



Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk
Web site: www.kingtontowncouncil.gov.uk

Planning and Environment Committee

On Monday 1 June 2026 at 6.00pm

at

The Old Police Station, Market Hall Street, Kington
for the purpose of transacting the following business

Committee Members: Cllrs. E. Banks, B. Bishop, N. Cornish,
M. Fitton, R. Morgan, E. Rolls, P. Sell, M. Woolford &
R. Widdowson

Agenda

1. To elect a Chair of the committee for the forthcoming year
2. To receive apologies, declarations of interest and requests for dispensation
3. To elect a Vice Chair of the committee for the forthcoming year
4. To approve the minutes of the meeting held on [11 May 2026](#)
5. To review [Terms of Reference - Planning & Environment Committee June 2026](#) and consider any amendments required
6. Planning and licensing matters:
 - a)
 - i. [P261228/FH](#) Home gym within the grounds of the dwelling:
[Map – Location Castle Hill House – 5 Church Road Kington HR5 3AG](#)
 - ii. [P261235/F](#) Removal of an existing septic tank serving one dwelling and replacement with a Haba Bio Easy Flow Package Treatment Plant.
[Map – Location Newburn Farm Kington Herefordshire HR5 3HD](#)
 - b) To note any planning enforcement action
 - c) To note [planning decisions by Herefordshire Council Kington Weekly List](#) since the last meeting
 - i. [P261206/XA2](#) Application for approval of details reserved by condition 3 attached to planning permission 242019
Location: Land at Newburn Farm Kington Herefordshire HR5 3HD
Decision: Approved
Decision Date: Monday 18 May 2026

- ii. [P261205/XA2](#) Application for approval of details reserved by condition 3 attached to planning permission 251823
Location: Newburn Farm Kington Herefordshire HR5 3H
Decision: Approved
Decision Date: 18 May 2026
- iii. [P261118/PA1](#) Application to determine if prior approval is required for a proposed side and rear extension. The extension will extend beyond the rear wall of the original dwelling by 5.03 metres. The maximum height of the extension will be 3.35 metres and the height at the eaves of the extension will be 2.46 metres.
Location: Cranleigh Hatton Gardens Industrial Estate Kington Herefordshire HR5 3DE
Decision: Prior Approval Given
Decision Date: 6 May 2026
- iv. [P260952/PA1](#) Prior approval for a proposed single storey rear extension. The extension will extend beyond the rear wall of the original dwelling by 8 metres. The maximum height of the extension will be 4 metres and the height at the eaves of the extension will be 2.4 metres.
Location: 13 Montfort Field Kington Herefordshire HR5 3A
Decision: Prior Approval Given
Decision Date: 6 May 2026

7. Environmental matters:

a) High Street

To consider and decide responses to Herefordshire Council's Parking Strategy
[Item 7a Herefordshire Council - Parking Strategy Overview.pdf](#)

b) Planters and floral displays

c) Allotments

d) Footpath and Highway matters

To consider and decide responses to correspondence

[Item 7di Correspondence from Herefordshire Council.pdf](#)

[Item 7dii Open Reach - Plan for Kington Town Council.pdf](#)

[Item 7dii Open Reach Email Island Terrace 21_05_2026.pdf](#)

[Item 7dii Open Reach - Specialist Technical Fibre Manager Email 22_05_2026.pdf](#)

[Item 7diii TRO Consultation 3409-199 Statutory Consultation Material.pdf](#)

e) War Memorial

f) Churchyard maintenance

g) Litter and pavement sweeping

h) Update on proposal for 20mph zone in Kington

i) Emergency plans

8. Public Realm Funded works update

[Item 8 Parishes - Public Realm Operational Update.pdf](#)

9. **Date and time of next meeting: Monday 6 July 2026, 6.00pm, The Old Police Station, Market Hall Street, Kington, and items for the agenda.**

Michael Greenfield

Town Clerk, Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP

Tel: 01544 239 098 or Mob: 07483 914 485

Email: clerk@kingtontowncouncil.gov.uk

27.05.2026

Members of the public are welcome to attend meetings of the Planning & Environment Committee and may, at the discretion of the Chairman, speak on some agenda items. For more information on how you can participate in Committee meetings of Kington Town council, please speak to the Clerk at the address above.



Kington Town Council

Old Police Station, Market Hall Street, Kington, HR5 3DP
Tel: 01544 239098 or 07483914485

DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIR OF THE COMMITTEE

I, _____ (1)

having been elected to the office of chair of the Planning & Environment Committee for Kington Town Council declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of Kington Town Council

Signed :

Dated :

The Declaration was made and signed before me.

Signed :

Member/Proper Officer of the Council (2) :

Dated :

Notes

- 1 Insert the name of the person making the Declaration.
- 2 Where the Declaration is made before another person authorised by Section 83(3) of the Local Government Act 1972, state instead the capacity in which that person takes the Declaration (v).

v Under Section 83(3) of the Local Government Act 1972, a Declaration for Members or Elected Mayors of a County, District or London Borough Council shall be made before 2 Members of the Council, its elected Mayor, its Proper Officer, a Justice of the Peace or Magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a Commissioner appointed to administer oaths in the Supreme Court. A Declaration for Members of Town/Parish Councils shall be made before a Member or the Proper Officer of the Council.

