



LEOMINSTER TOWN COUNCIL

FULL COUNCIL

Tuesday 19th November 2019

To: All Members:
Councillors Thomas (Mayor), Rumsey (Deputy Mayor), Bartlett, Davies, Herschy, Marsh, Marshall, Murdoch, Norman, Parris, Preece, Rosser, Smith-Winnard, Sutcliffe, Williams and Williamson.

NOTICE OF MEETING

You are hereby summoned to attend a special meeting of the Leominster Town Council to be held on **Monday 25th November 2019** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public.
- 5. MINUTES OF THE PREVIOUS MEETINGS**
To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 30th September 2019.
- 6. CLERK'S REPORT**
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.



LEOMINSTER TOWN COUNCIL

FULL COUNCIL

7. COMMITTEE MEETINGS

To approve the minutes of the following meetings held and ratify any decisions and recommendations reached:

- Planning & Highways Committee – 7th & 28th October and 18th November 2019;
- Communications & Events Committee – 12th November 2019;
- Finance & General Purposes Committee – 28th October 2019;
- Environment & Services Committee – 18th November 2019:

8. FINANCES & POLICY

- (a) **Accounts Paid Statement** – To receive the accounts paid statement for November 2019 to date.
- (b) **Budget Development 2020/21** – To receive a verbal update on the progress of developing a budget for 2020/21. The budget consultation exercise will finish on Friday 29th November 2019.
- (c) **High Street Heritage Action Zone Fund** – To receive an update on the progress of this initiative. A report will be presented.

9. REPORTS

To receive reports from:

- Representative on Outside Bodies;
- Herefordshire Council Ward Members.

10. MAYORAL APPOINTMENTS

To receive an update on Mayoral appointments attended by the Mayor.

11. DATE OF NEXT MEETING

The next Town Council Meeting will be held on Monday 27th January 2020 commencing at 19:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

12. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and Full Council is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

- (a) **Appointment of Town Clerk** – To formally consider the appointment of a replacement Town Clerk.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 30th September 2019 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rumsey (Deputy Mayor), Bartlett, Davies, Herschy, Marsh, Murdoch, Norman, Preece, Rosser, Rumsey, Smith-Winnard, Sutcliffe and Williams.

OFFICERS PRESENT: Town Clerk & Grants & Projects Officer

ALSO PRESENT: Ward Cllr Stone and three members of the public.

55/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Thomas (holiday).

56/19 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Herschy: Trustee of LARC
- Cllr Norman: Trustee of LARC
- Cllr Sutcliffe: Trustee of LARC

57/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

58/19 CO-OPTION

Council noted that one application had been received for the vacancy in South Ward. Following consideration. Council **RESOLVED** to co-opt Ms Elspeth Parris on to Leominster Town Council.

59/19 QUESTIONS FROM THE PUBLIC

There were three Members of the public present. The following matter was raised:

(a) Leominster Festival – Council received an update on the Leominster Festival. The following items were noted:

- The Festival would be held from 7th to 9th June 2020;
- The Street Quiz would take place on 6th June 2020 in Broad Street;
- The Family Fun Day would take place in the Secret Garden, behind 11 Corn Square;
- The Birmingham Philharmonic Orchestra would be attending;
- The Festival's AGM was being held on 24th October 2019 at the Community Centre at 6pm. All were invited;
- Awards for All funding had been secured to help develop the Festival and develop the volunteer base;
- The Festival was having difficulty attracting volunteers and Council was requested to support the Festival in identifying possible new volunteers;

- A Winter Festival was being held in 2019 with a talk on the Polish War Graves in Leominster Cemetery on 23rd November 2019 at a cost of £10 including food.

The Council extended its thanks to the Leominster Festival Committee for all it was doing and for continuing to develop the Leominster Festival.

60/19 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 26th July 2019 be agreed and signed as a correct record subject to the inclusion of Cllr Marshall, who had been in attendance.

61/19 CLERK'S REPORT

Council noted the following Clerk's Report:

- (a) **End of Year Accounts** – Council noted that these had now been signed off. The External Auditor Comments would be reviewed by the Finance & General Purposes Committee at its next meeting.
- (b) **Transition Leominster** – Council noted that the next meeting of Transition Leominster was being held on Monday 7th October at 7pm in the Community Centre. An Energy Descent Action Plan was being developed.
- (c) **Open Spaces Hire Agreement Revision** – Council noted the amended agreement and agreed to adopt it subject to further review by the Environment & Services Committee.
- (d) **Marches Family Network AGM** – Council noted that an invitation had been received to attend the 2019 AGM and Awards Evening to be held on Wednesday 6th November 2019 from 5.30pm to 7.30pm at Grange Court.
- (e) **Hester Clark Charity Almshouses** – Council noted that two Councillors were required to sit on this Charity. Formal appointments would be made at the November Council meeting.
- (f) **LANP Review** – Council noted that a workshop had been arranged for Parish Councils in order to provide an opportunity to find out more about the process of reviewing the Core Strategy and an understanding of how to review neighbourhood plans. The event would be held on Wednesday 6 November at the Shire Hall in Hereford between 16:30 and 18:30. It was agreed that Cllrs Bartlett and Herschy would attend.

62/19 MINUTES OF COMMITTEE MEETINGS HELD

Council approved the minutes of the following meetings held and ratified the decisions and recommendations made:

- Cllr Rosser, Chair of the Planning & Highways Committee, presented the minutes. It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 5th & 19th August, 9th September 2019, and to authorise the decisions and recommendations contained therein;

- Cllr Murdoch, Vice-Chair of the Communications & Events Committee. presented the minutes. It was **RESOLVED** to approve the minutes of the Communications & Events Committee held on 17th September 2019, and to authorise the decisions and recommendations contained therein
- Cllr Murdoch, Chair of the Finance & General Purposes Committee. presented the minutes. It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 2nd September 2019, and to authorise the decisions and recommendations contained therein.
- Cllr Herschy, Chair of the Environment & Services Committee. presented the minutes. It was **RESOLVED** to approve the minutes of the Environment & Services Committee held on 16th September 2019, and to authorise the decisions and recommendations contained therein

63/19 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to ratify the payment of invoices for September 2019, as outlined on the payment statement provided, amounting to £38,434.98 inclusive of VAT.
- (b) **Revised Financial Regulations** – Following consideration, it was proposed by Cllr Williams, seconded by Cllr Preece and **RESOLVED** to formally adopt the revised Financial Regulations as recommended by the Finance & General Purposes Committee [Minute FG18/19(c)].

It was noted that the Ethical Standards clause wording had been requested from HALC and it was understood to that it was currently being developed.

- (c) **Budget Development 2020/21** – It was noted that Cllrs Bartlett, Davies and Murdoch had been appointed to sit on the Task & Finish Group overseeing budget development. No other Councillors wished to sit on the Group.
- (d) **Radio Controlled Switch On System** – Council considered the purchase of a radio controlled lights switch on system. Following discussion, it was agreed to defer the consideration of such a system until 2020 when there may be potential grant funding available.
- (e) **Code of Conduct Training** – Council noted that this training event would take place at 6pm on Monday 25th November 2019 prior to the Full Council meeting.
- (f) **Review of the Council's Banking Arrangements** – Council noted that a number of quotations had been requested to enable the Town Council to consider updating its current banking arrangements.
- (g) **Updated Calendar of Meetings** – Council noted the updated meeting calendar. Due to her commitments, Cllr Williamson formally resigned from the Communications and Events Committee.

64/19 REPORTS

There were no reports presented by Representative on Outside Bodies.

