

# 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: 1<sup>st</sup> September 2022.**

You are summoned to attend a meeting of  
Representational Committee at  
Ludlow Mascall Centre, Lower Galdeford, SY8 1RZ  
Tuesday 6<sup>th</sup> September 2022 at 7pm

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **PLANNING APPLICATIONS**
- **TRAFFIC MANAGEMENT & ROAD CLOSURES**
- **BUILDINGS, BUILDING LAND AND TREES**
- **TRAFFIC LIGHTS STATION DRIVE / CORVE STREET INTERSECTION**

**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**

To be read out at the meeting by the Chairman.

**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. MINUTES**

To approve as a correct record and sign the minutes of the Representational Committee meeting held on 9<sup>th</sup> August 2022

**8. ITEMS TO ACTION**

To note the items to action of the Representational Committee on 9<sup>th</sup> August 2022

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

To receive an update.

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

To note there are no discharge of conditions and permitted developments from Shropshire Council.

**11. SHROPSHIRE COUNCIL DECISIONS PENDING**

To note the following pending decisions.

|                            |   |
|----------------------------|---|
| <b><u>22/02966/LBC</u></b> | <b><u>Whitefriars House , 30 Corve Street, Ludlow, Shropshire, SY8 1GB</u></b><br>Works affecting a Grade II Listed Building including replacement of decayed sash windows to Corve street facade with slimline double glazed hardwood sash windows to match original glazing profile and repair (replacement if necessary) of front door     |
| <b><u>22/03238/FUL</u></b> | <b><u>Waterford , Temeside, Ludlow, Shropshire, SY8 1PB</u></b><br>Erection of first floor dormer extensions  |
| <b><u>22/03078/LBC</u></b> | <b><u>4 Old Street, Ludlow, Shropshire, SY8 1NP</u></b><br>Install interior access hatch from interior of ground floor premises to cellar below, Install signage outside the property, Paint and or render exterior of property, Install handhold railings to front door to aid access, Restore front step and Fit bench to front of building |
| <b><u>22/03015/FUL</u></b> | <b><u>1 College Street, Ludlow, Shropshire, SY8 1AN</u></b><br>Application under Section 73A of the Town and Country Planning Act 1990 for the erection of garden room and installation of three rooflights to rear roof slope  |
| <b><u>22/03262/LBC</u></b> | <b><u>21 St Johns Road, Ludlow, Shropshire, SY8 1PG</u></b><br>Works to replace the 5No front elevation traditional mullion leaded windows affecting a Grade II Listed Building   |
| <b><u>22/03303/FUL</u></b> | <b><u>3 Starstile Meadow, Ludlow, Shropshire, SY8 1QA, .</u></b><br>Erection of single storey extension to rear elevation and detached garden building  |
| <b><u>22/02983/TCA</u></b> | <b><u>Mill House, Lower Mill Street, Ludlow, Shropshire, SY8 1BH</u></b><br>Re-pollard at approx. 3-4 ft group of trees consisting of 2no Willows,2no Sycamore, 2no Ash & 2no Alder within Ludlow Conservation Area   |
| <b><u>22/02226/VAR</u></b> | <b><u>Proposed Residential Development Land Adjacent Linney House, Linney, Ludlow, Shropshire, SY8 1EE</u></b><br>Variation of Condition 2 (approved plans) attached to planning permission 17/00230/FUL - Erection of 3no detached dwelling with garages; formation of new vehicular access  |
| <b><u>22/02263/COU</u></b> | <b><u>Ludlow Hospital, Gravel Hill, Ludlow, Shropshire,SY8 1QX</u></b><br>Change of use of former maternity ward to Class E use (commercial, business and service); with no operational development   |
| <b><u>22/00964/LBC</u></b> | <b><u>2 College Street Ludlow Shropshire SY8 1AN</u></b><br>Works to facilitate internal alterations reinstatement of staircase; and provision of protected lobby to second floor flat; roof works to allow for insertion of dormer window; all ancillary works affecting a Grade II Listed Building  |
| <b><u>22/01006/FUL</u></b> | <b><u>4 Sandpits Road, Ludlow, Shropshire, SY8 1HF</u></b><br>Change of Use for the provision of residential accommodation and care to people in need of care   |

**12. SHROPSHIRE COUNCIL DECISIONS**

To note the following decisions.

|                     |   |                                 |
|---------------------|---|---------------------------------|
| <b>22/02393/FUL</b> | <b><u>8 Henley Orchards, Ludlow, Shropshire, SY8 1TN</u></b><br>Erection of first floor side extension above an existing garage and entrance porch to front elevation   | <b>WITHDRAWN</b>                |
| <b>22/02899/TCA</b> | <b><u>Hampstead Cottage, 38 Julian Road, Ludlow, Shropshire, SY8 1HA</u></b><br>To remove 1no. Beech (T1) within Ludlow (Gravel Hill) Conservation Area   | <b>CONSENT BY RIGHT – TREES</b> |
| <b>22/01886/LBC</b> | <b><u>1 College Street, Ludlow, Shropshire, SY8 1AN</u></b><br>Application under Section 73A of the Town and Country Planning Act 1990 for the erection of garden room and installation of three rooflights to rear roof slope Affecting a Grade II Listed Building                                       | <b>GRANTED</b>                  |
| <b>22/02129/FUL</b> | <b><u>The Lime House, 16 Lower Mill Street, Ludlow, Shropshire, SY8 1BH</u></b><br>Change of use of previously approved annex (application reference 21/03863/FUL) to holiday accommodation   | <b>GRANTED</b>                  |
| <b>22/03253/TCA</b> | <b><u>Flaxford , Julian Road, Ludlow, Shropshire, SY8 1HA.</u></b><br>Fell 2no Silver Birch within Ludlow (Gravel Hill) Conservation Area   | <b>CONSENT BY RIGHT - TREES</b> |
| <b>22/03385/TCA</b> | <b><u>52 Gravel Hill, Ludlow, Shropshire, SY8 1QS</u></b><br>Section fell to 600mm above ground level 1no Cedar within Ludlow Conservation Area   | <b>CONSENT BY RIGHT - TREES</b> |
| <b>22/03176/FUL</b> | <b><u>Barclays Bank UK Plc, 3 King Street, Ludlow, Shropshire, SY8 1AJ.</u></b><br>Re-instatement of, and making good front elevation to Include insertion of window, removal of safe/ATM, signage and camera system  | <b>GRANTED</b>                  |
| <b>22/03177/LBC</b> | <b><u>Barclays Bank UK Plc 3 King Street Ludlow Shropshire SY8 1AJ</u></b><br>Works to facilitate the decommissioning of bank to include removal of signage, ATM/Safe and insertion of window to front elevation; and to remove all fixtures and fittings internally affecting a Grade II Listed Building | <b>GRANTED</b>                  |