Minutes of the Planning & Environment Committee

Monday 11th May 2026

6.00pm

at the Old Police Station, Market Hall Street, Kington

PRESENT

Cllr. P. Sell – Chair of the meeting
Cllr. B. Bishop
Cllr. N. Cornish
Cllr. J. Gardner
Cllr. R. Morgan
Cllr. E. Rolls
Cllr. R. Widdowson

IN ATTENDANCE

Michael Greenfield – Town Clerk
Ruth Robinson – Assistant Clerk

Minute	Agenda item	
P&E 025-26	1	Apologies, Declarations of Interest and Requests for Dispensation Apologies received from Cllr. M. Woolford. Cllr. P. Sell declared a personal interest in agenda item 4(c) (Allotments) and agenda item 4(f) (Churchyard Maintenance).
P&E 026-26	2	Minutes RESOLVED: That the Minutes of the meeting held on 13 April 2026 be approved, and that the Chairman of the meeting be authorised to sign them as a true record of the proceedings.
P&E 027-26	3	Planning and Licensing Matters
	a)	Planning applications now due for consideration <ul style="list-style-type: none">Ref: 231767 Site: Arrow grange, Kington. HR5 3HD Appeal under Section 78, Town and Country Planning Act 1990. Noted.
	b)	Planning enforcement action, if any. Noted.
	c)	Planning decisions by Herefordshire Council since the last meeting. Noted.

Environmental Matters:**a) Town Centre**

Litter remains a concern within the town.

Noted.

b) Planters and Floral Displays

The planters are being stocked.

Noted.

c) Allotments

There is one allotment vacancy. Dung has been delivered.

Noted.

d) Footpath and Highway matters

To consider concerns regarding Route 44 café and to determine whether any actions or representations to relevant authorities is required:

A councillor reported receipt of correspondence from a local resident regarding lighting at the Route 44 premises.

It was reported that the lighting appears to be illuminated for most of the time and is alleged to be having a detrimental effect on the resident's home environment.

Concern was also raised about vehicles visiting the site while the Route 44 café is closed, as the premises remain illuminated.

The Committee noted that Herefordshire Council's Environmental Health Team is involved in the matter.

RESOLVED: That the Clerk write to Herefordshire Council's Environmental Health Officer requesting an update on the matter.

RESOLVED: That the Clerk contact Herefordshire Council's Planning Department to determine whether planning permission is required for the installation of a 'Milk Hub – 24-hour milk dispensing machine'.

To consider proposals for town signage from Cllr. Woolford.

RESOLVED: That a Working Group be formed to investigate town signage and related application submissions.

e) War Memorial

To consider response from War Memorial Grant Application regarding specific repair work to memorial:

Specific works are required, with cleaning, lettering and renovation identified as priorities.

RESOLVED: That a Working Group be formed to progress the War Memorial Grant and repairs.

f) Churchyard Maintenance

The Archdeacon visited Kington Churchyard and gave a positive response regarding the high standard of upkeep and maintenance.

Noted.

g) Litter and Pavement Sweeping

The Mayor visited Kington Primary School and gave a talk about the Council and local issues, including litter.

The Mayor requested that anti-litter posters be designed for display in the community.

The school provided posters, which are to be laminated and displayed. An Anti-Litter Club has been formed at the school.

The Committee thanked the pupils for their work.

RESOLVED: That the Clerk write to Kington Primary School to thank the pupils for the posters.

An update is required on the Burgage Wall collapse.

Noted.

h) Update on proposal for 20mph zone in Kington

No update; a response from Herefordshire Council is awaited.

Noted.

i) Emergency Plans

To consider the development of a combined Flood Plan and Emergency Plan:

RESOLVED: That the outgoing Mayor raise the development of a combined Flood Plan and Emergency Plan at the meeting on Thursday 21st May 2026, to establish whether a town-wide plan is required.

P&E 029-26	5	Public Realm Funded works update None reported. This item was discussed as part of the proposals for town signage from Cllr. Woolford.
P&E 030-26	6	Date and time of next meeting The date of the next Planning and Environment Committee meeting is to be confirmed. There being no further business, the meeting was declared closed.

Kington Town Council

Planning and Environment Committee

The Planning and Environment Committee is a committee of Kington Town Council and shall operate within the terms of reference set by the Full Council.

MEMBERSHIP

1. Membership of the Planning Committee will be a minimum of 7 (seven) Councillors and a maximum of 10 (ten) councillors, including ex officio the Mayor and Deputy Mayor(s), and with other members to be appointed each year by the Town Council at its annual meeting. Full Council may, if it so wishes, appoint additional members during the year by resolution of the Council.
2. The quorum for the Committee will be 5 (five).
3. The Chair and vice Chair will be elected at the first meeting of the Committee after Kington Town Council annual meeting.
4. All Councillors may attend and contribute to the meeting, but only those members appointed to the Committee by the Council may vote on resolutions.

OPERATIONS

5. The Committee will act in accordance with the Standing Orders and Financial Regulations adopted annually at the Kington Town Council Annual Meeting, the Ethical and Environmental Policy and such other policies and procedures of the Town Council as are relevant to the subject under discussion.
6. The Planning & Environment Committee will meet once a month, or at such other times as may be required to discuss and recommend to the Council on urgent items of business within its remit.
7. The Clerk will undertake any correspondence required.