Council received the reports from Herefordshire Council Ward Members:

Cllr Stone – Leominster Rural and North

Reviving Historic High Streets

I am delighted that Leominster is one of 69 towns in England to receive a share of the £95m Heritage Fund to revive historic high streets. Many congratulations to our Town Clerk and everyone else involved in submitting the successful expression of interest in July. The support from many local businesses and organisations must have helped too. It will be a great opportunity for the town not only in making the most of our historic assets but enhancing retail and leisure facilities and it is encouraging to hear that the funded schemes will begin in April 2020. Very good news for Leominster.

Herefordshire Council consultation

The Council is in the process of putting together a new Corporate Plan for the next 4 years, 2020-2024. The consultation is open to all Herefordshire residents and over the next 3 weeks pop up consultation stands will appear across the county. It will be Leominster's turn this Friday October 4th with the pop up stand in Corn Square from 10am to 2pm. Residents are encouraged to take part and list their priorities. The closing date for responses is October 21st. All this will be before the formal budget consultation starts. I hope to be in Corn Square on Friday between 11am and 12pm.

Balfour Beatty update

I reported to the Planning and Highways committee in August the further delay in the replacement of the railings in Mill Street. It is very frustrating. According to our locality steward Colin Smith, the delay is due to the need for prior Network Rail approval for traffic management arrangements in relation to the rail crossing. It is all approved. It is just a matter of getting all parties coordinated. Meanwhile I continue to pursue Balfour Beatty over the lights on the pelican crossing in Bridge Street and the broken fence near the football pitches. I will report again next time!

There has been extensive clearance of weeds and debris on the footway and cycle way between the Stockton Cross turning and Hay Lane. I have not seen the footway looking so tidy for years and it will be safer for cyclists and pedestrians. I also applaud the Slow Down and Stay Safe campaign in the Hereford Times following the recent spate of horrific crashes on the A49 and other roads.

Leominster Warehouse Fire

9 fire engines tackled the dramatic fire at Pugh's self-storage just off the B4361 last Wednesday. The Fire Service commander said it was one of the biggest fires in Leominster for years. The retained firefighters on the on-call system were praised for their prompt response. It again shows how important it is to keep our local fire stations open. It was ironic to see it reported the following day that false fire alarms attended by the Hereford and Worcester Fire Service reached their highest level in 5 years, nearly 3,500. Many calls were made in good faith or alarms were accidentally set off but the number of malicious calls is disturbing. They use up resources and increase response times to real emergencies. Our Fire Service deserves the highest praise for their commitment, expertise and keeping us safe.

Meetings

I attended the recent Parish Council Summit in which the review of the Core Strategy was discussed. 67 Neighbourhood Development Plans have so far

been adopted. I also attended a briefing on Waste management services. Both waste contracts end in 2023 and there will be a new waste strategy. Three possible options were discussed. A very interesting morning. I shall be attending the Climate Emergency Day on October 21 with the Cabinet's new target to reach zero carbon for the Council's own operations by 2030. Herefordshire Council has a good record on reducing carbon emissions but the new target will be very challenging.

Schools

Congratulations to Hereford 6th Form College on its successful A level results and to Herefordshire schools in general for above national average GCSE results, which says a lot for our students, their supportive families and especially their teachers. There is a new Principal this term at Earl Mortimer College and we wish her success. I am still on the governing body there and at Kimbolton Primary School.

Councillor Felicity Norman, Ward Member – Leominster West

- Attended Leominster Country Tourism AGM. Inspiring presentations from Herefordshire Wildlife Trust about Queenswood, and from tourism guru, Heidi Chamberlain Jones.
- Meeting with Bill Wiggin to discuss health issues, and matters concerning Adults and communities and Children and families.
- Meeting with NMiTe representatives to hear how plans are progressing for the new university, buildings for learning/working and for student accommodation.
- Attended the ECHO AGM in Leominster, as ever an inspiring and entertaining evening.
- Attended the Homestart AGM in Hereford. Another a wonderful organisation, offering support and friendship to families suffering stress.
- Cabinet support for Anti-Slavery declaration, addressing trafficking, child and adult exploitation, domestic slavery etc.
- Cabinet response and support for the resolutions about the Climate Emergency passed unanimously in March and July.
- Attended Herefordshire Council's Parish Summit in Hereford – a well-attended event where the cabinet presented their new corporate plan. Those attending were asked to discuss the ideas in groups and to give their approval or otherwise for the main proposals. They were also asked to contribute their own ideas for improving things in the county.
- Further consultation is being rolled out to the market towns and larger villages, as well as on the Council website, and residents are encouraged to indicate their support or otherwise for the proposals.
- Congratulations to Leominster in Bloom and all their volunteers and partners, on once again winning Gold, and also on being awarded the Queens Award for Voluntary Service. Both well deserved and a credit to the town.
- Well done to all involved in organising and supporting the Food Fair which was well attended by stall holders and visitors. A successful and enjoyable day.
- I have been told by planning officers that the delay on making a final decision on the poultry house application at Stagbatch, and on the McDonalds application near Morrisons is due to the high levels of

phosphates in the River Lugg. This has caused Natural England to pause any development until further information is available.

- I understand that a decision has been made about the much needed pedestrian crossing over the Monkland road to the Barons Cross estate and that work is likely to start in a matter of weeks. An ongoing concern about a lack of signs blocking HGV access to Ginhall Lane and Green Lane through Pierrepont road also has yet to be resolved.
- Fencing blocking a footpath across the fields behind Mappenors Lane has finally been removed, after BBLP PROW officer intervened.
- The Community Protection team has served an order on the landowners of the Barons Cross Camp site demanding that they remove the huge amounts of waste and rubbish which has been building up for years. Stonewater have at last removed a rubbish build up behind houses in Portna Way.

Leominster South Ward report – Cllr Trish Marsh

Things have been very busy as an incoming Cabinet member with wide ranging responsibilities. Mine covers Economy, Environment and Skills, also broadband, tourism and the climate emergency, so it's quite a portfolio.

A few days ago I went through quite a stretch of it, which I've detailed below to give you a glimpse of the extraordinary range of services Herefordshire Council provides. The ubiquity of the internet is a recurring theme.

I started at Leominster Industrial Park celebrating the arrival of full fibre broadband to local businesses. This coverage will extend over the whole of Leominster town in the next year or so which is excellent news. Now there is no need to choose between a fast connection and a lovely place to live we hope this will help attract digital companies to locate in our attractive town. Then on to the library to publicise Get Online Week (14-20th Oct), encouraging everyone to take up the free sessions our library service offer to help us all feel confident and safe online. The internet is such a valuable tool for keeping in touch with family and friends, wherever they are in the world!

I went on to the Local Enterprise Zone board meeting at Rotherwas. Among other things the subject of bats came up, as several species live in a copse adjacent to the site. Our responsibility is to ensure they will continue to thrive as new businesses arrive on site: ecological monitoring is ongoing.

Next stop a briefing on the council's responsibilities for keeping children safe, a major part of our responsibilities. This included some recent scenarios our social work teams have faced, giving us a vivid picture of the challenges in deciding what will be the best way forward. Considerable staff time is now being saved as staff can now dictate their notes to their computers after each visit, rather than waiting to get back to the office.

Finally a discussion on animal licensing with our environmental health team. The new rules on kennels are much more process and policy driven, which is a challenge for many longstanding businesses – and our inspectors. Another manifestation of how more and more things depend on being online.

At the end of this week I'll be at an event where several major IT providers are looking ahead at what the internet can offer to help sustain public services over the next decade or so. I'm sure it will be fascinating. Things have changed so much already in our lifetimes.