### 13. **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>22/03589/FUL</b> | <b><u>Serendipity 17 Bowdler Close Ludlow Shropshire SY8 1UG</u></b><br>Proposal Erection of a first-floor extension to side and single storey extension to rear |
|---------------------|--|

|                     |   |
|---------------------|---|
|                     | <a href="https://pa.shropshire.gov.uk/onlineapplications/simpleSearchResults.do?action=firstPage">https://pa.shropshire.gov.uk/onlineapplications/simpleSearchResults.do?action=firstPage</a>   |
| <b>22/03726/FUL</b> | <b><u>Housing Development Site, Sidney Road, Ludlow, Shropshire, SY8 1SQ.</u></b><br>Temporary siting of welfare material storage containers with temporary car parking and perimeter hoarding<br><a href="https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=RGIKPOTDI7K00">https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=RGIKPOTDI7K00</a> |
| <b>22/03688/FUL</b> | <b><u>8 Housman Crescent, Ludlow, Shropshire, SY8 1SG</u></b><br>Replacement retaining wall<br><a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=RGEVGJTDI5000">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=RGEVGJTDI5000</a>  |
| <b>22/03940/TCA</b> | <b><u>The Firs, 1 Julian Road, Ludlow, Shropshire, SY8 1HA.</u></b><br>Fell 1no Silver Birch within Ludlow (Gravel Hill) Conservation Area<br><a href="http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=RH6Y6DTD0GI00">http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&amp;keyVal=RH6Y6DTD0GI00</a>   |

#### 14. 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/>

| Date   | Location   | Traffic Management   | Company                            | Work Description   |
|--|--|--|------------------------------------|--|
| 31 August-2 September<br>8.00am-5.00pm   | Middle Wood Road, Ludlow   | Roadworks/ repairs   | Kier                               | Roadworks/ repairs<br>Access to residential and business properties within the closure will be maintained during the works |
| 9-11 September 2022<br>from 9.30am to 7pm on Saturday 10 and Sunday 11 September | For safety reasons, King St, High St, Castle St, Castle Square and part of Broad St will be closed | Road Closure   | Shropshire Council                 | Ludlow Food Festival   |
| 19th & 20th September 2022.  | Sheet Road   | 2 way traffic signals close a small part of The road. and manually managed during peak times of day. There will be a | Streetworks<br><b>Mayglóthling</b> | Ludlow to connect a client's property to the main sewer.   |

|                       |           |                         |                    |                         |
|-----------------------|-----------|-------------------------|--------------------|-------------------------|
|                       |           | diversion in            |                    |                         |
| 25 <sup>th</sup> Sept | Bull Ring | Two Way Traffic Signals | Severn Trent Water | Two Way Traffic Signals |

**15. BUILDINGS BUILDING LAND AND TREES**

To consider updates and / or provide information.

**16. TRAFFIC LIGHTS STATION DRIVE / CORVE STREET INTERSECTION**

To advise Shropshire Council that the new traffic lights may not be suitable for sight impaired pedestrian users.

**Membership**

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

The next meeting of members of Representational Committee  
will be held on Tuesday 4<sup>th</sup> October 2022

# MINUTES

Item 7





|  |  |          |
|--|--|----------|
|  |  | building |
|--|--|----------|

Personal Interest

| <u>Member</u>       | <u>Item</u>                                  | <u>Reason</u>   |
|---------------------|--|---|
| Councillor Pote     | Item 18<br>22/03589/FUL                      | Customer of Bills Kitchen<br>Architect is an ex-pupil               |
| Councillor Lyle     | 22/03078/LBC<br>22/03015/FUL<br>22/01417/FUL | Knows consultant<br>Knows applicant<br>Knows applicant and agent    |
| Councillor Thompson | Item 18                                      | Member of Ludlow<br>Assembly Rooms and<br>customer of Bills Kitchen |
| Councillor Parry    | 22/03238/FUL                                 | Know resident   |

7.03pm Cllr O'Neill joined the meeting

**R/063 PUBLIC OPEN SESSION (15 minutes)**

There were two members of the public present but they did not wish to speak.

**R/064 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION**

There were no unitary Councillors present.

**R/065 MINUTES**

**RESOLVED GG/DL (unanimous)**

To approve the minutes of 12<sup>th</sup> July 2022 as a correct record for the Chairman to sign.

**R/066 ITEMS TO ACTION**

**RESOLVED GG/RP (unanimous)**

That the items to action be noted.

**R/067 LUDLOW CONSERVATION AREA ADVISORY COMMITTEE (LCAAC)**

**RESOLVED GG/DT (unanimous)**

To receive apologies from James Caird that no update has been received.