8. The agenda will be published, with items to be discussed listed and any supporting papers, no later than 3 clear working days in advance of the meeting.
9. Minutes will be taken and distributed with Kington Town Council (KTC) papers and agreed at the next Committee meeting.
10. Members of the Committee may vote on resolutions put to the committee.
11. All meetings of the Committee shall be open to the public, except that the Committee may resolve to exclude the press and the public to deal with confidential items as permitted by legislation. For the avoidance of doubt, councillors who attend any committee meetings but are not members of the committee are considered to be members of the public and must leave the meeting in the event that the meeting resolves to exclude the press and public for any agenda item.

DELEGATED POWERS AND RESPONSIBILITIES

12. The Planning & Environment Committee will review and discuss all planning applications and issues that affect the Kington Town Council area, and those outside of the boundaries of the Town Council area where they may affect or impact on the town council area.
13. The Committee can decide on the Council's response to planning applications and licencing applications and respond to the relevant Planning Authority accordingly.
14. In the case of planning applications deemed by the Chair of Planning, the Mayor and the Clerk to be contentious, a full Council meeting can be called to discuss and decide on the Council's response.
15. The Committee may nominate speakers to represent Kington Town Council at Herefordshire Council Planning Committees, or those of such other relevant authorities in relation to a planning issue.
16. The Committee also has delegated responsibilities to:
 - a) To promote and recommend to full council the environmental policy of the council, including to review achievement of the policy aims and objectives on an annual basis
 - b) Take forward work on the Neighbourhood Plan, including liaison with neighbouring Parishes as appropriate
 - c) Oversee the daily management of the Churchyard, liaising with appropriate persons from the Church in relation to this responsibility and make recommendations to the Council for the expenditure of the identified budget in relation to the maintenance of the Churchyard
 - d) Monitor the provision and condition of street furniture and other items owned by Kington Town Council within the town and make recommendations to the Town Council for expenditure on items such as bins, seats, bus shelters, floral displays and the War Memorial etc.

- e) Monitor and where appropriate report matters relating to highways, pavements, street lighting, street signage and other matters relating to the physical environment of the Town
- f) Carry out such other tasks or responsibilities as may from time to time be delegated by Full Council to the committee

17. The Committee is authorised to set up task and finish groups/advisory groups as it may wish from time to time in order to support its functions except that such task and finish groups/advisory groups are only authorised to report back to the Committee and may not commit the Town Council or the Planning and Environment Committee to any act or expenditure or carry out any functions that have not been delegated to the Committee by Full Council. In relation to matters relating to the response to planning applications, this function cannot be delegated to a task and finish or advisory group.



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 261228
Please ask for: Awaiting Allocation
Direct line: 01432 260386
Email: planningenquiries@herefordshire.gov.uk
Date: 18/05/2026

ITEM
Gai

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
Office 1, The Old Police Station
1 Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 261228 - Castle Hill House, 5 Church Road, Kington, Herefordshire, HR5 3AG
APPLICATION TYPE: Full Householder
DESCRIPTION: Home gym within the grounds of the dwelling.
GRID REFERENCE: OS 329254, 256829
WEBSITE: www.herefordshire.gov.uk/searchplanningapplications

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to planning_enquiries@herefordshire.gov.uk and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 261228.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **09/06/2026** If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
Office 1, The Old Police Station
1 Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 261235 - Newburn Farm, Kington, Herefordshire, HR5 3HD
APPLICATION TYPE: Planning Permission
DESCRIPTION: Removal of an existing septic tank serving one dwelling and replacement with a Haba Bio Easy Flow Package Treatment Plant.
GRID REFERENCE: OS 329335, 256211
WEBSITE: www.herefordshire.gov.uk/searchplanningapplications

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to planning_enquiries@herefordshire.gov.uk and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 261235.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **10/06/2026** If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully

ITEM
7a

Herefordshire Parking Strategy (2026–2041)

Partner Communications Toolkit

1. Overview

Herefordshire Council is inviting partners to support the promotion of consultation on the draft Parking Strategy (2026–2041), which is open until 03 June 2026.

We have attached a full communications toolkit including suggested news items, social media posts, a digital leaflet and social media assets for you to use.

The strategy sets out a long-term approach to managing parking across the county and supports wider priorities including town centre vitality, accessibility, transport, safety, economic growth and sustainable travel.

We are seeking feedback from residents, businesses and a wide range of partner organisations to help shape a fair, practical and future-focused approach.

2. What we are asking partners to do

- Share the consultation with your networks
- Promote the consultation on your website, newsletters and social media channels
- Encourage participation from relevant stakeholders and service users
- Use the suggested copy and graphics provided in this pack

3. Key messages

- Consultation is now open on Herefordshire's Parking Strategy (2026–2041)
- The strategy will shape how parking is managed across the county long term
- It supports town centres, accessibility, safety, economic growth and sustainable travel
- It covers residents, businesses, visitors and service users
- We want input from a wide range of partners and communities
- Feedback will help shape a fair, practical and future-focused strategy
- Consultation closes on 03 June 2026

4. Who we want to hear from

- Local businesses and town centre organisations
- Transport operators and freight/delivery sector
- Healthcare providers and NHS partners

- Schools and education settings
- Tourism and visitor economy organisations
- Accessibility and disability groups
- Community and voluntary organisations
- Residents and local communities

5. Consultation details

Consultation is open until: 03 June 2026

Take part here: <https://www.herefordshire.gov.uk/parkingstrategy>

If you have any queries please contact Phil Green, Communications Lead at Herefordshire Council
– phil.green@herefordshire.gov.uk

Kington Town Council
Michael Greenfield

Dear Michael Greenfield

Town and Country Planning Act 1990

Town and Country (General Permitted Development) Order 2015 (as amended)

LOCATION: 22 HATTON GARDENS, KINGTON, HEREFORDSHIRE, HR5 3DD

This is to acknowledge receipt of your recent correspondence regarding the alleged breach of Planning Control - EN2026/428267/ENN- at the above location.

