



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Tuesday 19th July 2016

To: All Members:
Councillors A Pendleton (Mayor), R Pendleton (Deputy Mayor), Bartlett, Barton, Davies, Evans, Freedland, Gibson, Lacey, Marsh, Mifflin, Norman, Rosser, Rumsey, Taylor and Thomas.

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 25th July 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

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 as provided for in Standing Orders.
- 5. MINUTES OF THE PREVIOUS MEETINGS**
To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 14th and 16th May 2016.



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6. CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

7. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 6th and 27th June and 18th July 2016;
- Environment & Services Committee – 11th July 2016;
- Finance & General Purposes Committee – 27th June 2016.

8. FINANCES

(a) **Financial Report** – To receive the Financial Report for Quarter One of the 2016/17 financial year. The report will be presented at the meeting.

(b) **Grant Application** – To consider the grant request from the Bridge Street Sports Centre to help renew the artificial playing surface.

(c) **Destination Leominster** – Please see the attached report.

(d) **CAB Herefordshire** – To receive a verbal update regarding the future of the CAB service in Herefordshire. Options for future provision are currently being discussed by the Market Towns Forum.

9. LEOMINSTER AREA NEIGHBOURHOOD PLAN (LANP)

To formally resolve to submit the amended LANP to Herefordshire Council for examination.

10. MOTION

The following motion has been proposed by Cllr Norman and seconded by Cllr Bartlett:

This Council resolves that:

Leominster Town Council is disturbed and disappointed to hear that people of different culture or colour have been racially abused in Leominster following the referendum.

Leominster is normally a friendly and welcoming place, and we are sure that the majority of our residents will deplore this behaviour as much as we do.

We wish to state unequivocally that Leominster welcomes people from all walks of life - and will continue to do so. We want Herefordshire to be known for being a diverse and tolerant society. Unkind speech and acts of prejudice have no place in our town, county or our country. We will continue to promote and celebrate difference and we condemn all forms of racism, xenophobia and hate crime. We encourage respect for one



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another in all that we say and do, and wish to reassure all people visiting and living in this area that they are valued and welcome.

11. REPORTS

To receive reports from:

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

The Future Development of the Twinning Association:

To discuss the establishment of Terms of Engagement for the twinning links with Saverne, with particular focus on future resourcing from the Town Council that may be required to provide the administrative support to maintain the Twinning links now and in the future.

12. MAYORAL APPOINTMENTS

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

13. DATE OF NEXT MEETING

The next Full Town Council meeting will be held on Monday 26th September 2016.

14. 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".

15. PROPERTY REPORT

Please see the attached report.

16. ANTISOCIAL BEHAVIOUR REPORT

Please see the attached report.

17. LONDON BRIDGE

Please see the attached updated report.

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LEOMINSTER TOWN COUNCIL

Minutes of the Annual Leominster Town Council Mayor Making meeting held on Saturday 14th May 2016 commencing at 19:00 hours in the John Abel Room, Grange Court, Leominster HR6 8NL.

MEMBERS PRESENT: Councillors Norman, A Pendleton, Barton, Davies, Evans, Freedland, Gibson, Lacey, Marsh, Mifflin, R Pendleton, Rumsey, Taylor and Thomas.

OFFICERS PRESENT: Town Clerk.

Prior to the formal commencement of the meeting, the outgoing Mayor of Leominster, Cllr Felicity Norman, presented Civic Awards to the following recipients for their invaluable contribution to Leominster:

- Mrs Jean Jones for her role in improving education, the W.I. and other voluntary activities.
- Mr Bob Ellis for his voluntary activities, especially with the Tourist Information service.
- Mr Bob Miles for his service with the First Responders Team.

Cllr Norman then formally thanked all those who had supported her through her mayoral year.

1/16 ELECTION OF TOWN MAYOR FOR THE 2016/17 CIVIC YEAR

Nominations were invited for the position of Mayor.

Cllr Angela Pendleton was proposed by Cllr Barton and seconded by Cllr Davies. No other nominations were received.

It was unanimously **RESOLVED** that Cllr Angela Pendleton be elected Mayor of Leominster for 2016/17.

Following election, the outgoing Mayor, Cllr Felicity Norman, and the newly elected Mayor, Cllr Angela Pendleton, left the Chamber to exchange Mayoral Robes and the Chain of Office.

2/16 DECLARATION OF ACCEPTANCE OF OFFICE

Council **RECEIVED** Cllr A Pendleton's Declaration of Acceptance of Office as the newly elected Mayor of Leominster.

Cllr Pendleton then thanked everyone for their support and outlined her aspirations for the forthcoming year.

3/16 ELECTION OF DEPUTY MAYOR FOR THE 2016/17 CIVIC YEAR

Nominations were invited for the position of Deputy Mayor.

Cllr Roger Pendleton was proposed by Cllr Rumsey and seconded by Cllr Evans. No other nominations were received.

It was unanimously **RESOLVED** that Cllr Roger Pendleton be elected Deputy Mayor of Leominster for 2016/17.

Following election, the newly elected Deputy Mayor, Cllr Roger Pendleton, left the Chamber to robe and put on the Deputy Mayor's Chain of Office.

4/16 DECLARATION OF ACCEPTANCE OF OFFICE

Council **RECEIVED** Cllr Roger Pendleton's Declaration of Acceptance of Office as the newly elected Deputy Mayor of Leominster.

5/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bartlett and Rosser.

6/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

7/16 APPOINTMENT OF THE MAYOR'S CONSORT

The Mayor informed the meeting that her Consort for 2016/17 would be Cllr Pauline Davies.

8/16 APPOINTMENT OF THE MAYOR'S CHAPLAIN

The Mayor formally invited Rev'd Kneen to be the Mayor's Chaplain for 2016/17. Rev'd Kneen accepted the appointment.

9/16 APPOINTMENT OF THE SERGEANT AT ARMS AND MACE BEARERS

The Mayor formally invited Mr Mick Meredith, to hold office as Sergeant at Arms for the year. Mr Meredith accepted the appointment.

The Mayor formally invited Mr Frank Barber and Mr Kenneth Jones to hold office as Mace Bearers for the year. Both Mr Barber and Mr Jones accepted the appointment.

10/16 APPOINTMENT OF THE CIVIC ALE TASTER, FISH TASTER AND BREAD WEIGHER

The Mayor formally invited Mr David Minton to hold office as Official Ale Taster for the year. The appointment was accepted on Mr Minton's behalf.

The Mayor formally invited Mr John Stirling to hold the office of Official Fish Taster for the year. Mr Stirling accepted the appointment.

The Mayor formally invited Mr Barry Simmons to hold the office of Official Bread Weigher for the year. The appointment was accepted on Mr Simmon's behalf.