I'm pleased to say the new administration is putting considerable emphasis on the environment and climate emergency, responding especially to the strongly expressed views of our young people. Last Thursday Herefordshire Council adopted a target of zero carbon by 2030 for both the county and the council's own carbon emissions. This is a major challenge - but one forced on us by the global reality of climate breakdown. It is important that we play our part here and I look forward to a wide partnership, working with many voluntary groups as well as farmers and businesses both in the town and across the county.

A consultation on Herefordshire Council's draft aims for the next four years is now open at herefordshire.gov.uk/ambition – please take a few minutes to have a look and make your input to the next four year plan for Herefordshire. There will also be a pop up at Leominster Market on October 4 from 10-2pm with staff to speak to.

Leominster East Ward report Cllr Jenny Bartlett

It has been a great couple of months for Leominster. I was really proud to see Leominster in Bloom receive another gold medal as well as the Queens Award for Voluntary Service. We have also got our Heritage High Street money confirmed, investment which is so desperately needed in our town centre. Not forgetting the cherry on the top, another really successful Food Festival. Well done to everyone who organised and took part.

Food has been a theme and together with the Mayor, Deputy Mayor and Cllr John Stone we went to lunch at Waverley House to meet the staff and participants. This is a great little communal room which has a lot of potential. A good meal, chance to chat and quite often a spot of entertainment. So if anyone knows of someone who would benefit from a chance to get out and enjoy a home cooked meal with others, then get in touch with Mandy at Waverley House.

Another great initiative is the new Community Kitchen up and running at the community centre. This uses surplus food donated by supermarkets. Open to everyone and you pay what you like so there is no stigma about being short of money. The next one is on Wednesday 9th October between 1.30 and 5.30. Do spread the word.

In August I attended a similar launch in Hereford with Cllr Norman. The wellbeing café set up by a couple of young entrepreneurs was again using surplus food donated by supermarkets.

The garden at SHYPP is now finished and looks fantastic. They held a garden Party and BBQ to thank everyone who helped and I echo that thank you to everyone supported of my mayors charity.

Much of my time has been taken up with Adult and Wellbeing Scrutiny committee, of which I am vice chair.

As well as work programme meetings, (what we think we need to look at), we have held meetings with Healthwatch and the CCG to track what is happening and what is coming up. A Scrutiny chairs protocol meeting to make sure we work consistently and we have also had a peer review to look more closely at how we are doing in adult and wellbeing.

Other meetings:

- Met with Lee Fishwick, our new BBLP Location steward to look round problems in my ward and in the town centre.
- Highways England A49 North meeting to discuss ward issues adjoining the A49 between Shropshire border and Hereford City.
- HCLLH Affordable Housing workshop
- Visit to Skylon Park and the Hereford Enterprise Zone to look at how it is progressing
- Understanding Herefordshire Facts and Figures and interpreting statistics.
- Cabinet meeting, which included the Climate Emergency motion response
- Budget setting briefing
- Waste Services briefing
- HALC Climate Emergency workshop for parishes.

65/19 MAYORAL APPOINTMENTS

Mayor's Engagements

Apart from attending quite a number of committee meetings I have attended the following as mayor:

- John Thomas funeral at the Priory church on 20th August
- I represented the town at the NILS AGM at Tenbury on 4th September.
- I had another pleasant duty opening the food fayre in corn square on Saturday 7th September.
- Wednesday 11th September I attended Bretina Meadows funeral at the crematorium at Hereford
- Also on Wednesday 11th Sept I attended a wonderful presentation of the Queens award to the volunteers of Leominster in Bloom by Lady Darnley.
- On Thursday 12th September The Mayoress and myself attended the presentation of awards to Herefordshire section of West Mercia Police
- Sunday 15th September attended Hereford Cathedral in Hereford to commemorate the 79th anniversary of the Battle of Britain.
- Over the weekend I heard on local radio that part of the government grant for £95 million was to come to Leominster
- For this period I must thank Cllr John Rumsey and Liz, his wife, who have covered many public functions for us during this period.

Council noted the forthcoming Civic Engagements:

- Ivington Harvest Service – 13th October 2019 at 11am followed by lunch;
- Annual Civic Service, The Priory – Sunday 27th October 2019 at 10am;

- Polish Remembrance Ceremony – Leominster Cemetery, Sunday 3rd November 2019 at 12 noon;
- Remembrance Sunday – 10th November 2019;
- Christmas Lights Switch On – Saturday 30th November 2019 at 4pm;
- Victorian Street Market – Saturday 14th December 2019 at 11am.

DEPUTY MAYOR ENGAGEMENTS

August 2019

- 3rd – Opening Monkland fete
- 6th – Waverley Day centre
- 29th – Mayor’s Charity Market, Ludlow.

September 2019

- 7th – Stourport on Severn carnival
- 11th LIB Queens Award, Grange Court
- 11th – Bretina Meadow’s funeral
- 12th – Waverley Day Centre
- 16th – Leominster Festival Committee
- 17th – Communications & Events Committee
- 18th – HALC meeting
- 18th – Polish Friendship meeting
- 19th – ECHO AGM
- 21st – Opening Westfield School Fete
- 23rd – Mayor’s Meeting, Hereford
- 27th – Supporting families in Hereford
- 29th – RBL meeting, Hereford

66/19 DATE OF NEXT MEETING

Council noted that the next Town Council Meeting would be held on Monday 25th November 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

67/19 CONFIDENTIAL ITEMS

As certain items to be discussed included the consideration of exempt information, Full Council **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

68/19 PROJECTS UPDATE REPORT

Council received a projects update presentation from Liz Womack, Grants and Projects Officer. Council noted the projects update report.

Following discussion, it was **RESOLVED** to support the Traveller Awareness event by:

- Acting as a point of liaison between Rural Media and organisations/venues in Leominster.

- Hosting an exhibition of artwork in the Old Stable Gallery at 11 Corn Square.
- Promoting the event through the Town Council websites, notice boards and social media accounts.

69/19 LEOMINSTER HERITAGE ACTION ZONE

Council noted that Leominster had been one of the 69 successful high streets selected across England to receive a share of the £95 million fund. Delivery plans would be worked up over the next 4 months, with the funded schemes beginning in April 2020.

It was further noted that Historic England had confirmed that the final decision as to the level of funding provided to each High Street, and the associated spend profile, would be taken as part of the process to agree the Programme Design, which should be completed by January 2020. The Town Council was waiting to hear when the first meeting with Historic England will take place.

70/19 STAFFING REPORT

Council considered the Staffing Report presented and, following discussion, **RESOLVED:**

- To employ Mr McEwen on a three year fixed term contract to commence employment from 4th November 2019;
- To develop a job description for the role;
- To focus on the following key projects as well as general tasks around the Town
 - Secret Garden
 - Renovation of Grange and Central Car Park public conveniences
 - Fitting out the Depot ready for use by the Environment team.

Council also approved the draft job description for the role of Town Clerk.

71/19 GRANGE COURT UPDATE

Council noted that no further update had been received.

72/19 PROPOSED DEPOT

Council **RESOLVED** to delegate authority to negotiate terms and conditions to rent a depot on Croft Business Park to the Town Clerk. Once a tenancy agreement had been received this would be considered by either Full Council or the Finance & General Purposes Committee.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:25pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 7th October 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Herschy and Preece.

OFFICER PRESENT: Town Clerk.

PH70/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Rumsey, Thomas and Williams.