A file has been opened and the reference number is 428267; and the priority for this enquiry is Enforcement - Category 3;. This means that I will carry out a site inspection within 10 working days (this excludes Saturdays, Sundays and Bank Holidays).

You can find the Council's Planning Enforcement Policy on the Planning Enforcement page the link is here [Planning supplementary enforcement policy \(herefordshire.gov.uk\)](https://www.herefordshire.gov.uk/planning-enforcement-policy)

In accordance with our adopted policy I will provide you with an update at a key stage as per our adopted policy.

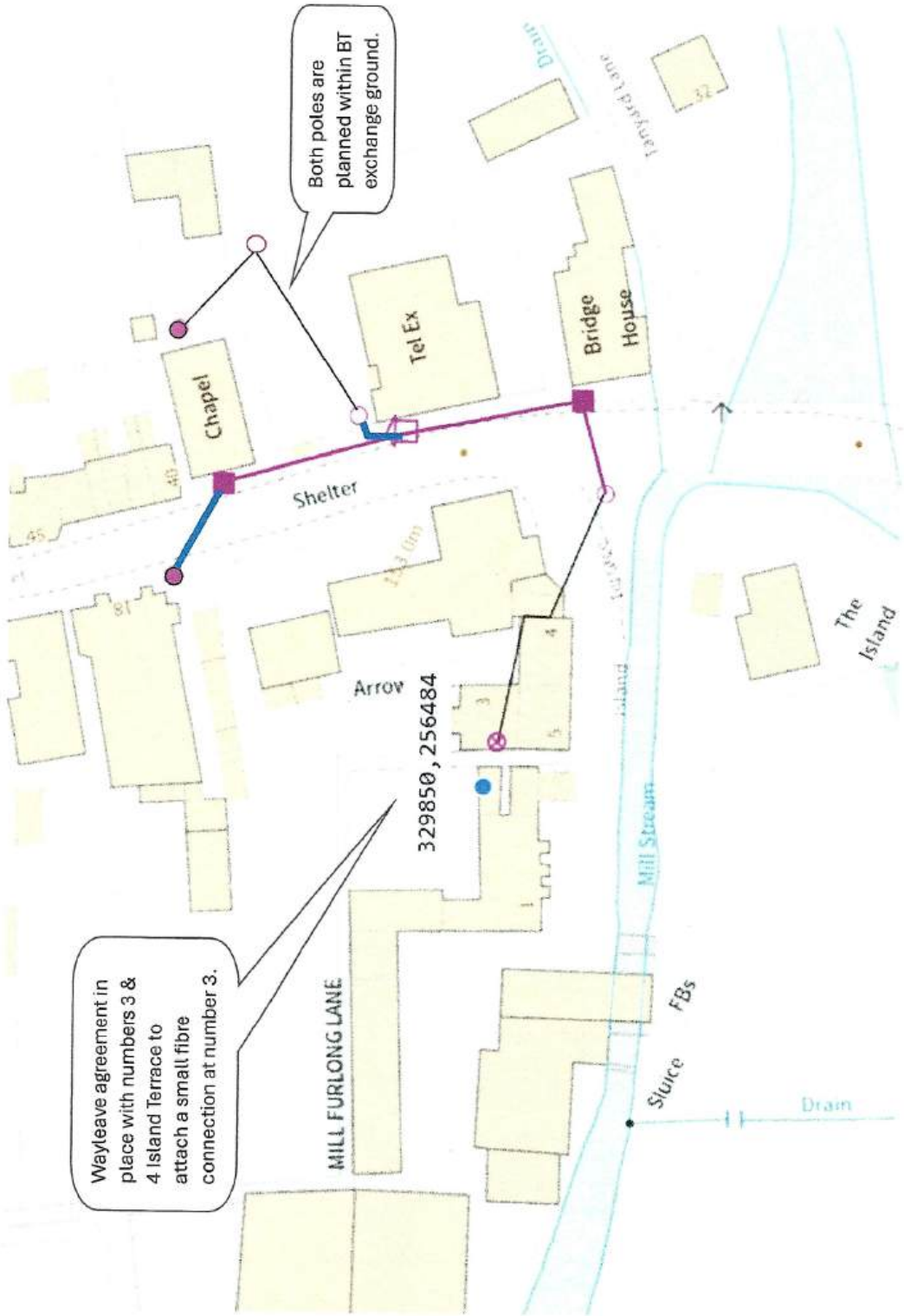
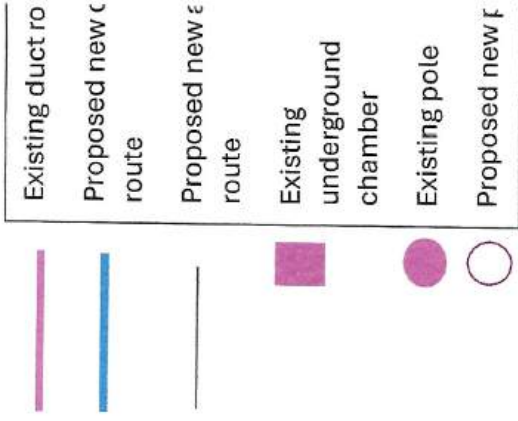
If you wish to submit further evidence or information regarding this matter please email PlanningEnforcement@herefordshire.gov.uk

Yours sincerely



Mr David Wilkinson
PLANNING ENFORCEMENT OFFICER

ITEM 7 d ii



ITEM
7 dic

Michael Greenfield

From: josie.muldowney@openreach.co.uk
Sent: 21 May 2026 13:09
To: clerk@kingtontowncouncil.gov.uk
Subject: Openreach letter from Kington Town Council
Attachments: Plan for Kington Town Council.docx

General

Dear Mr Greenfield,

Thank you for your recent email.