11/16 MAYORAL CHARITY FOR 2016/17

The Mayor announced that the Dementia Friendly Leominster Alliance and the County Hospital Children's Ward would be the Mayor's Charities for 2016/17.

12/16 ADJOURNMENT OF THE ANNUAL MEETING

Council **RESOLVED** to adjourn the meeting until Monday 16th May 2016 at 7.00pm in the Council Chamber, 17 West Street, Leominster HR6 8EP, when the rest of the business outstanding would be considered.

The Mayor thanked everyone for their attendance and closed the meeting at 7.55pm.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

Minutes of the reconvened Annual Town Council Meeting of Leominster Town Council held on Monday 16th May 2016 commencing at 19:00 hours in the Council Chamber, 17 West Street, Leominster HR6 8NL.

MEMBERS PRESENT: Councillors A Pendleton (Mayor), R Pendleton (Deputy Mayor), Barton, Davies, Freedland, Gibson, Lacey, Marsh, Mifflin, Norman and Thomas.

OFFICER PRESENT: Town Clerk.

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

13/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bartlett (Illness), Evans (personal) Rosser (personal), Rumsey (work) and Taylor (work).

14/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

15/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

16/16 QUESTIONS FROM THE PUBLIC

Three members of the public were present and the following representations were made:

- Council welcomed Louise Hicks, Community Champion, and David Martin from Morrisons Supermarkets, who had been requested to attend by their Store Manager to engage with the community and identify any projects they might be able to support.

17/16 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 25th April 2016 be agreed and signed as a correct record.

18/16 MINUTES OF COMMITTEE MEETINGS HELD

Council **RESOLVED** to approve the minutes of the following meetings:

- (a) Draft Annual Town Meeting** – Council **NOTED** the draft minutes of the Annual Town Meeting held on Wednesday 13th April 2016. These would be formally adopted at the next Annual Town Meeting to be held in 2017.
- (b) Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meeting held on 9th May 2016 and authorise the decisions and recommendations contained therein.

Minute PH168 – It was noted that Luston Parish Council had agreed to provide £500 towards subsidising the 490 Bus service. This was welcomed.

19/16 APPOINTMENT OF NEW COMMITTEES

Council **RESOLVED** to appoint the following new Committees, in line with the revised Council structure, to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee

20/16 COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE

Council **RESOLVED** to adopt the new Committee Scheme of Delegation and Committee Terms of Reference, in line with the revised Council structure, to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee

21/16 APPOINTMENT OF COMMITTEE MEMBERS

Council **RESOLVED** to appoint the following Members to sit on the Standing Committees:

PLANNING & HIGHWAYS COMMITTEE		
Mayor: Cllr A Pendleton	Deputy Mayor: Cllr R Pendleton	Lacey
Rosser	Taylor	Thomas
Bartlett	Barton	Davies
Freedland	Vacancy	

ENVIRONMENT & SERVICES COMMITTEE		
Mayor: Cllr A Pendleton	Deputy Mayor: Cllr R Pendleton	Gibson
Lacey	Evans	Marsh
Thomas	Bartlett	Mifflin
Norman	Davies	

FINANCE & GENERAL PURPOSES COMMITTEE		
Mayor: Cllr A Pendleton	Deputy Mayor: Cllr R Pendleton	Gibson
Evans	Marsh	Rosser
Rumsey	Norman	Bartlett
Freedland	Mifflin	

The relevant Committees will consider the reappointment of the following Task & Finish Groups:

Environment & Services Committee

- Toilets & Christmas Lights Task & Finish Group
- Leominster in Bloom Task & Finish Group

Finance & General Purposes Committee

- Corn Square Task & Finish Group
- Leominster Community Centre Task & Finish Group

22/16 STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** to adopt Standing Orders for 2016/17.

Following discussion, it was proposed by Cllr Thomas, seconded by Cllr R Pendleton and **RESOLVED** to adopt Financial Regulations for 2016/17 subject to the recommended amendments from NALC:

- Reg 1.6: Amend as recommended by NALC Model Financial Regulations;
- Reg 6.4: Amend as recommended by NALC Model Financial Regulations with the finance schedule being signed by two members of Council and the deletion of the requirement of the schedule to be countersigned by the Clerk;
- Reg 11: Amend as recommended by NALC Model Financial Regulations.

23/16 APPOINTMENT TO OUTSIDE BODIES

Council **RESOLVED** to appoint the following Council representatives to represent Leominster Town Council on Outside Bodies:

OUTSIDE BODY	APPOINTED REPRESENTATIVES
Local Area Neighbourhood Plan Working Group (4 positions)	Cllrs Bartlett, Norman, R Pendleton & Thomas
Market Towns Forum (3 positions)	Cllrs Bartlett, Norman, A Pendleton & the Clerk
Herefordshire Association of Local Councils (1 position)	Cllr A Pendleton
Hester Clarke Almshouses Trustees (2 positions appointed to 2019)	Cllrs Davies and A Pendleton
Leominster District Community Association (2 positions)	Cllrs Thomas & Vacancy
Leominster Festival Committee (1 position)	Deputy Mayor
Shopmobility (1 position)	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions appointed to 2019)	Cllrs Bartlett and A Pendleton
Leominster Folk Museum (2 positions) Four year tenure (2019)	Cllr Davies and Mr Ellis
Leominster in Bloom (2 positions)	Cllrs Lacey & Norman
Fairtrade Group (1 position)	Cllr Norman
Leominster Town Football Club (1 position)	Cllr Rumsey
S&A produce Liaison Group (2 positions)	Cllrs A Pendleton and Davies
Tourism Leominster CIC (TIC has been taken in-house so smaller role required) (4 positions)	Cllrs Norman, A Pendleton, R Pendleton & Thomas
Janice & Peter McCaull Trust (4 positions appointed to 2019)	Cllrs Gibson, Norman, Taylor & Thomas
Youth Champions	Cllrs Gibson & Taylor
Hereford City of Culture Representative (1 position)	Cllr Marsh

24/16 REVIEW OF LAND AND ASSETS

Following consideration, Council **RESOLVED** to adopt the revised inventory of the Town Council's land and assets.

25/16 INSURANCE COVER

It was proposed by Cllr Thomas, seconded by Cllr R Pendleton and **RESOLVED** to confirm the annual insurance cover for the Town Council for the next two years, which will be provided by Zurich Insurance.

26/16 ANNUAL SUBSCRIPTIONS

Council **AGREED** to ratify Council's annual subscriptions to the National Association of Local Councils, Herefordshire Association of Local Councils, the Society of Local Council Clerks, the Institute of Local Council Clerks and the National Association of British Market Authorities and any other subscriptions as considered appropriate.