**R/068 SHROPSHIRE COUNCIL DISCHARGE OF CONDITIONS AND PERMITTED DEVELOPMENT**

**RESOLVED GG/DL (unanimous)**

To note that there were no discharge of conditions and permitted development applications.

**R/069     SHROPSHIRE COUNCIL DECISIONS - PENDING**

**RESOLVED GG/DL (unanimous)**

That the decisions pending by Shropshire Council be noted.

**R/070     SHROPSHIRE COUNCIL DECISIONS**

**RESOLVED GG/DL (unanimous)**

That the decisions by Shropshire Council be noted.

**7.05pm    Cllr Parry joined the meeting.**

**R/071     PLANNING APPLICATIONS**

**22/02966/LBC Whitefriars House, 30 Corve Street, Ludlow, SY8 1GB**

Works affecting a Grade II Listed Building including replacement of decayed sash windows to Corve Street façade with slimline double glazed hardwood sash windows to match original glazing profile and repair (replacement if necessary) of front door.

**RESOLVED GG/DL (unanimous)**

To object to the total removal of the windows until a detailed building survey has been undertaken to see if any materials can be saved, including the majority of the crown glass.

**R/072     22/03253/TCA Flaxford, Julian Road, Ludlow, SY8 1HA**

Fell 2no Silver Birch within Ludlow (Gravel Hill) Conservation Area

**RESOLVED GG/VP (unanimous)**

No Objection, subject to two trees to be planted as replacements.

**R/073     22/03176/FUL Barclays Bank UK Plc, 3 King Street, Ludlow, SY8 1AJ**

Reinstatement of, and making good front elevation to include insertion of window, removal of safe/ATM, signage and camera system.

**22/03177/LBC Barclays Bank UK Plc, 3 King Street, Ludlow, SY8 1AJ**

Works to facilitate the decommissioning of bank to include removal of signage, ATM/safe and insertion of window to front elevation; and to remove all fixtures and fittings internally affecting a Grade II Listed Building.

**RESOLVED GG/BW (unanimous)**

No Objection.

**R/074 22/03238/FUL Waterford, Temeside, Ludlow, SY8 1PB**

Erection of first floor dormer extensions.

**RESOLVED GG/DT (5:2:2)**

No Objection

**R/075 22/03078/LBC 4 Old Street, Ludlow, SY8 1NP**

Install interior access hatch from interior of ground floor premises to cellar below, install signage outside the property, Paint and or render exterior of property, Install handhold railings to front door to aid access, Restore front step and Fit bench to front of building.

**RESOLVED GG/BW (unanimous)**

To Object, for the following reasons:

- i) The folding bench is not in keeping with the Conservation Area.
- ii) The signage is too big.
- iii) The overpainting of the side wall is not appropriate in the Conservation Area.
- iv) No detailed design is provided of the railings.

**R/076 22/03015/FUL 1 College Street, Ludlow, SY8 1AN**

Application under Section 73A of the Town and Country Planning Act 1990 for the erection of garden room and installation of three rooflights to rear roof slope.

**RESOLVED GG/DL (8:0:1)**

No objection.

**R/077 22/03262/LBC 21 St Johns Road, Ludlow, SY8 1PG**

Works to replace the 5No front elevation traditional mullion leaded windows affected a Grade II Listed Building.

**RESOLVED GG/PA (unanimous)**

No objection.

**R/078**    **22/03303/FUL 3 Starstile Meadow, Ludlow, SY8 1QA**  
Erection of single storey extension to rear elevation and detached garden building.

**RESOLVED GG/DL (unanimous)**

No objection.

**R/079**    **22/03385/TCA 52 Gravel Hill, Ludlow, SY9 1QS**  
Section fell to 600mm above ground level 1no Cedar within Ludlow Conservation Area.

**RESOLVED DL/VP (unanimous)**

To object as we would like a report from the Shropshire Council Tree Officer regarding the plan to replace cedar with fruit trees.

**R/080**    **22/03589/FUL Serendipity, 17 Bowdler Close, Ludlow SY8 1UG**  
Erection of a first floor extension to side and single storey extension to rear.

**RESOLVED GG/DL (unanimous)**

To defer to next meeting of the Representational Committee.

**R/081**    **22/03494/LBC 17 Dinham, Ludlow, SY8 1EJ**  
The opening up of one internal doorway between existing rooms affecting a Grade II Listed Building.

**RESOLVED GG/DL (unanimous)**

To Object, for the following reasons:

- i)        There is no provision for disabled access to the first floor
- ii)       The work involves removal of historic fabric unnecessarily

**R/082**    **22/01417/FUL 2 College Street, Ludlow, SY8 1AN**  
Roof works to facilitate insertion of dormer window to front elevation, internal works.

**RESOLVED VP/GG (3:0:6)**

To Object to the insertion of a dormer window on the front elevation on a Grade II building within the Conservation Area.

**R/083**    **ROAD CLOSURE/TRAFFIC MANAGEMENT**  
To consider the road closures and traffic management information provided.

**RESOLVED GG/DT (8:0:1)**

No objections.

**R/084**      **PROPOSED PHASE 2 SCHEME ON SANDPITS ROAD**

To consider and comment on the proposed scheme.

**RESOLVED RP/GG (unanimous)**

To respond to Shropshire Council as follows: Ludlow Town Council Representational Committee feel that the road safety measures should be more visible in the form of the pedestrian crossing.

**R/085**      **PROPOSED WORK ON MIDDLEWOOD ROAD, LUDLOW**

To consider and comment on the proposed works.

**RESOLVED GG/DL (unanimous)**

Noted and no comment.

**R/086**      **BUILDINGS, BUILDING LAND AND TREES**

To consider updates and/or provide information.