I sincerely appreciate both the Council's position and the concerns raised by residents regarding the proposed fibre installation works.

I met with residents of Island Terrace on 23 June, where we discussed each concern in detail in relation to the installation of the new fibre apparatus. Following these discussions, we collectively developed a revised plan which aims to address the residents' concerns while still enabling their inclusion in the Openreach fibre build. Please find this plan attached for your review. Please note – this is only a plan at this stage and does not guarantee the build of this pon. This is entirely dependant on your approval, the local residents approval, traffic management approval and dates as this plan would almost certainly mean a road closure in the high street, as well as costing approval from our costing and planning department.

Should the revised proposal not fully meet with your approval, I would welcome the opportunity to discuss this further at your convenience.

For clarity, the existing underground network has been fully tested where it is present. However, in many areas the infrastructure does not exist, which necessitates consideration of a poling solution. Undertaking excavation along the high street would be both significantly more time-consuming and costly for Openreach, in addition to being highly disruptive to the local area.

Thank you again for your engagement on this matter. I look forward to your feedback.

Yours sincerely,

Josie Muldowney

Openreach

BCY613

Email – josie.muldowney@openreach.co.uk

We build and maintain the digital network that enables more than 600 providers to deliver broadband to homes, hospitals, schools and businesses large and small. Our engineers work in every community, every day, because we believe everyone deserves decent and reliable broadband.

This email contains Openreach information, which may be privileged or confidential. It's meant only for the individual(s) or entity named above. If you're not the intended recipient, note that disclosing, copying, distributing or using this information is prohibited. If you've received this email in error, please let me know immediately on the email address above. We monitor our email system and may record your emails.

Openreach Limited

Registered Office: Kelvin House, 123 Judd Street, London WC1H 9NP

Registered in England and Wales no. 10690039

ITEM
7dii

Michael Greenfield

From: andrew.leighton@openreach.co.uk
Sent: 22 May 2026 12:05
To: clerk@kingtontowncouncil.gov.uk
Cc: Cllr.R.Widdowson@kingtontowncouncil.gov.uk; josie.muldowney@openreach.co.uk
Subject: RE: Open Reach letter from Kington Town Council

General

Hi Michael,

Thank you for your email.

I have spoken with Josie our Clerk of Works for the area, and she has informed me that she has already been in contact with several residents and particularly the resident of Island Terrace, collectively they have agreed an alternative solution to the overhead poles.

That said, I am more than happy to meet with yourself or any other members of the community who wish to discuss further Openreach plans to provide superfast broadband to your area, as I believe working collaboratively is the best way to achieve the right outcomes.

Kind regards

Andrew Leighton

Specialist Technical Fibre Delivery Manager BCY613

openreach

Mobile: 07714068335

Web: openreach.co.uk

We're the people that make the net work as the nation's largest wholesale broadband network, we're rolling out Ultrafast Full Fibre broadband across the UK. It's our fastest and most reliable broadband yet, and we're well on our way to making it available to 25m homes and businesses—building the UK's fibre future.

[Check to see when Ultrafast Full Fibre may be available at your address](#)

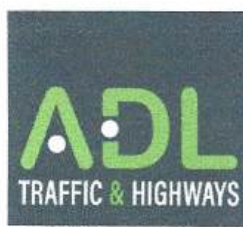


This email contains Openreach information, which may be privileged or confidential. It's meant only for the individual(s) or entity named above. If you're not the intended recipient, note that disclosing, copying, distributing or using this information is prohibited. If you've received this email in error, please let me know immediately on the email address above. We monitor our email system and may record your emails.

Openreach Limited

Registered Office: 6 Gracechurch Street, London EC3V 0AT

Registered in England and Wales no: 10690039



ITEM
7d iii



ADL House, Oaklands Business Park,
Armstrong Way, Yate, BS37 5NA

lewis@adltraffic.co.uk

Scheme Ref: 3409-199

26th May 2026

Dear Statutory Consultee,

RE: TRAFFIC REGULATION ORDER SCHEME TO IMPLEMENT STOPPING RESTRICTIONS AT VARIOUS LOCATIONS ACROSS HEREFORDSHIRE.

I write on behalf of Herefordshire Council to advise you that a potential Traffic Regulation Order (TRO) scheme to introduce No Stopping on Entrance Markings restrictions (Monday-Friday 8am-9:30am & 2:30pm-4:30pm) at several locations across Herefordshire. These restrictions would replace the informal zig-zag markings that are currently in place across the county. Additionally, a section of No Waiting at Any Time restrictions is proposed on Castle Street, Hereford, and several No Stopping at Any Time restrictions are proposed across the county outside of Ambulance and Fire facilities.