27/16 COUNCIL COMPLAINTS PROCEDURE

It was proposed by Cllr Norman, seconded by Cllr Lacey and **RESOLVED** to adopt the Town Council's Complaints Procedure without amendment.

28/16 FREEDOM OF INFORMATION

Council **RESOLVED** to adopt Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 without amendment.

29/16 PRESS AND MEDIA POLICY

It was proposed by Cllr Thomas, seconded by Cllr Marsh and **RESOLVED** to adopt the Council's revised Press & Media Policy without amendment.

30/16 MEETING SCHEDULE

It was proposed by Cllr Davies, seconded by Cllr Freedland and **RESOLVED** to adopt the Town Council's meeting schedule for 2016/17.

31/16 FINANCES

Accounts Outstanding – Following consideration, it was proposed by Cllr Davies, seconded by Cllr Norman and **RESOLVED** to pay all outstanding accounts for May 2016, to date amounting to £33,378.62 including VAT.

32/16 WASTE MATTERS

Concern was expressed at the sporadic emptying of the litter bins in Leominster. Although it was felt that the Town Council and Litter Picking volunteers were carrying out a good job, the town was being let down by Herefordshire Council's contractors, Balfour Beatty Living Places. The matter was becoming worse and worse and it was not acceptable.

Following a full discussion it was **RESOLVED**:

- To arrange a meeting with the recently appointed BBLP Supervisor to discuss the matter and investigate solutions;
- Request that the emptying of litter bins throughout Leominster, on a regular basis, is given priority by BBLP;

- That an update be presented and reviewed at the Finance & General Purposes meeting to be held on Monday 27th June 2016.

It was requested that Ward Councillors be copied into complaints submitted, so that they could chase the matter up if necessary.

33/16 REPORTS

The following reports were **RECEIVED**:

Cllr Stone presented the following report:

- BBLP: Concern expressed at the reduction of funding from £5 million to £1.6 million for resurfacing and surface dressing;
- Grass cutting would be on the same frequency as in 2015/16;
- Parking Restrictions, Mill Street: Support for this has been submitted by the Town Council and it is hoped they will be implemented as soon as possible;
- Litter & Fly Tipping: The cost to Herefordshire Council in 2015/16 was £1.2 million. On the spot fines have now been introduced of up to £400. The Clean for the Queen campaign continues;
- Best wishes for both the new Mayor and outgoing Mayor were extended.

Cllr Norman presented the following report:

- A meeting is to be arranged regarding the Bargates Traffic Lights, following the cancellation of the previous meetings;
- A meeting had been held to discuss the LANP and how to move it forward;
- Issues of litter were still being experienced on the A49;
- Luston Parish Council had agreed to provide £500 towards the retention of bus service 490;
- Best wishes to the new Mayor were extended.

34/16 CIVIC MATTERS

Cllr Norman provided the following Outgoing Mayoral report and had attended the following events:

- Red Cross Great Spring Gardening Event at Newport House, Almley
- Opening of the May Fair in Leominster
- Community Champions Awards at the Shire Hall
- Launch of the Dementia Project in Leominster
- May Fair Opening in Hereford
- Shopwatch meeting, introduced by Inspector Semper to establish a Facebook support network between shops and other businesses in Leominster
- Community Awards Ceremony and Mayor Making at Grange Court
- Dedication of the tree planted in memory of past Mayor Councillor Roger Hunt at Sydonia

The Mayor asked members to support all the Civic Events, if they were able to, especially those that were robed events.

35/16 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information it was **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) **Confidential Council Minutes** – Council **RESOLVED** to approve as a correct record the Confidential Minutes of the Leominster Town Council meeting held on 25th April 2016.
- (b) **17 West Street** – Members were provided with details of an interested party who wished to rent/lease 17 West Street. Following discussion it was proposed by Cllr Gibson, seconded by Cllr Freedland and **RESOLVED:**
- To note the letter of interest;
 - To commence initial negotiations with the interested party;
 - To draw up a draft lease/rental agreement;
 - To appoint a Task & Finish Negotiation Group to oversee the negotiations;
 - To appoint Cllrs Freedland, Gibson and Thomas to that Task & Finish Group;
 - To report back to the Finance & General Purposes Committee regarding progress.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 21:25 hours.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 6th June 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors R Pendleton (Chair), Bartlett (Vice Chair), Barton, Rosser, Taylor and Thomas.

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

OFFICERS PRESENT: Town Clerk.

PH01/16 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr R Pendleton was proposed by Cllr Bartlett and seconded by Cllr Taylor. There being no other nominations, Cllr R Pendleton was formally elected Chair of the Planning & Highways Committee.

PH02/16 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Bartlett was proposed by Cllr R Pendleton and seconded by Cllr Barton. There being no other nominations, Cllr Bartlett was formally elected Vice-Chair of the Planning & Highways Committee.

PH03/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs A Pendleton (mayoral engagement), Davies (mayoral engagement), Freedland (work) and Lacey (holiday).

PH04/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH05/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH06/16 QUESTIONS FROM THE PUBLIC

It was agreed to bring forward Agenda Item 8, planning application P161486, for discussion and consideration.

Representations were made to the Committee regarding this planning application. Among the concerns raised were the following:

- Why was a greenfield site subject to a development application when there were a number of brownfield sites in Leominster that were already available for development?

- Although the outline application provided for 44 car parking spaces, which would presumably accommodate 44 additional vehicles creating a minimum of approximately 100 traffic movements per day, why did the traffic report appended to the application suggest that the additional movements were considered negligible?
- Concern was expressed at the impact that the loss of valuable amenity land would have on the local community. There are a number of well-used walks which offer informal recreation for local residents which would be lost;
- Concern was expressed that the proposal would have a negative impact on the local environment;
- Concern was expressed that the proposal would have a negative impact on the quality of life for residents of existing properties in the area;
- Concern was expressed that the proposal constituted over-development;
- There were a number of outline applications, such as the proposal at Barons Cross, which had been granted permission but had not been developed;
- There were serious concerns expressed regarding the impact the development would have on pollution in an area which already has poor levels of air quality.

The Leominster Area Neighbourhood Plan, which stalled at Regulation 16, had recommended that brownfield sites should be developed prior to greenfield sites.

PH07/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 9th May 2016 be agreed and signed as a correct record.

Minute PH167 Leominster Area Neighbourhood Plan: Members were informed that no further communications had been received from Herefordshire Council regarding the Neighbourhood Plan.

Following discussion it was **RESOLVED** to:

- Contact Herefordshire Council for a response to the commitments made at the meeting held on 28th April 2016;
- Instruct the Office to develop draft amendments to the LANP;
- Confirm whether any additional funding is available;
- Discuss the matter at the next Planning & Highways meeting to be held on 27th June 2016.