PH71/19 DECLARATIONS OF INTEREST

The following Declarations of Interest was made:

- Cllr Herschy: P192900 & P193220

PH72/19 HEREFORDSHIRE COUNCIL MEMBERS

No Herefordshire Council members were present.

PH73/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH74/19 QUESTIONS FROM THE PUBLIC

No members of the public were present. No matters were raised.

PH75/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 19th August 2019 be agreed and signed as a correct record.

PH76/19 PLANNING

(a) **Planning applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P192900

SITE: 40 Broad Street, Leominster HR6 8BS

DESCRIPTION: Repair and conversion of existing barn into a single family home.

COMMENT: Recommend refusal for the following reasons:

- The balconies and patios within the proposal will result in an unacceptable level of overlooking into the gardens neighbouring properties;
- The proposal does have a number of other overlooking issues that need to be addressed;

- There is concern at the proposal to create a rear access into the property as this will damage the burgage wall, which must be protected;
- There is concern that the trees both on this property and in the neighbouring properties may be threatened and will not be protected in the future, and that applications will be submitted for removal of species such as yew.

APPLICATION: P193220
SITE: 40 Broad Street, Leominster HR6 8BS
DESCRIPTION: Listed Building Consent: Repair and conversion of existing barn into a single family home.
COMMENT: Recommend refusal for the following reasons:

- The balconies and patios within the proposal will result in an unacceptable level of overlooking into the gardens neighbouring properties;
- The proposal does have a number of other overlooking issues that need to be addressed;
- There is concern at the proposal to create a rear access into the property as this will damage the burgage wall, which must be protected;
- There is concern that the trees both on this property and in the neighbouring properties may be threatened and will not be protected in the future, and that applications will be submitted for removal of species such as yew.

APPLICATION: P193025
SITE: Priory Croft, Old School Rd, Leominster, HR6 8NJ
DESCRIPTION: Proposed change of use from dwelling to residential, institutional bedroom accommodation.
COMMENT: No objection.

APPLICATION: P193028
SITE: Crabtree Cottage, Hyde Ash, Leominster HR6 0JR
DESCRIPTION: Proposed extension to annexe.
COMMENT: No objection.

APPLICATION: P193040
SITE: Unit B1, Leominster Enterprise Park HR6 0LX
DESCRIPTION: Installation of a new entrance door to the south elevation with canopy and internal alterations.
COMMENT: No objection.

APPLICATION: P193055
SITE: Unit 1, Brierley Way, Leominster HR6 0RW
DESCRIPTION: Steel portal framed light industrial building
COMMENT: No objection.

APPLICATION: P193124
SITE: The Vergers House, The Priory, Leominster, HR6 8EQ
DESCRIPTION: T1 - Judus Tree - in need of 15% Reduction as it is overhanging the house and it has already had a branch failure.

COMMENT: No objection subject to the reduction be no more than 15% and no boughs are removed.

APPLICATION: P193249
SITE: 2 Thomas Court, Green Lane, Leominster, HR6 8QJ
DESCRIPTION: Proposed works to T1: Variegated Acer - reduce crown back to the original pruning points and balance crown. Too large for area, more light in garden required.

COMMENT: No objection subject to the reduction be no more than 15% and no boughs are removed.

PH77/19 DECISIONS

Committee noted the following planning decisions by Herefordshire Council:

APPLICATION: P192193
SITE: Annadale, Caswell Terrace, Leominster HR6 8BB
DESCRIPTION: Removal of 2 no. timber sheds and construction of rear two storey extension.

COMMENT: No objection
DECISION Approved with Conditions

APPLICATION: P192970
SITE: LWC Ltd, Southern Avenue, Leominster HR6 0QF
DESCRIPTION: Non Material amendment to application 184577 (Proposed canopy at rear of site). Amendments - addition of vertical cladding to the rear elevation.

COMMENT: No objection.
DECISION Approved

APPLICATION: P190923
SITE: 2 - 4 Church Street, Leominster HR6 8NE
DESCRIPTION: LBC – Proposed like for like replacement of sash windows.
COMMENT: Committee wished to support this application.
DECISION Refused.

APPLICATION: P191768
SITE: Land adjoining Glaslyn, Barons Cross Rd, Leominster
DESCRIPTION: Proposed non-material amendment to planning permission ref: 180198 (proposed erection)
COMMENT: Noted.
DECISION Approved with Conditions.

PH78/19 HIGHWAYS AND PARKING MATTERS

- (a) **Highway & Parking Matters** – Committee noted the following any parking and highway matters:
- Temporary traffic lights – It was noted that requests to remove temporary lights once work has been completed are acted upon and the lights should be removed within 24 hours;
 - Cllr Rosser had undertaken an inspection of the town centre highway network with the Locality Steward. Around 90% of the faults identified had already been recorded and were on the Balfour Beatty system. A number of additional items were identified for repair;
 - The standard of works to replace the highway following the installation of fibre cabling in the town centre was not adequate and would be addressed by Herefordshire Council in consultation with the company involved;
 - It was agreed to request Herefordshire Council to instruct Balfour Beatty to collect temporary signage relating to road works and traffic diversions which had not been removed once works had been completed.
- (b) **The Hum** – Committee requested that the annual catch-up meeting between the Town Council, BPI and Herefordshire Council be arranged as soon as practicable.

PH79/19 LICENCING MATTERS

No licencing applications have been received to consider.

PH80/19 DATE OF NEXT MEETING

Following discussion, it was **RESOLVED** that the next meeting would be brought forward and held on Monday 28th October 2019 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 6:00pm. The meeting scheduled for 4th November 2019 would be cancelled and rescheduled to take place on Monday 18th November 2019 at 6pm.

There being no other business the meeting closed at 6:40pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 28th October 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Herschy, Parris, Rumsey, Thomas and Williams.

ALSO PRESENT: Cllr Norman and four members of the public.

OFFICER PRESENT: Town Clerk.

PH81/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece (work).

PH82/19 DECLARATIONS OF INTEREST

The following Declarations of Interest was made:

- Cllr Herschy: Grange Court - Licence

PH83/19 HEREFORDSHIRE COUNCIL MEMBERS

No Herefordshire Council members were present.

PH84/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH85/19 QUESTIONS FROM THE PUBLIC

Four members of the public were present. The following concerns were raised regarding planning application P193458:

- The proposed density of the development was too high;
- Concern that the types of houses did not meet the needs of Leominster;
- The proposed dwellings were too small and were not big enough to accommodate families;
- The development would give a poor impression to those accessing Leominster from the west;
- The landscaping proposal did not match to plans especially in the north-west corner of the development.

The following concerns were raised regarding planning application P193561:

- Material concern regarding the loss of light to neighbouring properties;
- The development was not in keeping with neighbouring properties;
- The extension was too large.

PH86/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 7th October 2019 be agreed and signed as a correct record.

PH87/19 PLANNING

(a) **Planning applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P191748

SITE: Lion Court, 25 New Street, Leominster, HR6 8LS

DESCRIPTION: Re-consultation: Demolition of single dwelling house to facilitate erection of 10 no new dwellings together with associated gardens, grounds, car parking, cycle & refuse storage.

