces emergency repairs to keep the building wind and weather tight.)
- Serve a Repairs Notice (section 48) - more comprehensive, requires proper restoration.
- If owners ignore a Repairs Notice, the LPA can proceed to a Compulsory Purchase Order.

Historic England (or in some cases, other heritage bodies) can advise or even fund works in exceptional cases.

#### **3.2 Besides the listed building powers (Urgent Works and Repairs Notices under the Planning (Listed Buildings and Conservation Areas) Act 1990), Shropshire Council also has powers under:**

- Local Government (Miscellaneous Provisions) Act 1982, Section 29 — Councils can secure empty, dangerous, or neglected buildings to prevent them becoming a danger to the public.
- Building Act 1984, Sections 77–78 — Councils can deal with dangerous structures (even if the danger isn't yet immediate).

#### **3.2 Powers that Town Councils have are in the form of influence and advocacy:**

- Report concerns formally the Unitary Council (LPA) who hold the legal powers under planning and heritage law.
- Request the LPA to consider enforcement action if the building is at risk.
- Lobby for the building to be added to the local Buildings at Risk Register (if not already).
- Work with owners informally — sometimes, councils help arrange meetings, offer advice on grants, or mediate between owners and Historic England.

#### **4. CURRENT SITUATION**

##### **4.1 Practical Steps a Town Council can take:**

- a) Report building condition to the LPA Conservation Officer formally.
- b) Ask the LPA whether they will consider an Urgent Works Notice.
- c) Contact Historic England for advice.
- d) Encourage owner informally to apply for grants (e.g., Heritage Lottery Fund, Historic England grants).
- e) Publicly raise awareness if appropriate (e.g., newsletter, council meetings).
- f) Help owner identify funding sources if they are willing to act.

##### **4.2 Important considerations:**

- Town councils cannot serve legal notices themselves.
- Town councils can push behind the scenes and be the “squeaky wheel” that prompts action.

##### **4.3 In a letter to Shropshire Council from Ludlow Town Council should cover:**

- both heritage and safety issues,
- address the multiple powers open to SC with which to deal with this matter,
- ask whether the building is officially on any “at risk” register.

The main points are suggested in the **draft wording** below:

#### **Urgent Attention Requested: Condition of Listed Building in Ludlow**

Ludlow Town Council wishes to raise serious concerns regarding the deteriorating condition of 5, King Street, Ludlow, a Grade II listed property situated within the historic town centre.

The building is now visibly deteriorating, showing signs of structural damage to the exterior plasterwork, and in our view, presents a risk both to the historic fabric and to public safety.

The Council respectfully requests that Shropshire Council assess the condition of the property urgently.

If appropriate, we ask you to consider the use of available statutory powers, including:

- An Urgent Works Notice or Repairs Notice under the Planning (Listed Buildings and Conservation Areas) Act 1990, to prevent further deterioration of the heritage asset; and
- Action under Section 29 of the Local Government (Miscellaneous Provisions) Act 1982 and/or Sections 77–78 of the Building Act 1984, if the building is found to pose a danger to the public.

In addition, we would appreciate information on whether the building has been registered on any Empty Buildings or Buildings at Risk register maintained by Shropshire Council.

The Town Council is extremely concerned about the potential loss of this important element of Ludlow's heritage. Early intervention could avoid irreversible damage and significant future costs.

Please keep us informed regarding any site inspections, assessments, or enforcement action you propose. We are happy to assist in any way we can to help secure the building's future.

For further information, please contact [Town Clerk's name] at [email] or [phone number].

We look forward to your urgent response.

- 4.4 As well as contacting Shropshire Council it would be prudent to **contact the owner** as well and suggest ways to encourage repair and rental of the empty listed building.

#### 1. Highlight the Business Rates Exemption

- While the building is empty, they get business rates relief — but if they repair and let it out, they can generate rental income.

#### 2. Flag Up Grant Opportunities

- Depending on the building's importance, there may be small heritage grants available from:
- Shropshire Council (small conservation grants sometimes)
- Historic England (for buildings at high risk)

#### 3. Warn About Enforcement Powers

Remind them that if repairs are not made, the council could consider:

- o Urgent Works Notices
- o Repairs Notices
- o Dangerous Structure procedures#

#### 4.5 Draft letter wording:

#### **Subject: Bringing 5 King Street Back Into Use – Support from Ludlow Town Council**

We are writing to you regarding 5 King Street a listed property that we know holds significant value within Ludlow's historic town centre.

Ludlow Town Council is very keen to see our important historic buildings preserved and brought back into active use wherever possible. We would like to offer our support in helping you explore options for repairing and letting the property, including providing information about possible grant opportunities and local demand for commercial spaces.

We are aware that listed buildings can present challenges for owners, but early investment in essential repairs can help protect the building's historic fabric while unlocking future rental income. Please note that while listed buildings benefit from business rates relief while vacant, the longer-term opportunity of having the building occupied may offer greater returns.

We would be happy to meet with you informally to discuss how the Town Council might assist, and to help signpost any support available through Shropshire Council or Historic England.

If you would like to discuss this further, please contact the Town Clerk Gina Wilding at email / phone ...

We look forward to hearing from you.

Town Clerk  
May 2025

#### **Implications**

#### **Wards Affected (All)**

#### **Financial (Detrimental to the economy of the town)**

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

**Law & Order (None)**

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