PH08/16 PLANNING APPLICATIONS

It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P161133

SITE: Land at Church View, Ivington, Leominster, Herefordshire

DESCRIPTION: Outline application for two three bedroomed semi-detached properties, improved access and courtyard parking.

COMMENT: Recommend refusal, as there was a real concern that there was strong evidence of historical flooding in this area and it was recommended that the applicant revisit the Flood Report.

APPLICATION: P161157

SITE: Unit 1, Ivingtonbury, Ivington, Leominster, HR6 0JH

DESCRIPTION: Proposed single storey extension.

COMMENT: No objection

APPLICATION: P161158

SITE: Unit 1, Ivingtonbury, Ivington, Leominster, Herefordshire, HR6 0JH

DESCRIPTION: Proposed single storey extension.

COMMENT: No objection

APPLICATION: P161189

SITE: Land adjoining Hengrave Green, Ivington, Leominster, HR6 0JL

DESCRIPTION: Residential development to create fifteen dwellings, a mix of affordable and market housing.

COMMENT: No objection

APPLICATION: P161207

SITE: 45A to 47 West Street, Leominster, HR6 8EP

DESCRIPTION: Proposed 10 No. one, two and three bedroom flats and 7 No. commercial premises for shops or offices in a three storey building.

COMMENT: No objection on the condition that adequate provision was provided for the storage and subsequent disposal of waste.

APPLICATION: P161259

SITE: Crab Tree Workshop, Hyde Ash, Leominster HR6 0JS

DESCRIPTION: Proposed conversion/alteration to form office, W.C., store and link; lobby.

COMMENT: No objection

APPLICATION: P161352

SITE: 19 Radnor View, Leominster, Herefordshire, HR6 8TF

DESCRIPTION: Proposed 2 storey front extension

COMMENT: No objection

APPLICATION: P161389

SITE: Land at Westbury House, Ryelands Road, Leominster, Herefordshire, HR6 8NZ

DESCRIPTION: Proposed erection of two dwellings.

COMMENT: No objection

APPLICATION: P161511

SITE: Ground Floor, 1 Cygnus House, Black Swan Walk,
Leominster, Herefordshire

DESCRIPTION: Propose to convert the ground floor of this property into a self-contained 1 person studio apartment.

COMMENT: No objection subject to the proposal meeting building control regulations.

APPLICATION: P161473

SITE: The Dukes Head, Corn Square, Leominster, HR6 8LR

DESCRIPTION: Conversion of existing yard area to pub garden

COMMENT: No objection

APPLICATION: P161456

SITE: 26 High Street, Morris Mews, Leominster.

DESCRIPTION: Proposed change of use from office accommodation to 3 no. flats.

COMMENT: No objection subject to the proposal meeting building control regulations.

APPLICATION: P161486

SITE: Land at Pinfarthings, Off North Mappenors Lane,
Leominster, Herefordshire.

DESCRIPTION: Outline application for residential development of up to 21 dwellings with means of access.

COMMENT: Recommend refusal for the following reasons:

- The proposal would create unacceptable traffic hazards in Green Lane and Bargates;
- The proposal would exacerbate the poor air quality at the Bargates junction;
- The number of traffic movements would be too great for the current low level of highway infrastructure, especially on Green Lane and Bargates;
- The junction of Green Lane and Ginhall Lane is unsuitable for any additional traffic movements.

APPLICATION: P161592

SITE: Agricultural building at Ridgeway Farm, Ludlow Road,
Leominster, Herefordshire.

DESCRIPTION: Notification for prior approval for a proposed change of use of an agricultural building to a dwelling house (Class C3) and for associated operational development.
Proposed conversion to one dwelling.

COMMENT: Noted.

PH09/16 DECISIONS

The following decisions made by Herefordshire Council were **NOTED**:

Grants/Approvals

APPLICATION: P160761

SITE: Barn adjacent Comfordt House, Eaton Hill, Leominster

DESCRIPTION: Prior notification for a proposed change of use of an agricultural building to a dwelling house (Use Class C3) and for associated operational development. Proposed conversion of barn into two dwellings.

COMMENT: No objection at this stage but once a formal planning application is submitted Council requests that a site visit be arranged to enable members to visit the site.

DECISION: Prior Approval not required.

APPLICATION: P160914

SITE: 17-19 High Street, Leominster HR6 8LZ

DESCRIPTION: Proposed conversion of upper floors into self contained 2 bed maisonettes and sub-division of ground floor shop.

COMMENT: No objection subject to confirmation that space had been allocated for the storage of refuse which was sited away from the living areas and the kitchen.

DECISION: Approved with conditions

APPLICATION: P160915

SITE: 17-19 High Street, Leominster HR6 8LZ

DESCRIPTION: Listed Building Consent: Proposed conversion of upper floors into self contained 2 bed maisonettes and sub-division of ground floor shop.

COMMENT: No objection subject to confirmation that space had been allocated for the storage of refuse which was sited away from the living areas and the kitchen.

DECISION: Approved with conditions

APPLICATION: P141022/F Land at Pinsley Road Leominster; inter alia erection of 29 Houses. Resolved: to defer to a meeting of the committee on 22 April for further consideration.

SITE: Land at Pinsley Road Leominster

DESCRIPTION: Inter alia erection of 29 Houses.

COMMENT: Committee recommended that the application be refused.

DECISION: Approved with conditions.

APPLICATION: P160914

SITE: 17-19 High Street, Leominster HR6 8LZ

DESCRIPTION: Proposed conversion of upper floors into self contained 2 bed maisonettes and sub-division of ground floor shop.

COMMENT: No objection subject to confirmation that space had been allocated for the storage of refuse which was sited away from the living areas and the kitchen.

DECISION: Approved with conditions.

APPLICATION: P160915

SITE: 17-19 High Street, Leominster HR6 8LZ

DESCRIPTION: Listed Building Consent: Proposed conversion of upper floors into self contained 2 bed maisonettes and sub-division of ground floor shop.

COMMENT: No objection subject to confirmation that space had been allocated for the storage of refuse which was sited away from the living areas and the kitchen.

DECISION: Approved with conditions.

APPLICATION: P160970

SITE: 1 Wharton Lane Cottages, Wharton Lane, Leominster HR6 0NX

DESCRIPTION: Proposed single storey rear extension

COMMENT: No objection

DECISION: Approved with conditions.

APPLICATION: P160961

SITE: 21 Woodfen Crescent, Leominster HR6 8SS

DESCRIPTION: Works to Trees covered by TPO: Giant Redwood – crown lifting to increase ground clearance preventing boundary obstructions and allow more light under canopy.

COMMENT: Committee requested additional details.

DECISION: Approved with conditions.

Refused

APPLICATION: P143459/CD

SITE: Herefordshire Council, The Old Priory, The Priory, Leominster, Herefordshire, HR6 8DA

DESCRIPTION: Proposed demolition of former mortuary

TYPE: Council development

COMMENT: Committee recommended that the application be refused.