COMMENT: Recommend refusal for the following reasons:

- The proposal is considered overdevelopment of the site and is not in keeping with the existing development on the site;
- The proposal goes against the Leominster Area Neighbourhood Plan policy LANP3 – Supporting the Strategic and Small Scale Housing Development Needs in Leominster Town and policy LANP14 – Protecting and Enhancing the Character of Leominster Town Centre;
- The proposal is sited next to a very busy junction. Significant disruption will be caused to traffic flow when the dwellings are being serviced as there is no vehicular access provided for either service or residents vehicles;
- The proposal does not include any car parking provision onsite for residents, which would result in additional off street parking in neighbouring residential areas and would create parking issues in the neighbourhood;
- Real concerns were expressed regarding the collection of waste from so many properties on a busy junction and bend. This would cause unacceptable disruption to traffic and pedestrians, and could create a possible health and safety hazard to pedestrians and vehicles when the rubbish was put out for collection;
- The Council wished to support the comments submitted by Historic England especially with regard to the quality of design and the opportunity to enhance the character of the conservation area with this proposed development;

- The Council wished to support the requirements recommended regarding surface water management;
- The Council wished to support the request from Natural England for a Habitat Regulations Assessment

APPLICATION: P193214
SITE: 13 Broad Street, Leominster, Herefordshire, HR6 8BZ
DESCRIPTION: Listed Building Consent: Proposed conversion of former bank into solicitors office with internal works and replacement of flat roof and skylights to the rear of the building.
COMMENT: Support the application.

APPLICATION: P193213
SITE: 13 Broad Street, Leominster, Herefordshire, HR6 8BZ
DESCRIPTION: Proposed conversion of former bank into solicitors office with internal works and replacement of flat roof and skylights to the rear of the building.
COMMENT: Support the application.

APPLICATION: P193305
SITE: Mile End, Broad Lane, Leominster, HR6 0AL
DESCRIPTION: Erect concrete wall as noise barrier and roof over existing woodchip drying area.
COMMENT: Noted.

APPLICATION: P193044
SITE: Units 11 - 14 and 21 - 24, Croft Business Park, Leominster, HR6 0QF
DESCRIPTION: Variation of a condition 2 ref 89510 (erection of light industrial units) variation of design, claddings and colours.
COMMENT: No objection.

APPLICATION: P193393
SITE: Garden area at the rear of, 27 Bridge Street, Leominster, Herefordshire, HR6 8DU
DESCRIPTION: Proposed change of use from residential (C3) to A1.
COMMENT: No objection.

APPLICATION: P193458
SITE: West Winds, Cholstrey Road, Leominster HR6 8RT
DESCRIPTION: Proposed erection of 58 dwellings with associated car parking and landscaping.
COMMENT: Submit the following comments:

- Committee considered the proposal to be over-development of the site;

- Committee considered that the proposed type of dwellings did not meet the needs of Leominster;
- The proposal was likely to add to the existing traffic issues in this area;
- Request that the north-west corner be screened with trees as indicated on some of the plans but not included on the landscaping plan;
- Consideration should be given to either providing some open space/recreational area on site or provide specific links to the existing open space at Linear Park with adequate S106 funding provided to enable further development of the existing provision;
- Reconsider the existing planning permission to provide 45 houses on the site and reduce number of proposed houses back to the original 45 dwellings;
- Review the current specification and proposed sizes of each dwelling as Leominster required good quality housing, and provide additional garden space for each dwelling.

APPLICATION: P193459
SITE: Land off Ashfield Lane, Leominster, HR6 8RG
DESCRIPTION: Erection of two detached single storey dwellings with detached car garages and access drives on site of former car garages.
COMMENT: Noted that the application was invalid.

APPLICATION: P193475
SITE: Co-Operative Retail Store, Dishley Street, Leominster, Herefordshire, HR6 8P
DESCRIPTION: Propose to Fell Ash tree , health and safety issue , the tree is bringing up the pathway, trip hazard.
COMMENT: No objection.

APPLICATION: P193561
SITE: Trenwith, Hereford Road, Leominster HR6 8JU
DESCRIPTION: Proposed second storey extension to rear of property for bedroom with gable to rear over half of kitchen below.
COMMENT: Submit the following comments:

- Committee considered the extension to be too large;
- Committee wished to raise concerns regarding the potential loss of light to neighbouring properties, but especially to Orchard Bank;
- The extension was not in keeping with neighbouring properties.

88/19

DECISIONS

The following planning decisions received from Herefordshire Council were noted:

APPLICATION: P192745
SITE: Nationwide, High Street, Leominster, HR6 8LZ
DESCRIPTION: Replacement of existing fascia and projecting sign to the rear, works to include the preparation and decoration of existing shopfront.
COMMENT: No objection.
DECISION Approved with conditions

APPLICATION: P192746
SITE: Nationwide, High Street, Leominster, HR6 8LZ
DESCRIPTION: Replacement of existing Fascia and projecting sign
COMMENT: No objection.
DECISION Approved

APPLICATION: P193216
SITE: 1 Caswell Crescent, Leominster, HR6 8BE
DESCRIPTION: Certificate of lawfulness for proposed single storey side extension.
COMMENT: Noted. Decision already made.
DECISION Approved

APPLICATION: P192736
SITE: 12-16 High Street, Leominster, Herefordshire, HR6 8LZ
DESCRIPTION: Proposed HVAC system to be installed to existing Savers retail unit. 2 no. Toshiba A/C cassettes to be installed to sales floor ceiling, and 2 no. HVAC units to be installed at rear of unit.
COMMENT: No objection subject to neighbouring properties not being affected by any noise emissions.
DECISION Approved with Conditions.

89/19 HIGHWAYS AND PARKING MATTERS

- (a) Highway & Parking Matters** – The following matters were discussed:
- Committee fully supported the proposed residents parking schemes in Bargates and Perseverance Road;
 - A request would be submitted to Herefordshire Highways to provide signage to encourage motorists to switch off their engines when waiting at traffic lights or in traffic jams;
 - Clarification would be sought regarding the highway issue at Barons Cross;
 - A request to provide a pedestrian crossing along the Barons Cross Road near the Bird Cage would be submitted;
 - It was noted that a pedestrian crossing was to be provided along the Monkland Road to serve the Barons Cross estate.

Committee noted that under the Town and Country Planning Act 1990 Section 247 a Stopping Up order has been provided at Waterworks Lane, Leominster HR6 8AX.

Following discussion Committee agreed to invite the Herefordshire Council Cabinet Member to the public transport meeting currently being arranged. Agenda items would include the following items:

- Buses not going to advertised destinations;
- Issues with timings following the revision of the timetables;
- Issues with driver training and knowledge.

(b) The Hum – Committee noted that the annual catch-up meeting between the Town Council, BPI and Herefordshire Council was currently being arranged.

90/19 LICENCING MATTERS

Following consideration Committee raised no objections to the Party in the Park licence application.

91/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 18th November 2019 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 6:00pm.

There being no other business the meeting closed at 6:40pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 18th November 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Herschy, Parris, Rumsey, Thomas and Williams.

ALSO PRESENT: Ward Cllrs Bartlett, Norman and Stone

OFFICER PRESENT: Town Clerk.

PH92/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece (work).

PH93/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH94/19 HEREFORDSHIRE COUNCIL MEMBERS

Herefordshire Council members were in attendance in an advisory role and were not involved in any decision making.

PH95/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH96/19 QUESTIONS FROM THE PUBLIC

Cllr Stone informed the Committee that the safety railings by the level crossing had now been replaced. The matter had been on-going for two years.

PH97/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 28th October 2019 be agreed and signed as a correct record.

PH98/19 PLANNING

(a) **Planning applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P193444

SITE: Aldi Supermarket, Dishley Street, Leominster HR6 8NY

DESCRIPTION: New replacement external plant and associated plant enclosure required by internal refurbishment of the ALDI foodstore

COMMENT: Committee supported this application.