**RESOLVED RP/GG (unanimous)**

To raise a query with Shropshire Council regarding the Fix My Street reporting procedure and that it isn't connected to the Shropshire Council website.

To highlight an issue regarding the alleyway between Budgens and One Stop and that the wall is a dangerous structure due to a hole at the base which is becoming larger and larger. This has been reported to Shropshire Council previously but will be reported again.

**R/087**      **PAVEMENT PERMIT**

To consider the update from Shropshire Council in relation to Bill's Kitchen pavement permit.

**RESOLVED GG/DL (unanimous)**

To Object to the permit and to request information regarding the duration of the trial period and how the trial will be assessed.

**R/088**      **NATIONAL PLANNING FRAMEWORK, PLANNING REFORMS UPDATE, PLANNING DESIGN CODES**

To note the government announcement on the National Planning Framework.

To note the update on planning reforms.

To note the information on design codes.

**RESOLVED GG/BW (unanimous)**

That the three papers above will be revisited in 6 months by the Climate Action Group, and brought back to Full Council for consideration.

**R/089**      **NEIGHBOURHOOD PLANNING AND TRANSPORT DECARBONISATION TOOLKIT.**

To note the toolkit.

**RESOLVED GG/DL (unanimous)**

To note the report and it will be revisited in 6 months by the Climate Action Group, and brought back to Representational Committee prior to going to Full Council.

**R/090 SHROPSHIRE COUNCIL (LAND OFF FOLDGATE LANE, LUDLOW) TPO CONFIRMATION 2022**

To note the TPO.

**RESOLVED GG/DL (unanimous)**

To write a letter of support to Shropshire Council and to welcome the report; copying in Dougald Purce.

Meeting closed at 7:47pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

**ITEMS TO ACTION**

**Representational Committee 9/08/2022**

**ITEMS TO ACTION**

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>PRESENT</b><br><b>Councillors:</b> Ginger (Chair), Adams, Lyle (Vice Chair) ,O Neill, Pote, Thompson, Waite<br><b>Staff</b> Gina Wilding, Town Clerk; Charlotte Ambrazas, Committee Officer |   |  |    |         |            |
| <b>Meeting</b><br><b>13/10/2021</b>  |   |  |    |         |            |
| <b>DA/REP/21/147</b>   | <b>15. TREES</b><br>To consider an offer of trees<br><b>RECOMMENDED GG/BW (unanimous)</b><br>To thank Mc Phillips for the offer of trees<br>write to Gallows Bank & Whitcliffe to take the trees<br><b>Cllr Ginger left the meeting 19.40</b>                   | Write to<br>Gallows<br>Bank &<br>Whitcliffe<br>to take the<br>trees  | GW | Ongoing | 11/11/2021 |
| <b>Meeting</b><br><b>09/03/2022</b>  |   |  |    |         |            |
| <b>REP/22/238</b>  | <b><u>PLANNING ENFORCEMENT NOTES</u></b><br><br><b><u>RESOLVED GG/DT (unanimous)</u></b><br><br>To receive the informative presentation, and write to Shropshire council to express the Committees support for a document that it considers to be long overdue. | write to<br>Shropshire<br>council to<br>express<br>the<br>Committee<br>s support<br>for a<br>document<br>that it<br>considers<br>to be long<br>overdue | GW | Ongoing | 09/03/2022 |
| <b>REP/22/239</b>  | <b><u>BUILDINGS IN DEVELOPMENT</u></b><br><br>The title of the item in future meetings will be amended to 'Buildings, Building Land and Trees in Development'   | Report to<br>be<br>produced<br>for next<br>rep   | GW | Ongoing | 09/03/2022 |



**Representational Committee 9/08/2022**

**ITEMS TO ACTION**

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.

|                       |   |  |    |         |            |
|-----------------------|---|--|----|---------|------------|
|                       | <p><b><u>RESOLVED GG/RP (unanimous)</u></b></p> <p>To approve the process described in the report.</p>  | meeting  |    |         |            |
| REP/22/240            | <p><b><u>PARKING RESTRICTIONS – SANDPITS ROAD</u></b></p> <p><b><u>RESOLVED GG/PA (unanimous)</u></b></p> <p>To request that Ludlow Town Council is consulted in advance of the road markings being actioned.</p> <p>That the road markings are inadequate and a pedestrian controlled crossing point is required to enable safe crossing</p> | To request that Ludlow Town Council is consulted in advance of the road markings being actioned. | GW | Ongoing | 09/03/2022 |
| REP/22/244            | <p><b><u>GRAVEL HILL ROAD SAFETY AUDIT FROM SHROPSHIRE COUNCIL</u></b></p> <p><b><u>RESOLVED RP/PA (unanimous)</u></b></p> <p>To send the Ludlow Town Council survey data, and the response to SC:</p>  | To send the Ludlow Town Council survey data, and the response to SC                              | GW | Ongoing | 09/03/2022 |
| Meeting<br>06/04/2022 |   |  |    |         |            |
| REP/22/279            | <p><b><u>TOOLKIT FOR NET CARBON ZERO IN PLANNING</u></b></p> <p><b><u>RESOLVED GG/DL (unanimous)</u></b></p> <p>To note the Toolkit for Net Carbon Zero in Planning</p>   | NOTED  | CA | ONGOING | 06/04/2022 |