DECISION: Council refused application.

APPLICATION: P153685

SITE: 59 Bargates, Leominster HR6 8EY

DESCRIPTION: Proposed 1 storey extension comprising of 1 no. bedroom flat.

COMMENT: Committee wished to organise a site meeting prior to submitting comments. The Chair would respond on behalf of the Council.

DECISION: Council refused application

Appeal

APPLICATION: P150053/O

SITE ADDRESS: Land at, and West of West Winds, Cholstrey Road, Leominster, Herefordshire

DESCRIPTION: Proposed 25 dwellings with garages and car spaces.

TYPE: Outline

COMMENT: The Council recommended that the application be refused.

PH10/16 HIGHWAYS

- (a) **Local Bus Services** – Committee considered the proposal for a local transport provision to replace the 427 bus service, to be provided by the Herefordshire Voluntary Organisations Support Service (HVOSS), Community Wheels.

Following discussion, it was **RESOLVED** to recommend to the Finance & General Purposes Committee the allocation of £1,000 from the Transport Fund to guarantee the proposed service. If a subsidy greater than £1,000 was required, then this would be the responsibility of Humber, Ford and Stoke Prior Group Parish Council. Leominster Town Council would act as the lead contact for a Service Level Agreement with Community Wheels, if required.

- (b) **Update on Residents' Parking Order** – Committee noted recent correspondence on the development of resident parking zones and agreed to obtain an update on progress from Herefordshire Council.

Committee also **RESOLVED** to request that Herefordshire Council considers amending the parking charges at the Broad Street car park to provide an option for a 4 hour stay at a cost of £1.50, to provide additional flexibility to weekday users.

PH11/16 THE HUM

Committee noted that a meeting had been arranged with BPI, which would take place on Thursday 30th June 2016 at 10am at the BPI site.

PH12/16 DATE OF NEXT MEETING

Committee noted that the next meeting of the Committee would be held on Monday 27th June at 18:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business, the meeting closed at 8:25pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 27th June 2016 commencing at 18:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors R Pendleton (Chair), Thomas (Vice Chair), Bartlett, Davies, Lacey, A Pendleton and Rosser.

ALSO PRESENT: Ward Cllrs McCaull and Stone and one member of the public.

OFFICERS PRESENT: Town Clerk.

Prior to the commencement of the meeting Cllr Bartlett formally stood down as Vice Chair of the Committee. Nominations were invited for Vice Chair.

Cllr Thomas was proposed by Cllr Bartlett and seconded by Cllr Lacey. There being no other nominations, Cllr Thomas was formally appointed Vice Chair.

PH13/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barton (illness), Freedland (work) and Taylor (work).

PH14/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH15/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH16/16 PRESENTATION

Committee received a presentation from Sean Rooney on the proposals developed by Herefordshire Council and Balfour Beatty (BBLP) to improve Bargates Junction and help try to address the traffic and air quality issues.

A scheme had been developed by BBLP which was programmed to commence in September 2016. This scheme has been ratified by Ward Members. New traffic signals were being procured and there was a specific window for the work to be carried out due to the amount of resurfacing required.

The current traffic lights were timed. The new scheme would learn the traffic flows and re-programme itself to improve traffic flows and help reduce queuing. Crossings would remain at current locations but be significantly improved with tactile paving and DDA approved signals.

It was agreed to support the proposal to resurface the junction over a 3-4 night period, to try to reduce disruption as much as possible. The junction would need to be closed, requiring a diversion to be put in place.

An assessment was requested pre and post the revised junction installation to assess whether the new system had improved the traffic flow and air quality.

Committee thanked Mr Rooney for attending.

PH17/16 QUESTIONS FROM THE PUBLIC

Concerns were expressed regarding potential obstruction to Footpath ZC137 due to the development relating to planning application P141022. It appeared that the footpath would require a diversion to enable the proposed development to proceed.

It was agreed to contact the PROW Officer at Herefordshire Council to obtain a written statement that a diversion order was not required and that the footpath would continue to retain its statutory designation. If this was not forthcoming, then an official diversion order would be requested.

It was noted that the developers of the site were proposing to close the footpath for up to two years. As the walk was part of the Herefordshire Trail, a request would be submitted to ensure that the footpath remained open and every effort was made to reduce this closure to a minimum.

PH18/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 6th June 2016 be agreed and signed as a correct record.

PH19/16 PLANNING APPLICATIONS

It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P161704
SITE: Brierley Wood, Ivington, Hereford
DESCRIPTION: Works to fell, thin and replant various trees within the woodland.
COMMENT: Noted

APPLICATION: P161729
SITE: Benedict Court, Southern Avenue, Leominster, Herefordshire, HR6 0QF
DESCRIPTION: Proposed change of use of existing B1 offices (single and 2 storey) to 6 x 2 bedroom flats and 7 x 1 bedroom flats. Prior Approval - Offices to Residential
COMMENT: No objection.

APPLICATION: P161181
SITE: Land at Chipps House, Ivington, Leominster HR6 0JH
DESCRIPTION: Alteration of Chipps House to create three apartments together with the demolition of modern farm buildings and the conversion of the remaining barns to create four dwellings in addition to the erection of three detached

dwellings within the remaining farm yard. Listed Building Consent.

COMMENT: No objection.

APPLICATION: P161180

SITE: Land at Chipps House, Ivington, Leominster, Herefordshire, HR6 0JH.

DESCRIPTION: Alteration of Chipps House to create three apartments. Demolition of modern farm buildings and the conversion of and extension to the remaining barns to create four dwellings. Erection of three detached dwellings within the remaining farm yard.

COMMENT: No objection.

APPLICATION: P161549

SITE: 1 Dishley Court, Newtown, Leominster, Herefordshire HR6 8QD.

DESCRIPTION: Single storey rear extension.

COMMENT: No objection.

APPLICATION: P161550

SITE: 1 Dishley Court, Newtown, Leominster, Herefordshire HR6 8QD.

DESCRIPTION: Single storey rear extension.

COMMENT: No objection.

APPLICATION: P161680

SITE: 3 Hereford Road, Leominster, Herefordshire, HR6 8JS.

DESCRIPTION: Proposed ground floor extension.

COMMENT: No objection.

APPLICATION: P161788

SITE: Wellswood House, 149 Bargates, Leominster, Herefordshire, HR6 8QT.

DESCRIPTION: Works to various trees.

COMMENT: No objection subject to ensuring that the cherry retains its balance, the lime is removed and that it is noted that work on the yew tree may be required.

APPLICATION: P161817

SITE: 147a Bargates, Leominster, Herefordshire, HR6 8QT.