APPLICATION: P193677
SITE: Talbot Hotel, West Street, Leominster HR6 8EP
DESCRIPTION: Reduce crown from building 15-20% to reduce further damage to building.

COMMENT: Committee supported this application.

APPLICATION: P193700
SITE: Unit 1 rear of 5 Bridge Street, Leominster HR6 8DU
DESCRIPTION: LBS: To amalgamate a single bedsit with the adjacent 2 bedroom flat to form one 3 bedroom living unit.

COMMENT: No objection.

APPLICATION: P193722
SITE: Land adjacent to Alverstoke, Hereford Road, Wharton
DESCRIPTION: Proposed residential development comprising 10 no. detached executive houses, double garages, new vehicle entrance into application site and surface water and waste drainage treatment and disposal.

COMMENT: Recommend refusal as this site had not been identified in the adopted Leominster Area Neighbourhood Plan (LANP) as a development site and was therefore contrary to the LANP.

APPLICATION: P193754
SITE: Barons Cross Camp, Cholstrey Road, Leominster
DESCRIPTION: Application for Reserved Matters for the approval for the appearance, landscaping, layout and scale for 370 dwelling houses and the details reserved by conditions 3 and 7 of Outline application 120887/O.

COMMENT: Committee agreed to submit the following comments:

- Each property should be provided with a car charging unit to help build in infrastructure for the future and work towards addressing climate change;
- Each property should have solar panel installations as standard to improve energy efficiency;
- The construction standard of each property should be upgraded to improve overall energy efficiency;
- Consideration should be given to providing grey water collection to reduce water use;
- Consideration should be given to significantly improving the insulation of each dwelling;
- All mature trees on the site should be retained except in exceptional circumstances;
- The design of the open space provision should be detailed more fully;
- The information regarding highway access should be amended to read B4360 and not the A44;

- The Town Council had previously requested that Persimmon Homes transfer all open space to it once the development had been completed so the Town Council could manage the open spaces and the play area on behalf of the residents. This request appears not to have been considered and the Town Council strongly urges that the transfer of all open space be included as a planning condition;
- S106 funding for the play area and open space to be transferred to Leominster Town Council;
- The Town Council wishes to have control over the design and delivery of the new LEAP play area to be funded by Persimmon Homes;
- Improved pedestrian links between the existing estate and the proposed estate through an improved footpath network should be included;
- The development would increase traffic, pollution and air quality issues at the Bargates junction. A condition ensuring mitigation is recommended;
- The proposal does not include the provision of a community meeting space. This should be included as a planning condition with the inclusion of a storage depot to house equipment for the Town Council.

APPLICATION: P193833
SITE: Field 5251 North East of A44 & A49 Roundabout Leominster, Herefordshire.
DESCRIPTION: Additional covered fodder and implement store
COMMENT: No objection.

PH99/19 DECISIONS

The following planning decisions received from Herefordshire Council were noted:

APPLICATION: P192900/P193220 (LBS)
SITE: 40 Broad Street, Leominster HR6 8BS
DESCRIPTION: Repair and conversion of existing barn into a single family home.
COMMENT: Recommend refusal for the following reasons:

- The balconies and patios within the proposal will result in an unacceptable level of overlooking into the gardens neighbouring properties;
- The proposal does have a number of other overlooking issues that need to be addressed;
- There is concern at the proposal to create a rear access into the property as this will damage the burgage wall, which must be protected;
- There is concern that the trees both on this property and in the neighbouring properties may be

threatened and will not be protected in the future, and that applications will be submitted for removal of species such as yew.

DECISION Withdrawn

APPLICATION: P193028
SITE: Crabtree Cottage, Hyde Ash, Leominster HR6 0JR
DESCRIPTION: Proposed extension to annexe.
COMMENT: No objection.
DECISION Approved with conditions

APPLICATION: P193040
SITE: Unit B1, Leominster Enterprise Park HR6 0LX
DESCRIPTION: Installation of a new entrance door to the south elevation with canopy and internal alterations.
COMMENT: No objection.
DECISION Refused

APPLICATION: P193216
SITE: 1 Caswell Crescent Leominster Herefordshire HR6 8BE
DESCRIPTION: Certificate of lawfulness for proposed single storey side extension.
COMMENT: Noted.
DECISION Approved

APPLICATION: P193124
SITE: The Vergers House, The Priory, Leominster, HR6 8EQ
DESCRIPTION: T1 - Judus Tree - in need of 15% Reduction as it is overhanging the house and it has already had a branch failure.
COMMENT: No objection subject to the reduction be no more than 15% and no boughs are removed.
DECISION Approved

APPLICATION: P193249
SITE: 2 Thomas Court, Green Lane, Leominster, HR6 8QJ
DESCRIPTION: Proposed works to T1: Variegated Acer - reduce crown back to the original pruning points and balance crown. Too large for area, more light in garden required.
COMMENT: No objection subject to the reduction be no more than 15% and no boughs are removed.
DECISION Approved

APPLICATION: P193459
SITE: Land off Ashfield Lane, Leominster, HR6 8RG
DESCRIPTION: Erection of two detached single storey dwellings with detached car garages and access drives on site of former car garages.
COMMENT: Noted that the application was invalid.
DECISION Withdrawn

PH100/19 HIGHWAYS AND PARKING MATTERS

- (a) **Highway & Parking Matters** – Committee considered the following matters:
- It was noted that the leaves needed clearing along Footpath ZC158;
 - Dropped Kerb, Leominster Cemetery – Concern was raised regarding the lack of a dropped kerb in this location. The matter had been considered some time ago and details of the objections raised would be shared with Councillors;
 - A request had been received to erect signage on either side of the junction of Pierrepoint Road, on Barons Cross Road, indicating that it was unsuitable for HGVs. Balfour Beatty had indicated that any signage would have to be funded by the Town Council. Whilst the Committee supported the provision of these signs it was agreed to request clarification as to why the Town Council was expected to fund them;
 - Committee noted that the Herefordshire Core Strategy was about to be reviewed;
 - Committee noted the receipt of the Neighbourhood Planning review questionnaire.
- (b) **Resident Parking Zones** – Committee noted that the schemes were currently being reviewed by Herefordshire Council and Balfour Beatty.
- (c) **The Hum** – Committee noted that the Town Clerk has not been able to follow up the arrangements regarding the annual catch-up meeting between the Town Council, BPI and Herefordshire Council.

PH101/19 LICENCING MATTERS

Committee noted that an objection had been lodged against the Party in the Park Licence application and a condition had been included that made it highly unlikely that the event would take place in 2020.

PH102/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 2nd December 2019 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 7:00pm.

There being no other business the meeting closed at 19:00 hours.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 12th November 2019 commencing at 11:30am in the Stable Gallery, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rumsey (Chair), Murdoch (Vice-Chair), Smith-Winnard, Sutcliffe and Thomas.

OFFICERS PRESENT: Town Clerk, Market Officer and TIC Manager

CE33/18 APOLOGIES FOR ABSENCE

All Members were present.

CE34/19 DECLARATIONS OF INTEREST

There were no declarations of Interest made.

CE35/19 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE36/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present. No issues were raised.

CE37/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 17th September 2019 be agreed and signed as a correct record.

CE38/19 CLERK'S REPORT

Committee noted that the proposed events leaflet would be discussed under the Committee report.

CE39/19 MARKET OFFICER'S REPORT

The Market Officer presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED**

- To note the report;
- To note that attendance had been poor in recent months due to the inclement weather and illness. Attendance had started to improve on the run up to Christmas;
- To note that no market would be held on Friday 27th December 2019;
- To note that there would be free car parking on 7th and 14th December 2019 in Leominster. This would be promoted by the Tourist Information centre.