**Representational Committee 9/08/2022**

**ITEMS TO ACTION**

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 provide the Town Clerk with 5 priority items from the toolkit within 10 days of the meeting. A compilation of the priorities will be brought back to the next meeting.   |                    |    |         |            |
| <b>REP/22/280</b> | <b><u>SHROPSHIRE COUNCIL PARKING CHARGES</u></b><br><br><b>RESOLVED TG/PA (unanimous)</b><br>That the proposed increase for on-street parking charges are inappropriate and poorly timed and may deter locals and visitors from using the town centre businesses and shops at a time when it already very difficult for local businesses and traders.   | LETTER TO SC<br>GW | CA | ONGOING | 12/04/2022 |
| <b>REP/22/281</b> | <b><u>IDLING ENGINES</u></b><br><br><b>RESOLVED GG/DL (unanimous)</b><br><br>To report the following to Shropshire Council:<br><br>Incidences<br>It has become increasingly commonplace in recent years for drivers to leave their engines idling around the town: <ul style="list-style-type: none"><li>• Coaches</li><li>• Buses</li><li>• Loading vehicles</li><li>• At schools</li><li>• At takeaways</li></ul><br>Law<br>Idling is an offence under Section 42 of the Road Traffic Act, but without enforcement, the law is meaningless. | LETTER TO SC<br>GW | CA | ONGOING | 12/04/2022 |

**Representational Committee 9/08/2022**

**ITEMS TO ACTION**

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.

|                               |  |  |    |         |            |
|-------------------------------|--|--|----|---------|------------|
|                               | <p>Climate and Health Impacts<br/>Car engines are a major cause of both noise and air pollution. Leaving them idling simply exacerbates this problem. Air pollution is now the single greatest environmental risk to human health, causing increased levels of cancer, heart disease and other cardiovascular illness. Car engines emit, when idling, high levels of NO2 and fine particulates, which the government's Clean Air Strategy (2019) aims to reduce.</p> <p>Call to Action<br/>Ludlow Town Council requests that Shropshire Council takes some steps to tackle this issue in Ludlow; and provide positive change for the town, supporting Shropshire Council's Active Travel Plan and improving air quality for local residents. In a climate emergency, the time to act is now.</p> |  |    |         |            |
| <b>Meeting<br/>04/05/2022</b> |  |  |    |         |            |
| <b>REP/22/308</b>             | <p><b><u>FOLDGATE LANE UNDERPASS</u></b><br/>This item was not discussed because it falls within the remit of Ludford Parish Council. Chair of Ludford Parish Council, Imogen Liddle should be contacted directly about this matter.</p>   | Chair of Ludford Parish Council, Imogen Liddle should be contacted directly about this matter. | CA | Ongoing | 04/05/2022 |

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| <b>REP/22/309</b> | <p><b><u>ZERO CARBON TOOLKIT - FIVE PRIORITIES</u></b></p> <p><b><u>RESOLVED DL/DT (unanimous)</u></b></p> <p>To send the following five agreed priorities to Shropshire Council and SALC:<br/>The Net-Zero Toolkit is designed to assist in the planning, design and construction of a new build or retrofit housing project.<br/>It provides a technical, go-to guide on what to consider in the very early stages of design; how to achieve fabric energy efficiency; what systems to include; where to go for expert advice; and what to consider once you have finished your housing project and you are handing over to occupants.</p> <p>Net Zero carbon buildings in operation are supported by three core principles:</p> <ul style="list-style-type: none"><li>• energy efficiency,</li><li>• low carbon heat and</li><li>• renewable energy.</li></ul> <p>Operational carbon is only part of the story. Net Zero buildings should also minimise embodied carbon in materials.</p> <p>Embodied carbon includes the carbon emissions associated with the extraction and processing of materials, energy use in the factories and</p> | To send the following five agreed priorities to Shropshire Council and SALC: | GW | Ongoing | 04/05/2022 |
|-------------------|---|--|----|---------|------------|

**ITEMS TO ACTION**

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|  | <p>transport as well as the construction of the building and repair, replacement and maintenance. It also includes the demolition and disassembly of the building at the end of its life. Low embodied carbon design is not inherently more expensive or more complex, it just requires awareness and good design.</p> <ol style="list-style-type: none"><li>1. Ask Shropshire Council (SC) if they have seen the report and what advice they give parish and town councils as a result.<br/><a href="https://www.westoxon.gov.uk/media/2ddb125k/net-zero-carbon-toolkit.pdf">https://www.westoxon.gov.uk/media/2ddb125k/net-zero-carbon-toolkit.pdf</a></li><li>2. To suggest that SC compiles a checklist of acceptable environmental / sustainable / eco-aware conditions for parish and town councils to use when recommending corrections to a deficient planning application to the Case Officer.</li><li>3. To suggest that SC offers such a checklist to parish and town councils, based on the environmental standards to be found in the NPPF and local development plans.</li><li>4. To suggest that SC includes conditions regarding retrofit for conservation areas and extensions to existing buildings in the checklist, as derived from pages 47 and 48 of the Tool Kit.</li><li>5. To ask SC to include sight of a “material passport”, for all materials used in all building projects externally and internally as a Condition.</li></ol> |  |  |  |  |
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**Representational Committee 9/08/2022**

**ITEMS TO ACTION**

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|-------------------|---|--|----|---------|------------|
| <b>REP/22/311</b> | <p><b><u>PROPOSED PLANNING PERMISSION APPLICATION FOR LUDLOW MUSEUM AT THE BUTTERCROSS SIGN</u></b></p> <p><b><u>RESOLVED GG/DT</u></b> (unanimous)<br/>To liaise with Shropshire Council Conservation Officer to discuss the option of moving the lamp and reinstating the sign in its original location, and subsequent to this discussion, if necessary, to submit a planning application for the work.</p>  | To liaise with Shropshire Council Conservation Officer | GW | Ongoing | 04/05/2022 |
| <b>REP/22/313</b> | <p><b><u>ELECTRIC VEHICLE CHARGING POINT</u></b></p> <p><b><u>RESOLVED GG/RP</u></b> (unanimous)<br/>To note that a further site visit involving Shropshire Council, Connected Kerb, residents of Mill Street and representatives of the Town Council took place on 25th April. Shropshire Council agreed that the initial locator markings were incorrect and the correct location was outside the Blue Boar and the adjacent business. Shropshire Council agreed that Connected Kerb would provide a definitive drawing of the EVCP locations.<br/>To note that the image attached to this agenda shows the actual appearance of the charging units as this was also a source of confusion.</p> |  | GW | Ongoing | 04/05/2022 |