The introduction of a Traffic Regulation Order, along with road markings and signage compliant with the Department for Transport's Traffic Signs Manual, will allow Civil Enforcement Officers to issue Penalty Charge Notices to vehicles not complying with the restrictions. Currently it is not possible to carry out enforcement on the informal zig-zag markings as they are not backed by a Traffic Regulation Order and are not signed.

A site assessment has been undertaken, and proposal drawings have been produced. Please see attached the **initial proposal drawings** which outline the proposed alterations. These measures are primarily proposed for the following reasons:

- To prevent vehicles stopping outside schools during peak drop-off and pick-up times.
- To prevent vehicles stopping at any time outside fire stations and ambulance facilities where access is required at all times.
- To allow the existing zig-zag markings outside schools to be enforced by Civil Enforcement Officers.
- To ensure that (School) Keep Clear Markings are marked out on the carriageway to a specification that is compliant with the Department for Transport's Traffic Signs Manual.

The measures are also proposed for the following reasons in accordance with the Road Traffic Regulation Act (RTRA) 1984:

- For avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising.
- For preserving or improving the amenities of the area through which the road runs.

A Traffic Regulation Order (TRO) process has now been initiated, and this is the Formal (Statutory) Consultation stage of the TRO process. If you have any observations or comments, please contact ADL Traffic & Highways Engineering Ltd by email at lewis@adltraffic.co.uk or at the above address. The deadline for receipt of comments is **noon on Tuesday 23rd June 2026**.

Many thanks for taking the time to read this letter and I look forward to receipt of your comments as part of this statutory consultation process.

Yours sincerely,

Lewis Oxenham BSc (Hons), AMIHE
Traffic Engineer

ITEM 8



Public Realm Service, Operational Briefing

May, 2026

Briefing purpose

01

What's changing/what stays the same

A headline recap

02

The new delivery model

What this means for Parishes and residents

03

Operational update

Workforce readiness, depot improvements, fleet, systems etc.

04

How to report issues

New improved reporting function

05

What to expect in the first few weeks

Operational support, monitoring, continued engagement

06

Next steps & questions

Go Live!

Current arrangements

UNTIL 31 MAY 2026

Balfour Beatty Living Places

Continues to deliver all Public Realm Services under the existing contract – no changes to service delivery in this period.

Services Unchanged

All current services remain in place as normal. Residents should experience no disruption.

Business as Usual

Report faults and make enquiries through existing channels until the handover takes effect on 1 June 2026.



The New Service model

FROM 1 JUNE 2026

Herefordshire Council takes back **day-to-day control** of Public Realm Services. The following services move under direct Council oversight:



Roads & Highway Drainage

Maintenance of the highway network and drainage infrastructure



Green Spaces & Verges

Grass cutting, verge maintenance, and public green areas



Street Lighting & Cleansing

Public lighting network and street cleansing operations



Winter Service & Rights of Way

Gritting, snow clearance, footpaths, bridleways, and bus shelters

Delivery routes

FROM 1 JUNE 2026

Herefordshire Council directly leads and controls **day-to-day service delivery** rather than delegating it to a single contractor work will be delivered through a combination of:

- **M Group Highways** (main public realm contractor)
- **The Council's own Highways and Public Realm Framework** (multiple pre-approved local and regional specialist contractors)
- **External national/regional frameworks** where needed

Pre-agreed Rates

Work delivered at fixed, transparent rates — no surprises

Greater Flexibility

Council controls what is commissioned and when

Cost Certainty

Inflation managed within contract mechanisms

Our service

FROM 1 JUNE 2026

We have made changes to our service, including developing a new Highway Safety Inspection Manual that means defects are categorised in an easier to understand manner and ultimately get fixed more quickly.

Emergency
2 hours

Category 1
24 hours

Category 2
28 days



What this means for Parishes and residents

Improved oversight
across the county

Local economic benefit
to pre-approved local
contractors

Improved value for money
through competitive
commissioning

One team, one service
For Parishes and residents

Stronger support
With clearer routes to escalate
and track issues

Better customer experience
with clearer reporting and
updates

Herefordshire firms get new contracts for council work

23RD APRIL #HFDSCOUNCIL #HFDRES #LOCALGOVERNMENT #TRANSPARENCY



A&P Tree Services staff (Gabriella Kearney Photography)

People



Our Team

We became a team of 99 staff. In September 2025 we were just 33, and in September 2023 we were just 18!



TUPE

We welcome 50 new colleagues to Herefordshire Council through a Transfer of Undertakings (Protection of Employment) process

Highway Maintenance	Bruce Evans	Locality Stewards, Structures, Street Lighting, Carriageways and Footways, Highway Drainage
Highway Design and Construction	Chris Allen	Design, Highway Adoption and Infrastructure Improvement, Highway Development Control, Project Management
Highway Asset Management	Mark Lewis	Asset Management Policy and Strategy, Systems, Digital and Data,
Streetscene, Network Management and Public Rights of Way	Leigh Whitehouse	Grounds Maintenance, Parks and Open Spaces, Street Cleansing, Arboriculture, Road Safety and Traffic Management, Streetworks/Network Management, Public Rights of Way
Flood Risk Management	Steve Hodges	Lead Local Flood Authority, Flood Risk Management, Natural Flood Management, Land Drainage
Commercial	Dave Martin	Quantity Surveying, Contract Management, Finance