Committee noted that the Victorian Street Market event would need to be reviewed in the New Year following the passing of its Chair earlier in the year. It was not a Town Council event but additional support might be required to enable the event to continue.

CE40/19 TOURIST INFORMATION CENTRE

The Centre report was presented by the TIC Manager, Mrs Ding. Following discussion, it was **RESOLVED:**

- To note the report;
- To ensure that the Leominster mini-guide and map was produced as soon as possible;
- To continue to try to identify any new B&B outlets in Leominster;
- To note the initiative being delivered in Longtown under “sustainable tourism for sustainable churches”;
- To fully support the proposal to reopen and create a new walking route using the old Leominster to Worcester railway line.

CE41/19 COMMUNICATIONS & EVENTS UPDATE

Committee considered the update report and, following discussion, **RESOLVED:**

- To note the report;
- To note the update presented regarding the signage project;
- To offer the old entrance signs to interested parties. It was noted that one would be donated to the Leominster Museum;
- To develop and produce a Leominster Events Leaflet for 2020.

Committee reviewed the proposed new entrance sign and, following discussion, agreed:

- To remove the illustration of the sun;
- To reduce the number of hills and create a linear town with hills on either side;
- To try to include the significant buildings in Leominster more prominently;
- Replace the trees with flower designs;
- Replace the bicycle with walking boots.

CE 42/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Committee would be held on Tuesday 14th January 2020 at 11:30am in the Old Stable Gallery, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 12:50pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 28th October 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Murdoch (Chair), Marshall (Vice-Chair), Bartlett, Davies, Marsh, Norman, Rumsey, Sutcliffe (8.17pm), Thomas and Williams.

OFFICERS PRESENT: Town Clerk.

FG21/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Sutcliffe who would be arriving late.

FG22/19 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Norman – Shopmobility
- Cllr Rumsey – Shopmobility
- Cllr Thomas – Shopmobility

FG23/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG24/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG25/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 2nd September 2019 be agreed and signed as a correct record.

Disappointment was expressed regarding the turnout of Councillors at the Civic Service on Sunday 27th October 2019.

FG26/19 CLERK'S REPORT

- (a) **Additional Grant Request** – Committee agreed to consider the request received to support the Community Self Build Agency that are responsible for developing the new flats being built at Waterworks Lane.
- (b) **Climate Change** – The Committee recommended that the Climate Change actions should be included in the revised Corporate Strategy and Medium Term Financial Plan.
- (c) **Polish Remembrance Service** – Committee noted that this would take place on Sunday 3rd November 2019 at 12 noon.

- (d) **HALC Update** – Committee noted the update received from HALC including the HALC Conference and AGM taking place on Saturday 23rd November 2019 and the training update.
- (e) **Climate Change** – Committee noted the information received regarding the Great Collaboration. Local meetings were being held at:
- Hereford, Monday November 18th
 - Bromyard, Wednesday November 28th
 - Ledbury, Monday January 20th
- (f) **LCR Article** – Committee noted that an article regarding Leominster was included in the autumn edition of this sector magazine.

FG27/19 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee noted that the Income and Expenditure report would be sent out to all Members following the meeting. A six month healthcheck had been undertaken on Thursday 24th October 2019 and the Town Clerk apologised for not having collated the relevant reports ready to present to Committee.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the months of September 2019 amounting to £2,437.53 and October 2019 to date amounting to £33,952.22, inclusive of VAT.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
 - To investigate grant opportunities to help fund solar panels on Council property including the Secret Garden toilets, the new depot and the public conveniences;
 - To note that the LARC AGM would be held on 31st October 2019 at 6pm at Grange Court;
 - To note that Herefordshire Council would be undertaking a housing needs survey as part of the Core Strategy review;
 - To note that the Polish Friendship initiative would be implemented once a new Town Clerk had been appointed;
 - To delegate authority to the Budget task & Finish Group to review the legal documentation for the new depot as part of its duties;
 - To take any appropriate action as required to address the comments made by the External Auditor following the completion of the Council's external audit.

FG28/19 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of, Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(a) Grants Report – Following discussion, Committee **RESOLVED** to allocate the following grants:

- Polish Memorial Service – £200;
- Free parking, Small Business Saturday – £1,079 subject to the promotion of the free parking, feedback on the effect the free parking had made on the footfall in the town and spend in local businesses. The result of the feedback would influence any decision made by the Town Council in 2020. An enquiry would be made regarding the cost of free parking from 10am to 2pm;
- Shopmobility – £1,000;
- Everybody Dance – £982;
- Boots for the self-builders at Waterworks Lane – £270

Committee **RESOLVED** to request that in future all grant recipients provide feedback to the Town Council on the projects funded and ensure that the Town Council is mentioned in all publicity.

(b) Recruitment Report – Following discussion, Committee noted the report presented. The interviewing panel made up of Cllrs Herschy, Murdoch and Thomas would be shortlisting for the position of Town Clerk within the week and invitations to interview would be emailed to the shortlisted candidates. Town Clerk interviews would be held on Thursday 14th November 2019.

It was noted that the recruitment process to appoint a Financial Assistant would begin week commencing 4th November 2019.

(c) Budget Report – Committee noted the draft budget developed by the Budget Task & Finish Group. It was agreed to continue to review the draft budget to try to identify additional savings, and to carry out the annual budget consultations on the Market during November 2019.

(d) Response to Complaints – Following consideration Committee **RESOLVED** to respond to the three complains as recommended, subject to the amendments agreed and confirmation of the complainants referred to in the final complaint.

It was agreed to appoint a panel to address potential future queries regarding these complaints. Cllrs Bartlett, Davies, Murdoch and Thomas were appointed to this panel.

FG29/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 16th December 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 8:54pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 18th November 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies, Murdoch, Norman, Parris, Thomas and Williamson.

ALSO PRESENT: Ward Cllr Stone.

OFFICERS PRESENT: Town Clerk.

ES35/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Rumsey and Sutcliffe.

ES36/19 DECLARATIONS OF INTEREST

There were no declarations of interest made.

ES37/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES38/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present. No matters were raised.

ES39/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 16th September 2019 be agreed and signed as a correct record.

ES40/19 CLERK'S REPORT

Committee noted that the Roger Albert Clark Rally would start from Broad Street, Leominster on Thursday 21st November 2019 at 16:00 hours.

ES41/19 COMMITTEE UPDATE REPORT

Committee considered the update report and **RESOLVED:**

- To note the report;
- To invite representatives from Binit Ltd to update the Committee at its next meeting to be held on Monday 20th January 2020;
- To note that a climate change workshop has been organised to take place in Leominster in January 2020. The date had still to be confirmed;
- To organise a Verges Task & Finish Group meeting in January 2020 and to appoint Cllr Herschy to that Group;
- To formally adopt the revised Open Spaces Hire Form;
- To note that the Grange Open Space Master Plan implementation would be overseen by the new Town Clerk.

ES42/19 GROUNDS TEAM UPDATE

Committee considered the update report and **RESOLVED:**

- To support the additional tree planting proposal at the Priory as agreed with the Rector. Council would aim to undertake this during Tree Week;
- To pursue the transfer of the trees in the Etnam Street car park back to Herefordshire Council;
- To investigate the possibility of water capture at the allotments from the natural spring.

ES43/19 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information the Environment & Services Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Draft Lease** – It was **RESOLVED** to request Lloyds Cooper LLP Solicitors to act on behalf of Leominster Town Council in the negotiation of the new lease for the proposed Depot.
- (b) **Allotments** – Committee noted the update received regarding the management of the allotments and communications between the Town Council and the Leominster Allotment Association.