**Representational Committee 9/08/2022**

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|---------------------------|--|-----------------------------------|----|---------|------------|
| <b>REP/22/315</b>         | <b><u>CONSULTATION: SHROPSHIRE COUNCIL (LAND OFF PARYS ROAD, LUDLOW) TPO 2022 - REF. SC/00488/22</u></b><br><b><u>RESOLVED GG/TG (unanimous)</u></b><br>Support the Tree Protection Order on all the trees. They are all healthy specimens and have great amenity value. Ludlow Town Council agrees that the order to be made permanent.   | Support the Tree Protection Order | GW | Ongoing | 04/05/2022 |
| <b>Meeting 07/06/2022</b> |  |                                   |    |         |            |
| <b>REP/22/031</b>         | <b><u>LUDLOW 10K</u></b><br>To consider the update<br><br><b><u>RESOLVED GG/BW (unanimous)</u></b><br><br>To approve that Be Endurance organise and deliver the 10k event on the same basis as previous years and to suggest that a donation is made to a local charity. To convey thanks from Ludlow Town Council for organizing a successful the event for the town.<br><br>To assert to Be Endurance that there are no implied rights or actual rights of for this event for the Events Square, so Be Endurance are not able to guarantee that a specific company would be given permission to use Events Square. However, the Town Council would welcome an approach for the Andali to begin the process of developing a working relationship. |                                   | GW | Ongoing | 07/06/2022 |

**Representational Committee 9/08/2022**

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| Meeting<br>12/07/2022    |   |  |           |                |                   |
|--------------------------|---|--|-----------|----------------|-------------------|
| <p><b>REP/22/054</b></p> | <p><b><u>SITE NOTICES</u></b></p> <p><b><u>RESOLVED GG/DL (unanimous)</u></b></p> <p>i) To send a letter to Shropshire Council stating that the committee support the process being undertaken by Shropshire Council, but do not believe it is being followed by applicants in Ludlow where there are no visible notices and therefore not evidence that applicants are conforming with the 21 days public consultation. Ludlow Town Council asks that Shropshire Council requires applicants to display the Site notices at a publicly accessible entrance to the property</p> <p>That site notices will be monitored by members of this committee and reported back to the office. Each member is responsible for monitoring applications in their ward.</p> <p>ii) That an update on the item is brought back to the next meeting.</p> | <p>CA<br/>emailed<br/>SC</p>             | <p>CA</p> | <p>Ongoing</p> | <p>12/07/2022</p> |
| <p><b>REP/22/056</b></p> | <p><b><u>BUILDINGS BUILDING LAND AND TREES</u></b><br/>To receive information from committee members</p> <p><b><u>RESOLVED RP/GG (unanimous)</u></b></p> <p>Letter to be sent to Shropshire Council regarding a breach of planning Carvell’s Art of Tea upper level (first floor) door and wall, historic fabric of the building, have been removed.<br/>Has permission been given to make a single unit out of the two properties?</p>   | <p>Enforcement form filled out by CA</p> | <p>CA</p> | <p>Ongoing</p> | <p>12/07/2022</p> |



**Representational Committee 9/08/2022**

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| <b>Meeting 9/8/2022</b> |   |                         |    |          |           |
|-------------------------|---|-------------------------|----|----------|-----------|
| <b>REP/22/071</b>       | <b><u>22/02966/LBC Whitefriars House, 30 Corve Street, Ludlow, SY8 1GB</u></b><br>Works affecting a Grade II Listed Building including replacement of decayed sash windows to Corve Street façade with slimline double glazed hardwood sash windows to match original glazing profile and repair (replacement if necessary) of front door.<br><br><b><u>RESOLVED GG/DL (unanimous)</u></b><br>To object to the total removal of the windows until a detailed building survey has been undertaken to see if any materials can be saved, including the majority of the crown glass. | Comment submitted to SC | KA | Complete | 11/8/2022 |
| <b>REP/22/072</b>       | <b><u>22/03253/TCA Flaxford, Julian Road, Ludlow, SY8 1HA</u></b><br>Fell 2no Silver Birch within Ludlow (Gravel Hill) Conservation Area<br><br><b><u>RESOLVED GG/VP (unanimous)</u></b><br>No Objection, subject to two trees to be planted as replacements.   | Comment submitted to SC | KA | Complete | 11/8/2022 |
| <b>REP/22/073</b>       | <b><u>22/03176/FUL Barclays Bank UK Plc, 3 King Street, Ludlow, SY8 1AJ</u></b><br>Reinstatement of, and making good front elevation to include insertion of window, removal of safe/ATM, signage and camera system.<br><br><b><u>22/03177/LBC Barclays Bank UK Plc, 3 King Street, Ludlow, SY8 1AJ</u></b>   | Comment submitted to SC | KA | Complete | 11/8/2022 |