DESCRIPTION: Works to Trees in a Conservation Area. Remove a Leylandii at front of property.

COMMENT: No objection.

PH20/16 DECISIONS

The following decisions made by Herefordshire Council were **NOTED:**

Grants/Approvals

APPLICATION: P161073

SITE: 109 Bargates, Leominster HR6 8QS
DESCRIPTION: Works to Trees in a Conservation Area. Works to 5 trees
COMMENT: No objection
DECISION: Approved with conditions

APPLICATION: P161010
SITE: 189 Ridgemoor Road, Leominster HR6 8UH
DESCRIPTION: Works to Trees covered by TPO: Works to overhanging trees.
COMMENT: Committee considered that the application did not include sufficient detail of the proposed works to be carried out and could only be considered if a detailed application was submitted.
DECISION: Approved with conditions

APPLICATION: P160975
SITE : Brierley Court Hop Farm, Brierley Lane, Brierley
DESCRIPTION: Erection of 3,000 M3 cylinder heat storage tank associated with existing poly tunnels
COMMENT: No objection
DECISION: Approved with conditions

APPLICATION: P161158
SITE : Unit 1, Ivingtonbury, Ivington, Leominster, Herefordshire, HR6 0JH
DESCRIPTION: Proposed single storey extension.
COMMENT: No objection
DECISION: Approved with conditions

APPLICATION: P161157
SITE : Unit 1, Ivingtonbury, Ivington, Leominster, Herefordshire, HR6 0JH
DESCRIPTION: Proposed single storey extension.
COMMENT: No objection
DECISION: Approved with conditions

Planning Application P141022F

This matter had been dealt with under Minute PH17/16.

PH21/16 HIGHWAYS

An update was requested regarding the implementation of the Resident Parking Zones. This would be presented at the next meeting of the Committee.

PH22/16 THE HUM

Committee noted that a meeting with BPI, Herefordshire Council and local residents would take place on Thursday 30th June 2016 at 10am. An update would be provided at the next Committee meeting.

Additional Item

PH23/16 LANP

Committee noted that the LANP had been revised following feedback from Herefordshire Council. Prior to resubmission, it was agreed that a Steering Group meeting be called to agree the final revised document.

PH24/16 DATE OF NEXT MEETING

Committee noted that the next meeting of the Committee would be held on Monday 18th July at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business, the meeting closed at 7:02pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 18th July 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Bartlett (Acting Chair), Barton, Freedland, Lacey and Taylor.

ALSO PRESENT: Cllr Rumsey, Ward Cllr McCaull and three members of the public.

OFFICERS PRESENT: Town Clerk.

Prior to the formal commencement of the meeting Cllr Bartlett was formally appointed as Chair for the meeting due to the absence of both the Chair and Vice Chair.

PH25/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness), A Pendleton (holiday), R Pendleton (holiday), Thomas (holiday) and Rosser (work).

PH26/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH27/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH28/16 QUESTIONS FROM THE PUBLIC

It was agreed to bring forward agenda item 11, The Hum.

An update was requested from local residents following the meeting held between BPI, Herefordshire Council, Leominster Town Council and local residents on 30th June 2016.

Concern was expressed that although noise levels had reduced following the works carried out in 2015, ground vibration and low frequency emissions had not improved.

The meeting had been positive, and it had been assumed that links had been created between BPI and the residents. A report had been produced following the meeting which had not formally been agreed. Once agreed it would be made public.

It was confirmed that a further study, to be undertaken by RPS, would be carried out over a four week period in August and September. It was hoped the survey reports would help identify where any issues might be located.

Following the completion of the survey a further meeting would be held in November/December 2016 and an action plan discussed.

Cllr McCaull made a representation to Committee regarding his perception of poor quality planning representations from Leominster Town Council to the planning authority, Herefordshire Council. This was challenged by the Committee.

It was reiterated that town and parish councils had no planning powers, were not statutory consultees and their comments had to be of material consideration. The Council could only lobby the planning authority and did so, on behalf of residents, when required. The Town Council was also an opportunity for local residents to express either support or objections to planning applications and these comments were always passed on to the Planning Authority.

PH29/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 27th June 2016 be agreed and signed as a correct record.

PH30/16 PLANNING APPLICATIONS

It was **RESOLVED** to submit the following comments to Herefordshire Council:

APPLICATION: P161832
SITE: 9 Caswell Crescent, Leominster, Herefordshire, HR6 8BE
DESCRIPTION: Proposed extensions.
COMMENT: No Objection

APPLICATION: P161753
SITE: Badgers Court, 27-31 South Street, Leominster HR6 8JQ
DESCRIPTION: Proposed pair of semi-detached dormer bungalows.
COMMENT: No Objection

APPLICATION: P161801
SITE: Co-operative Stores, Dishley Street, Leominster HR6 8PX
DESCRIPTION: Various signage
COMMENT: No Objection

APPLICATION: P162001
SITE: Cottages, Wharton, Leominster, Herefordshire
DESCRIPTION: Reserved matters application for 10 dwellings.
COMMENT: No Objection

APPLICATION: P162027
SITE: Stag Batch House, Monkland Road, Leominster HR6 9DA
DESCRIPTION: Proposed agricultural building.
COMMENT: No Objection

PH31/16 DECISIONS

Committee **NOTED** the following decisions made by Herefordshire Council.

Grants/Approvals

APPLICATION: P161352
SITE: 19 Radnor View, Leominster, Herefordshire, HR6 8TF
DESCRIPTION: Proposed 2 storey front extension.
COMMENT: No objection
DECISION: Approved with conditions

APPLICATION: P161259
SITE: Crab Tree Workshop, Hyde Ash, Leominster, HR6 0JS
DESCRIPTION: Proposed conversion/alteration to form office, W.C., store and link lobby.
COMMENT: No objection
DECISION: Approved with conditions

APPLICATION: P161511
SITE: Ground Floor, 1 Cygnus House, Black Swan Walk, Leominster, Herefordshire
DESCRIPTION: Propose to convert the ground floor of this property into a self-contained 1 person studio apartment.
COMMENT: No objection subject to the proposal meeting building control regulations.
DECISION: Permission not required.

APPLICATION: P160226
SITE: Land adjacent 87 Bridge Street, Leominster, Herefordshire, HR6 8EA
DESCRIPTION: Proposed 2 storey dwelling.
COMMENT: Recommend refusal for the following reasons:

- The proposal was inappropriate in design;
- The design was out of keeping and character with the existing street scene.

DECISION: Approved with conditions

Refused

APPLICATION: P161082
SITE: Ground floor at 18 Burgess Street, Leominster, Herefordshire, HR6 8DE
DESCRIPTION: Change of use of ground floor commercial unit to form four residential flats and an amendment to street front fenestration only in sympathy with historic surroundings
COMMENT: No objection
DECISION: Council refused application.