ES44/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 20th January 2020 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 19:50 hours.

CHAIR:

DATE:

ACCOUNTS PAID – OCTOBER/NOVEMBER 2019

DATE	PAYEE	CHQ	AMOUNT	DETAILS
22.10.19	A McEwen	405373	650.00	14/10/19 - 18/10/19 Contractor
22.10.19	John Rumsey	405374	50.92	October Expenses
22.10.19	C James	405375	125.40	£153.40 - (Minus overpayment of £11.00 from chq 405342 & £17 overpaid on Romeo and Juliet 9 Not taken discounted price)
22.10.19	Herefordshire Voluntary Organisations support Services	405376	£136.00	Bus subsidy
22.10.19	Travis Perkins	405377	£1,038.59	Various sundries
22.10.19	W L Dairies (Leominster) Ltd	405378	£8.84	Milk
22.10.19	David Whyman Map Sales	405379	£119.07	Maps TIC
22.10.19	Barrington Print	405380	£63.90	ID Cards
22.10.19	One Stop Drycleaners Laundry Ltd	405381	£61.30	Laundry Holiday Flat
		TOTAL	£2,254.02	

DATE	PAYEE	CHQ	AMOUNT	DETAILS
04.11.19	Alan Holloway	405382	£278.92	Gallery sales
04.11.19	Valerie Holloway	405383	£66.88	Gallery sales
04.11.19	A McEwen	405384	£785.00	21/10/19 - 25/10/19 Contractor
04.11.19	A McEwen	405385	£650.00	28/10 - 01/11 Contractor
04.11.19	Cleanmy	405386	£109.15	Cleaning materials
04.11.19	Richard Sexton & Co	405387	£419.44	TIC stock (hats)
04.11.19	Rachel Williams	405388	£246.88	Financial assistance
04.11.19	Herefordshire Wildlife Trust Ltd	405389	£30.00	TIC stock (booklets)
04.11.19	Sheila Ellison	405390	£83.00	Honey TIC
04.11.19	BOSS	405391	£23.11	Photocopier
04.11.19	Microshade	405392	£438.00	IT support
04.11.19	Herefordshire Council	405393	£2,712.43	CCTV Grant
04.11.19	Leominster News	405394	£120.00	News article
04.11.19	Herefordshire Environmental Systems	405395	£156.00	Pest control

04.11.19	HVOSS	405396	£144.00	Bus subsidy
04.11.19	Station Motors	405397	£56.39	Vehicle repairs
04.11.19	SLCC	405398	£210.69	Reference books
04.11.19	Refresh Bespoke Workwear	405399	£102.00	Uniform
04.11.19	Millennium Quest	405400	£18,955.00	Christmas Lights
04.11.19	Travis Perkins	405401	£1,387.47	Various sundries
04.11.19	TAG	405402	£58.10	Trimmer head
04.11.19	APATH Ltd	405403	£815.77	Arrow plant and tool hire
04.11.19	Country Flavours	405404	£196.32	TIC stock
04.11.19	WL Dairies	405404	£172.02	To Close Account Milk
04.11.19	Glenys Millard	405406	£18.90	TIC stock
04.11.19	Pension Fund	405407	£5,337.64	Worcester Pensions
04.11.19	John Rumsey	405408	£66.00	Expenses
04.11.19	RBL Poppy Appeal	405409	£75.00	Wreaths
04.11.19	RBL Poppy	405410	£400.00	Remembrance Grant
04.11.19	Leominster Area Polish Society	405411	£200.00	Remembrance Grant
04.11.19	North Herefordshire Shopmobility Project	405412	£1,000.00	Grant
04.11.19	Everybody Dance	405413	£982.00	Grant
05.11.19	Alabare Christian Care Centre	405414	£270.00	Grant for Boots
05.11.19	Etnam News	405415	£17.60	Milk 13 x glass bottles 28th Oct & 30th Oct
12.11.19	Wages Cheques	405416-405429	£17,110.11	November Wages
12.11.19	HMRC	405430	£4,344.95	PAYE
12.11.19	Table Manners	405431	£170.00	Civic Service
12.11.19	Leominster Building Supplies	405432	£233.03	October Account materials and sundries
12.11.19	Invision	405433	£30.00	Cables/IT equipment
12.11.19	Balfour Beatty Living Place Ltd	405434	£250.00	Road Closures x 2
12.11.19	SLCC Enterprises Ltd	405435	£352.80	Membership – Clerk
12.11.19	National Express Ltd	405436	£140.72	Ticket sales
12.11.19	Microshade Business Consultants Ltd	405437	£585.78	IT Support
12.11.19	QuickSkip Recycling	405438	£106.20	Waste recycling
12.11.19	Shine On Window Cleaners	405439	£46.00	Window cleaning

AGENDA ITEM: 9(a)

12.11.19	Herefordshire, Ludlow & North Shropshire College	405440	£490.00	Training costs grounds staff
12.11.19	John Brain	405441	£540.00	Orchestra Pro Anima Tickets
12.11.19	Charles Buyers & Co Ltd	405442	£344.29	TIC stock (walking sticks)
12.11.19	C James	405443	£168.00	Leomardo The Works
12.11.19	LARC	405444	£112.50	Allotment Evening
12.11.19	Paul Russell	405445	£559.70	Expenses invoice Civic Officers & mileage
12.11.19	Yeomans Canyon Tours Ltd	405446	£297.00	Tickets TIC
18.11.19	Philpotts Nursery	405447	£24.00	Plants
18.11.19	Travis Perkins Trad Co Ltd	405448	£128.06	Materials
18.11.19	Garden Marquees Ltd	405449	£441.60	Stage & covering hire Christmas Lights
18.11.19	C James	405450	£185.40	Yesterday/Engima Variations Ballet
			£63,243.85	

LEOMINSTER TOWN COUNCIL

MAYORAL APPOINTMENTS

To note the following Civic Engagements:

- Christmas Lights Switch On – Saturday 30th November 2019 at 4pm;
- Victorian Street Market – Saturday 14th December 2019 at 11am.

Monday 14th Oct – Meeting of Leominster Community Committee

Tuesday 15th Oct – Meeting of Task and Finish Group for Signage

Wednesday 16th Oct – Meeting of S/A Liason Committee

Friday 18th Oct – Leominster Festival Meeting

Friday 18th Oct – Meeting of Town Mayors at Hereford City Hall

Saturday 19th Oct – Mayors Dinner at Bromyard

Sunday 27th Oct – Town Councils Civic Service at the Priory

Sunday 27th Oct - Silver Sunday at Kingsland with bluebird care.

Sunday 3rd Nov - Polish Remembrance Day at Leominster Cemetery plus talks pm at Community Centre

Sunday 10th Nov - Remembrance Sunday at Priory and Cenotaph

Monday 11th Nov - Cenotaph Remembrance(11th of 11th)

Monday 11th Nov - Leominster Community Committee

Tuesday 12th Nov - Communication and Events Committee

Thursday 14th Nov - Interviews for the post of Town Clerk

Sunday 17th Nov - Hereford Christmas lights switch on.

Many people have asked about the clock at the bus station after several e-mails I have been told that Herefordshire Council does not have enough money in the budget at the moment to repair it.

The bus time tables for buses in the town were incorrect and a new timetable for the town buses is being printed by Lugg Valley and will be available in the TIC.

My deputy John Rumsey and Liz Rumsey have also covered quite a lot of functions and I am very grateful to them both.