**Representational Committee 9/08/2022**

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|                   | <p>Works to facilitate the decommissioning of bank to include removal of signage, ATM/safe and insertion of window to front elevation; and to remove all fixtures and fittings internally affecting a Grade II Listed Building.</p> <p><b><u>RESOLVED GG/BW (unanimous)</u></b><br/>No Objection.</p>  |                         |    |          |           |
| <b>REP/22/074</b> | <p><b><u>22/03238/FUL Waterford, Temeside, Ludlow, SY8 1PB</u></b><br/>Erection of first floor dormer extensions.</p> <p><b><u>RESOLVED GG/DT (5:2:2)</u></b><br/>No Objection</p>   | Comment submitted to SC | KA | Complete | 11/8/2022 |
| <b>REP/22/075</b> | <p><b><u>22/03078/LBC 4 Old Street, Ludlow, SY8 1NP</u></b><br/>Install interior access hatch from interior of ground floor premises to cellar below, install signage outside the property, Paint and or render exterior of property, Install handhold railings to front door to aid access, Restore front step and Fit bench to front of building.</p> <p><b><u>RESOLVED GG/BW (unanimous)</u></b><br/>To Object, for the following reasons:<br/>i) The folding bench is not in keeping with the Conservation Area.<br/>ii) The signage is too big.<br/>iii) The overpainting of the side wall is not appropriate in the Conservation Area.<br/>iv) No detailed design is provided of the railings.</p> | Comment submitted to SC | KA | Complete | 11/8/2022 |

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|-------------------|---|-------------------------|----|----------|-----------|
| <b>REP/22/076</b> | <b><u>22/03015/FUL 1 College Street, Ludlow, SY8 1AN</u></b><br>Application under Section 73A of the Town and Country Planning Act 1990 for the erection of garden room and installation of three rooflights to rear roof slope.<br><br><b><u>RESOLVED GG/DL (8:0:1)</u></b><br>No objection. | Comment submitted to SC | KA | Complete | 11/8/2022 |
| <b>REP/22/077</b> | <b><u>22/03262/LBC 21 St Johns Road, Ludlow, SY8 1PG</u></b><br>Works to replace the 5No front elevation traditional mullion leaded windows affected a Grade II Listed Building.<br><br><b><u>RESOLVED GG/PA (unanimous)</u></b><br>No objection.   | Comment submitted to SC | KA | Complete | 11/8/2022 |
| <b>REP/22/078</b> | <b><u>22/03303/FUL 3 Starstile Meadow, Ludlow, SY8 1QA</u></b><br>Erection of single storey extension to rear elevation and detached garden building.<br><br><b><u>RESOLVED GG/DL (unanimous)</u></b><br>No objection.  | Comment submitted to SC | KA | Complete | 11/8/2022 |
| <b>REP/22/079</b> | <b><u>22/03385/TCA 52 Gravel Hill, Ludlow, SY9 1QS</u></b><br>Section fell to 600mm above ground level 1no Cedar within Ludlow Conservation Area.<br><br><b><u>RESOLVED DL/VP (unanimous)</u></b>   | Comment submitted to SC | KA | Complete | 11/8/2022 |

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|                   |  |                         |    |          |           |
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|                   | To object as we would like a report from the Shropshire Council Tree Officer regarding the plan to replace cedar with fruit trees.   |                         |    |          |           |
| <b>REP/22/080</b> | <b><u>22/03589/FUL Serendipity, 17 Bowdler Close, Ludlow SY8 1UG</u></b><br>Erection of a first floor extension to side and single storey extension to rear.<br><br><b><u>RESOLVED GG/DL (unanimous)</u></b><br>To defer to next meeting of the Representational Committee.  | Comment submitted to SC | KA | Complete | 11/8/2022 |
| <b>REP/22/081</b> | <b><u>22/03494/LBC 17 Dinham, Ludlow, SY8 1EJ</u></b><br>The opening up of one internal doorway between existing rooms affecting a Grade II Listed Building.<br><br><b><u>RESOLVED GG/DL (unanimous)</u></b><br><br>To Object, for the following reasons:<br>i) There is no provision for disabled access to the first floor<br>ii) The work involves removal of historic fabric unnecessarily | Comment submitted to SC | KA | Complete | 11/8/2022 |
| <b>REP/22/082</b> | <b><u>22/01417/FUL 2 College Street, Ludlow, SY8 1AN</u></b><br>Roof works to facilitate insertion of dormer window to front elevation, internal works.<br><br><b><u>RESOLVED VP/GG (3:0:6)</u></b><br><br>To Object to the insertion of a dormer window on  | Comment submitted to SC | KA | Complete | 11/8/2022 |

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|            | the front elevation on a Grade II building within the Conservation Area.  |                                  |    |          |           |
| REP/22/083 | <b><u>ROAD CLOSURE/TRAFFIC MANAGEMENT</u></b><br>To consider the road closures and traffic management information provided.<br><br><b><u>RESOLVED GG/DT (8:0:1)</u></b><br>No objections.   | Noted.                           | KA | Complete | 9/8/2022  |
| REP/22/084 | <b><u>PROPOSED PHASE 2 SCHEME ON SANDPITS ROAD</u></b><br>To consider and comment on the proposed scheme.<br><br><b><u>RESOLVED RP/GG (unanimous)</u></b><br>To respond to Shropshire Council as follows:<br>Ludlow Town Council Representational Committee feel that the road safety measures should be more visible in the form of the pedestrian crossing. | Comment sent to SC Highways dept | KA | Complete | 11/8/2022 |
| REP/22/085 | <b><u>PROPOSED WORK ON MIDDLEWOOD ROAD, LUDLOW</u></b><br>To consider and comment on the proposed works.<br><br><b><u>RESOLVED GG/DL (unanimous)</u></b><br>Noted and no comment.   | Comment sent.                    | KA | Complete | 11/8/2022 |
| REP/22/086 | <b><u>BUILDINGS, BUILDING LAND AND TREES</u></b><br>To consider updates and/or provide information.<br><br><b><u>RESOLVED RP/GG (unanimous)</u></b><br>To raise a query with Shropshire Council regarding   |                                  | CA | Ongoing  |           |