APPLICATION: P161389
SITE: Land at Westbury House, Ryelands Road, Leominster, Herefordshire, HR6 8NZ
DESCRIPTION: Proposed erection of two dwellings.
COMMENT: No objection
DECISION: Council refused application.

APPLICATION: P161153
SITE: Brierley Court Barns, Brierley Lane, Brierley,
Herefordshire, HR6 0NU
DESCRIPTION: Non-material Amendment to Planning Permission 150472.
COMMENT: No objection
DECISION: Council refused application.

Withdrawn

APPLICATION: P161207
SITE: 45A to 47 West Street, Leominster, Herefordshire, HR6
8EP
DESCRIPTION: Proposed 10 No. one, two and three bedroom flats and 8
No. commercial premises for shops or offices in a three
storey building.
COMMENT: No objection on the condition that adequate provision was
provided for the storage and subsequent disposal of
waste.

PH32/16 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee **NOTED** that the Steering Group meeting held on Thursday 14th July 2016 had discussed the proposed amendments to the LANP prior to the resubmission of Regulation 16 documentation. The Steering Group had supported the amendments made.

Following discussion it was proposed by Cllr Lacey, seconded by Cllr Freedland and **RESOLVED** that the amended LANP be submitted to Full Council for adoption and submission.

PH33/16 IDENTIFICATION OF NEW HOUSING SITES

Committee **NOTED** that Herefordshire Council had put out a new call for potential housing sites in rural Herefordshire. Members were requested to submit any potential sites directly to Herefordshire Council.

PH34/16 HIGHWAYS

- (a) **Public Realm Update** – Committee **NOTED** the draft proposal for the public realm improvements in Leominster Town Centre which was currently being developed in partnership with Herefordshire Council and BBLP. Members were requested to submit any comments directly to the Town Clerk for inclusion.
- (b) **Public Transport** – Committee **NOTED** that the replacement 427 bus service was ready to commence. A Service Level Agreement was being drawn up and would be submitted to HVOSS within the next few days. Once everything was in place the service would commence.

PH35/16 THE HUM

This item had already been dealt with under Minute PH28/16.

PH36/16 DATE OF NEXT MEETING

Committee **NOTED** that the next meeting would be held on Monday 8th August at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business, the meeting closed at 8:40pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 11th July 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Lacey (Vice-Chair), Evans, Gibson (7:25pm), Mifflin, Norman, and Thomas.

OFFICERS PRESENT: Town Clerk and the Market Officer.

ALSO PRESENT: One member of the public.

ES01/16 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Bartlett was proposed by Cllr Norman and seconded by Cllr Lacey. There being no other nominations, Cllr Bartlett was formally elected Chair of the Environment & Services Committee.

ES02/16 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Lacey was proposed by Cllr Bartlett and seconded by Cllr Evans. There being no other nominations, Cllr Lacey was formally elected Vice-Chair of the Environment & Services Committee.

ES03/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (ill), Marsh (holiday), A Pendleton (holiday) and R Pendleton (holiday).

ES04/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

ES05/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES06/16 QUESTIONS FROM THE PUBLIC

The following representation was received:

- (a) **Footpath ZC93** – The Town Council was asked what was being done by the local authorities to address the alleged unsafe environment around the Cockcroft Lane access next to footpath ZC93.

BBLP had undertaken an investigation into this footpath in March 2016 and had responded comprehensively to issues raised.

Concern regarding the visibility splays would be forwarded to the Locality Steward to investigate. If required, the Town Council's Lengthsman would be instructed to cut back the hedge to improve visibility.

The Locality Steward would also be asked to investigate the trees which were interfering with the overhead cables. It was indicated that the responsibility to cut the trees was the relevant utility company but that permission was required from the landowner to access the area.

ES07/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Estates, Markets & Environment Committee meeting held on 11th April 2016 be agreed and signed as a correct record.

ES08/16 CLERK'S REPORT

The Clerk had nothing to report.

ES09/16 FRIDAY MARKET

The Market Officer presented his report updating Members on the operation of the Leominster Market. Following discussion it was

RESOLVED:

- That the report be noted;
- That Quarter One Income of £4,676 be noted;
- That efforts continue to attract additional quality traders to improve the market offer;
- That the opportunity for charities and voluntary organisations to rent space during the week continue to be promoted;
- That negotiations continue regarding the future management and promotion of the Farmers Market, including the linking of a community market;
- That a revised rental structure be developed for the Farmers Market once the Town Council takes control;
- That the launch of the Farmers and Community Market takes place on Saturday 10th September 2016.

Concern was expressed regarding the proposal by BBLP to commence charging for road closures for community events. It was acknowledged that this would have a serious impact on many events within Leominster by significantly increasing costs and threatening many of the events' sustainability. Following discussion it was **RESOLVED:**

- That Herefordshire Council be contacted to register the Town Council's concerns regarding the new pricing regime for road closures;
- That the policy to charge for road closures be challenged from a legal perspective;
- That the point be reiterated that six events held annually in Leominster will be potentially under threat;
- That Herefordshire Council and BBLP be urged to reconsider this policy.

ES10/16 LEOMINSTER IN BLOOM

Committee considered the Leominster in Bloom report in detail. Judging had taken place on Friday 8th July 2016. Following discussion, it was

RESOLVED:

- That the report be noted;
- That a Service Level Agreement be drafted to formalise the relationship between Leominster Town Council and Leominster in Bloom;
- That businesses and organisations be encouraged to become involved in 2017;
- That additional funding sources be investigated to help fund In Bloom related projects.

The Committee thanked the Environmental Team for all its continued efforts in making the town look clean and attractive.

ES11/16 COMMITTEE UPDATE REPORT

Committee considered the Committee Update Report in detail and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That the proposal to set up a sub-committee to formalise liaison with Leominster in Bloom and Re-greening Leominster be deferred until the September Committee meeting;
- That Cllrs Lacey and Thomas be appointed to the Task & Finish Group which will oversee the development of the Byelaws for the open spaces recently transferred to the Town Council from Herefordshire Council;
- That additional quotations be sought for the development and improvement of the play areas at The Grange and Sydonia;
- That schemes developed for the two play areas be developed and consulted upon in due course;
- That two additional quotations be sought for the Festive Lights and that the Task & Finish Group reports back to the September meeting with recommendations;
- That investigations be undertaken regarding the Council's commercial waste and recommendations be submitted to Committee for consideration at its November meeting;
- That action be taken to try to address the current spate of anti-social behaviour being experienced at The Grange and Sydonia;
- That proposals to help address the increase in dog mess being experienced be developed and an update be provided the Committee at its September meeting.

ES12/16 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) Toilets Upgrade** – Committee noted that documentation to transfer the Central and Grange toilet blocks had been received by the Council's solicitor.