Locality Stewards

Mortimer

Matt Brookes

Leominster

Colin Smith

Weobley

Phil Pankhurst

Bromyard

Mike Brookes

Ledbury

Neil James

Ross Town

Cody Foster

Ross Rural

Lee Fishwick

Golden Valley

James Howells

Hereford North

Pete Bradbury

Hereford South

Mike Gill

Kington

Vacant

Supervisor

Paul Richards

Fleet

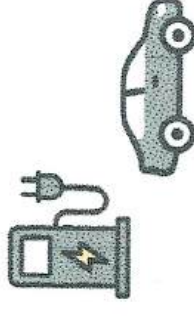


Contractor Fleet:

- Council have retained ownership of the gritters and snow blowers – these will be maintained by M Group
- All other existing vehicles, plant and equipment owned by the council will be sold to M Group
- All contract vehicles required will be provided and maintained by M Group and co-branded

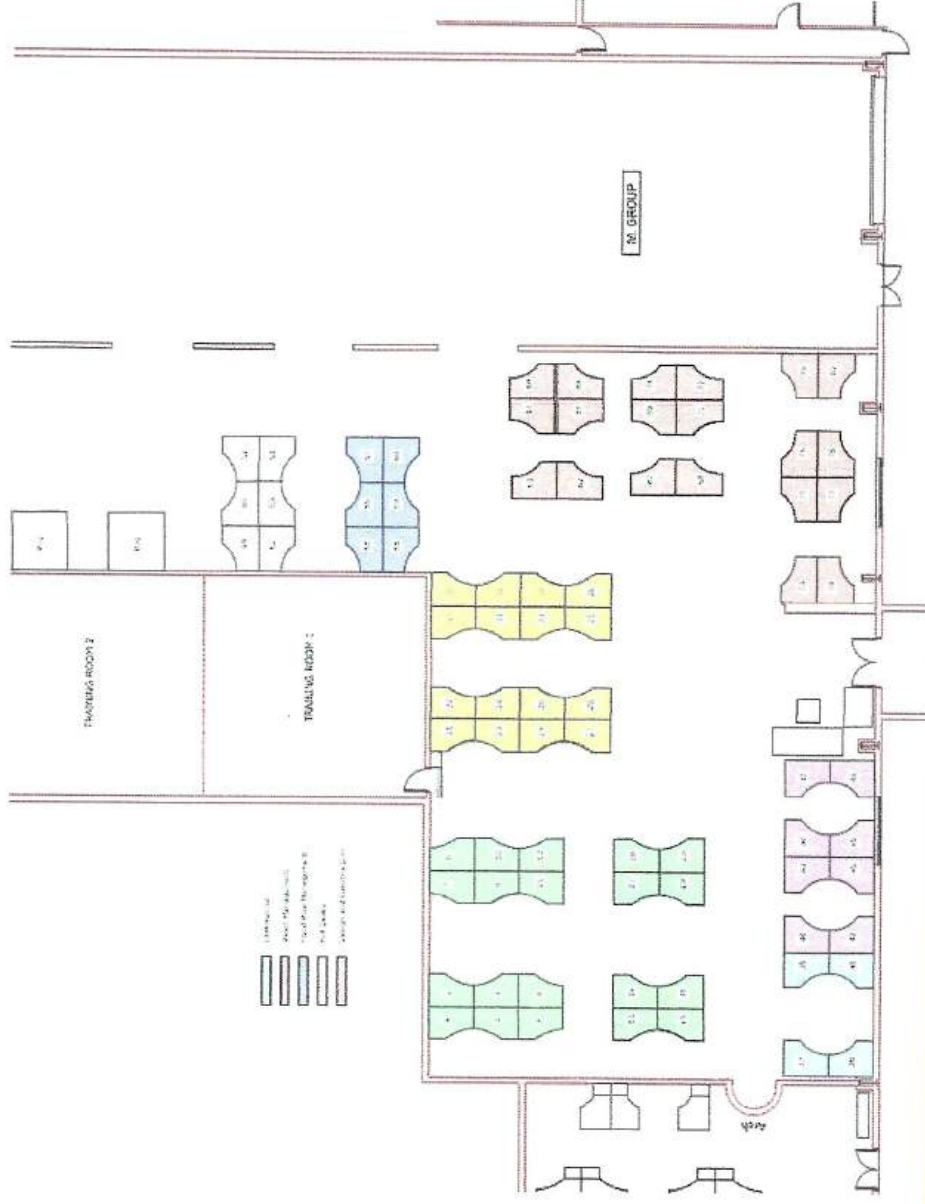
Council Fleet:

- New cars and vans have been delivered and liveried as the Council
- New charging points have been installed at Thorn and Kingsland Depots
- Wenea charging payment cards will also be provided to use the Council's other charging points located around the county



Place

- M Group will operate out of Thorn and Kingsland depots
- We have agreed which areas of Thorn depot will be exclusive to HC
- We are taking the opportunity to brand Thorn Depot, so that it looks and feels like other corporate buildings
- M Group will be investing in hot boxes and HVO tanks at both depots
- We have upgraded Wi-Fi and network points for staff



Data

- We've transferred 2/3 terabytes of data from BBLP
- We've created a SharePoint Site for all Public Realm colleagues
- We've not lost any data from Confirm/AMX or any other systems, including GIS
- We've had a good sort out of paper records, including at the Modern Records Unit and in many rooms at Thorn depot!