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|-------------------|--|-----------------------------------|----|----------|-----------|
|                   | <p>the Fix My Street reporting procedure and that it isn't connected to the Shropshire Council website.</p> <p>To highlight an issue regarding the alleyway between Budgens and One Stop and that the wall is a dangerous structure due to a hole at the base which is becoming larger and larger. This has been reported to Shropshire Council previously but will be reported again.</p>   | Concern raised via Customer First | KA | Complete | 11.8.2022 |
| <b>REP/22/087</b> | <p><b><u>PAVEMENT PERMIT</u></b><br/>To consider the update from Shropshire Council in relation to Bill's Kitchen pavement permit.</p> <p><b><u>RESOLVED GG/DL (unanimous)</u></b><br/>To Object to the permit and to request information regarding the duration of the trial period and how the trial will be assessed.</p>   | Comment sent to Licensing, SC     | KA | Complete | 11.8.2022 |
| <b>REP/22/088</b> | <p><b><u>NATIONAL PLANNING FRAMEWORK, PLANNING REFORMS UPDATE, PLANNING DESIGN CODES</u></b><br/>To note the government announcement on the National Planning Framework.<br/>To note the update on planning reforms.<br/>To note the information on design codes.</p> <p><b><u>RESOLVED GG/BW (unanimous)</u></b><br/>That the three papers above will be revisited in 6 months by the Climate Action Group, and brought back to Full Council for consideration.</p> | To be brought back to Rep         | CA | Ongoing  |           |
| <b>REP/22/089</b> | <b><u>NEIGHBOURHOOD PLANNING AND</u></b>   | To be                             | CA | Ongoing  |           |

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|-------------------|--|--|----|----------|-----------|
|                   | <p><b><u>TRANSPORT DECARBONISATION TOOLKIT.</u></b><br/>To note the toolkit.</p> <p><b><u>RESOLVED GG/DL (unanimous)</u></b><br/>To note the report and it will be revisited in 6 months by the Climate Action Group, and brought back to Representational Committee prior to going to Full Council.</p> | brought back to Rep                                      |    |          |           |
| <b>REP/22/090</b> | <p><b><u>SHROPSHIRE COUNCIL (LAND OFF FOLDGATE LANE, LUDLOW) TPO CONFIRMATION 2022</u></b><br/>To note the TPO.</p> <p><b><u>RESOLVED GG/DL (unanimous)</u></b><br/>To write a letter of support to Shropshire Council and to welcome the report; copying in Dougald Purce.</p>                          | Letter sent via email to Martin Sutton and Dougald Purce | KA | Complete | 11.8.2022 |

Meeting closed at 7.47pm

**Item 15**

**BUILDINGS BUILDING LAND AND TREES**



| <b>Buildings, Building Land and Trees Report</b> |   |  |   |  |
|--|---|--|---|--|
| DATE   | Query   | Action   | Response  |  |
| 23/03/2022                                       | Opposition to Opereach program to install Telegraph poles within the Ludlow, Bringewood Estate. Email from Cllr Tapley.   | CA 31/03/2022 requested feedback from SC on the email received   | Openreach has been granted the status of a Statutory Undertaker by the Government. As a Statutory Undertakers, Utility Companies have the legal right to carry out works in the highway and have the right to place and maintain their apparatus on, and within, the Highway, and are not required to obtain planning permission to install telegraph poles, with the exception |  |
| 29/04/2022                                       | The Chapel, Old Street – planning permission and development status update  | email to planning.southern@shropshire.gov.uk   | await reply   |  |
| 29/04/2022                                       | Glovers House in lower Corve Street – ground floor window sills seem to be in very poor condition.  | email to planning.southern@shropshire.gov.uk   | await reply   |  |
| 12/07/2022                                       | Carvell's Art of Tea upper level (first floor) door and wall, historic fabric of the building, have been removed.   | Letter to be sent to Shropshire Council regarding a breach of planning Carvell's Art of Tea upper level (first floor) door and wall, historic fabric of the building, have been removed. CA sent email   | <a href="https://www.shropshire.gov.uk/planning/submit-a-planning-enforcement-query/">Carvels fill out the enforcement form online then it will be logged and investigated: https://www.shropshire.gov.uk/planning/submit-a-planning-enforcement-query/.</a>  | Location: Carvells, 13 King Street, Ludlow, Shropshire, SY8 1AQ<br>Please quote the above Planning Enforcement case reference when responding.<br><br>Regards<br>Planning Enforcement Team |
| 20/07/2022                                       | For next rep please note a concern from Cllr Adams – I have put on the spreadsheet.<br>There is a wall on Lower Broad Street that had partially collapsed or been pushed out by a vehicle this was reported to Shropshire Council by Residents and Fix my street have sent an alert to say its fixed – this is not the case the wall is still an issue and Cllr Adams will bring it up at Rep | CA took called from Cllr Adams 20/07/2022 when a report is made to SC a reply from FIX MY Street will be emailed back. There appears to be a disconnect between the initial report to SC and the reply from FIX MY STREET - there are no details as to how the query has been resolved there is only a note saying no further action | CA emailed KA GW GG   |  |
| 09/08/2022                                       | To highlight an issue regarding the alleyway between Budgens and One Stop and that the wall is a dangerous structure due to a hole at the base which is becoming larger and larger. This has been reported preivously but will be reported again.   | KA email to customerfirst. KA chased again 24/8/2022 - SC Customer First passed it immediately on to Building Control on 9/8/2022 but no response has been received.   |   |  |
| 24/08/2022                                       | Report of several temporary structures/containers sited on Connexus land at bottom of Sidney Road/Charlton Rise. Access to this storage will pose issues to people and traffic on both Sidney Road and Charlton Rise depending on how they are to be accessed. Raised by Cllr Childs and Cllr Lyle.   | CA emailed SC full planning came in so will be discussed at Rep 06/09/2022   | full planning came in so will be discussed at Rep 06/09/2022  |  |
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