Highways

Home | Asset Management | Commercial | Complaints | Design and Construction | Road Risk Management | RSI | Highway Maintenance | Highway and PAV Management | Projects | SMT | Regulation | E.U. | Facilities |



Asset Management



Commercial



Complaints



Design and Construction



Flood Risk Management



FOI



Highway and PAV Management



Highways Maintenance



Projects



SMT

Finance and commercial

- We've agreed an Annual Plan with members and have governance in place for how we will spend our £43.5m during 2026/27
- We've been drawing up detailed work programmes ready for delivery
- We've taken the opportunity to link our Confirm Asset Management/Ordering System with Business World

What we have committed to deliver	The Investment:
<ul style="list-style-type: none">• Better resurfacing and drainage• Safer walking routes• Repairs to bridges and structures• Improvements to Public Rights of Way• Upgrades to play areas	<ul style="list-style-type: none">• £23.697m Government highways maintenance funding• £6.385m Highways infrastructure investment• £5m to resurface Herefordshire roads• £1m for Public Rights of Way improvements• £600k to tackle ash dieback• £1m for play area upgrades• £945k Parish Lengthsman Scheme

Customer service and digital

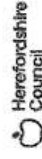
What we had:

- No visibility of the reporting function on the homepage of our website
- Separate reporting forms for separate issues, mixture of 'app' and online forms going to separate mailboxes
- Manual input from mailboxes into Confirm
- Limited auto-generated customer updates



What we have developed:

- Single front door for reporting issues
- Clear visibility on website homepage
- One reporting form for all issue types
- Automatic integration into Confirm
- Auto-generated real time customer updates as job progresses through Confirm codes
- Live map and real time tracking improvements on website



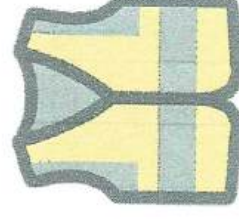
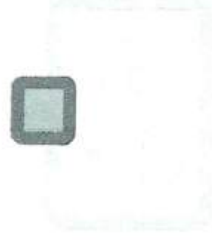
Dear Edward Bradford

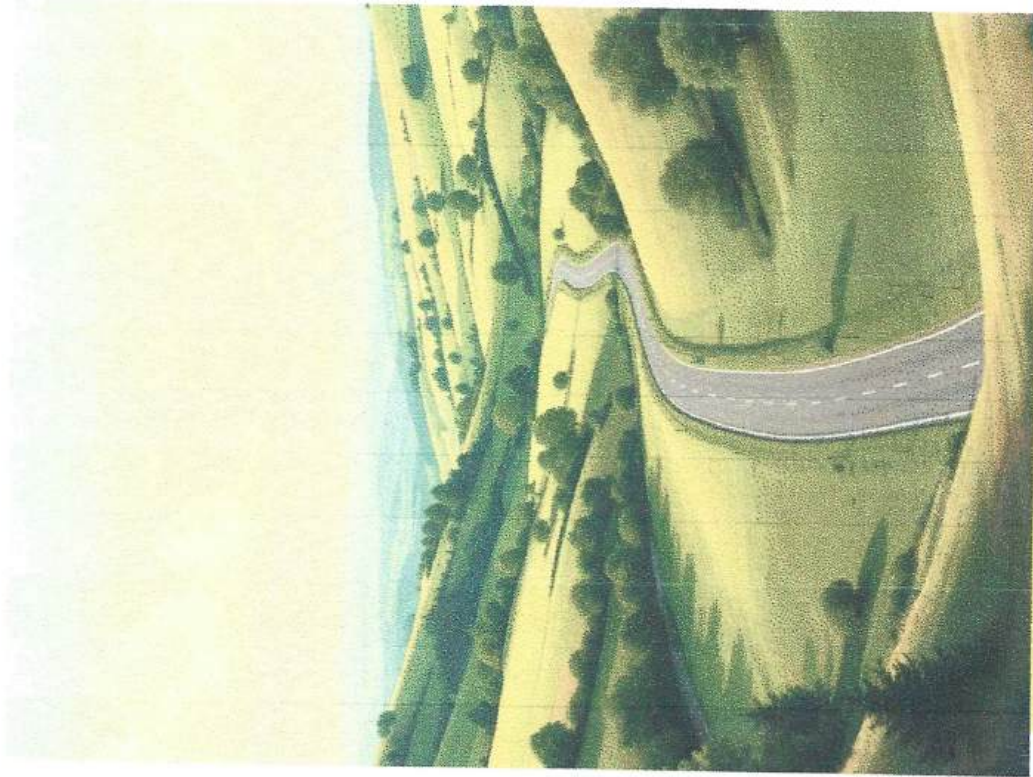
Thank you for your Pothole report.

Your report has been logged and will be assessed by our Highways team. Your reference number is FS-Case-820011491.

Ready for Go LIVE

- ✓ PPE Distributed
- ✓ Thorn access badge distribution
- ✓ Health and safety briefings and risk assessments
- ✓ Role specific training
- ✓ IT equipment collected
- ✓ Systems access checked
- ✓ Information shared on car booking process
- ✓ Induction sessions scheduled





Next Steps

- ✓ Go live: 1 June 2026
- ✓ Monitoring and performance reporting
- ✓ Operational support on the ground
- ✓ Ongoing refinement of systems and processes

Key takeaways:

- ✓ Reporting should all be done online via the new form
- ✓ Feedback any issues but please bear with us as there will be continued development post launch
- ✓ There will be on-going engagement to continue to develop our service and processes together

Thanks for your continued support!