Committee noted that whilst the transfers were being completed, quotations would be sought for the refurbishment of the two blocks as previously recommended.

Committee also noted a brief verbal update regarding the progress of identifying a tenant/purchaser of the property known as 17 West Street. A full report would be submitted to Full Council for consideration at its meeting to be held on Monday 25th July 2016

There being no other business, the Chair thanked members for their attendance and closed the meeting at 20:40pm

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 27th June 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Marsh (Chair), Gibson (Vice Chair), Bartlett, Evans, Mifflin, Norman, A Pendleton, R Pendleton, Rosser and Rumsey.

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: One member of the public and Cllr Thomas.

FG01/16 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Marsh was proposed by Cllr Norman and seconded by Cllr Bartlett. There being no other nominations, Cllr Marsh was formally elected Chair of the Finance & General Purposes Committee.

FG02/16 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Gibson was proposed by Cllr Marsh and seconded by Cllr R Pendleton. There being no other nominations, Cllr Gibson was formally elected Vice-Chair of the Finance & General Purposes Committee.

FG03/16 APOLOGIES FOR ABSENCE

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

FG04/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Norman: Chair of Shopmobility.

FG05/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG06/16 QUESTIONS FROM THE PUBLIC

The following representation was received:

- Cllr Thomas provided some additional background information on the request under grants to allocate £400 for a cabinet for the new defibrillator, which had been secured at no cost to the Council and would be erected outside 11 Corn Square following purchase.

FG07/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 18th April 2016 be agreed and signed as a correct record.

FG08/16 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the financial report from April to June 2016. Following discussion and clarifications, it was **RESOLVED**:
- That the report be noted;
 - That the cheque payments made to date amounting to £121,329.79, inclusive of VAT, be ratified;
 - That a sum of £1,000 be allocated from the Highways budget to help subsidise the replacement 427 bus service to be provided by Community Wheels.

Committee noted that the revised accounting system was still being developed and progress had been held up, due to a number of accounting complications relating to the TIC. A full Quarter One report would be presented to Full Council at its meeting on 25th July 2016.

- (b) **Outstanding Accounts for Payment** – There were no outstanding accounts for payment presented to Committee.

- (c) **Committee Report** – Committee considered the Committee report which provided an update on issues relating to the Town Council. Following discussion, it was **RESOLVED**:
- That the report be noted;
 - That the implications of Herefordshire Council's medium term financial plan on the Town Council be monitored;
 - That the three proposed public realm development stages be adopted;
 - That the two County MPs be contacted to ensure that future funding opportunities in the County are not lost following the exit from the European Union;
 - That five new Past Mayor badges be ordered from Vaughtons at a cost of £546.85 + VAT;
 - That 10 Civic Award badges be purchased at a cost of £412.50 + VAT;
 - That 46 photo ID badges be ordered at a cost of £195.72;
 - That costs be obtained to purchase Leominster Town Councillor badges to enable identification at events;
 - That a Task & Finish Group be set up to develop regular Town Council consultation events throughout the year;
 - That Cllrs Bartlett, Evans and A Pendleton be appointed to the Consultation Task & Finish Group;
 - That the Health & Safety (Display Screen Equipment) Policy be adopted subject to the deletion of the bifocal/varifocal lenses option, Users to include volunteers, members and employees of the Town Council, and further advice from Council's HR Consultants, Ellis Whittam being obtained.

FG09/16 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) Grant Applications – Committee considered the Grant Report and, following discussion, **RESOLVED:**

- That the report be noted;
- That the following grants be awarded:
 - Leominster Tennis Club: £450
 - Friends of Leominster Library: £578
 - Leominster Shopmobility: £1,500
 - Defibrillator cabinet: £400.
- That the following shop front grants be awarded:
 - The Light Shop: £250;
 - No 14: £250;
 - Tash @ No 16: £250.

(b) Property Report – Committee considered the Property Report and, following discussion, **RESOLVED:**

- That the report be noted;
- That the completion of the purchase of 11 Corn Square be completed as soon as possible;
- That a sum of £1,500 + VAT be allocated to develop a lease agreement for the property known as 17 West Street;
- That an Energy Performance Certificate and an Asbestos Survey be undertaken at 17 West Street at a total cost of £455 + VAT;
- That the party interested in leasing 17 West Street be contacted through the Solicitor to commence negotiations.

FG10/16 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee will be held on Monday 24th October 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

There being no other business the Chair thanked members for their attendance and closed the meeting at 8:40pm.

CHAIR:

DATE:

DESTINATION LEOMINSTER

Minutes of meetings held on Wednesday 22nd June 2016 at the First Floor Meeting Room, Forbury Chapel, Church Street, Leominster, HR6 8NH.

PRESENT: Representatives from Leominster Town Council, Greening Leominster, Leominster Allotment Association, L.A.R.C, Leominster in Bloom, Leominster Civic Society, Leominster Dementia Friendly Alliance, Leominster Festival, Leominster Historical Society, Leominster Museum, Leominster Priory, Leominster TIC, Walkers are Welcome.

OFFICERS PRESENT: Paul Russell (Town Clerk), Liz Womack (Office Manager), Lena Dahnsjo (Office Administrator).

1 BACKGROUND

Paul Russell welcomed attendees and provided an overview of progress on the Destination Leominster initiative to date.

2 VISION FOR DESTINATION LEOMINSTER

- It should be a people-based vision: “Leominster is a prosperous place where every person is empowered to fulfil their potential.”
- Destination Leominster seeks to help develop pride in the town, create jobs and business opportunities, attract new and existing businesses to consider Leominster as a base, and develop the local tourism industry.
- The fulfilment of the final vision should be achieved through developing and meeting milestones and targets.
- Projects will aim to improve the quality of life for residents, visitors and those who work in the town, improve what Leominster has to offer and enhance it as a place.

3 MISSION STATEMENT

- “To promote economic and social empowerment in Leominster by attracting more people to visit, stay longer and spend more in the town.”

4 DEVELOPING A MASTER PLAN FOR LEOMINSTER

- A ‘Master Plan’ for the on-going development of Leominster will provide an overview of all projects currently underway and planned for the future. Projects may seek to address ‘problems’ in the town, or to enhance and promote existing attractions/USPs (e.g. heritage sites, green spaces/river, local produce).
- The Master Plan will help us to:
 - o Identify areas of overlap, where resources, information and skills could be shared.
 - o Match projects to relevant funding opportunities that become available.
 - o Provide evidence for funders that the Leominster community is working together to improve the town.
- The plan will include the following details on each project:

- Which organisation is leading the project?
- Who is involved in delivering the project?
- What does the project aim to achieve/deliver?
- How much is the project expected to cost?
- Have any potential funding sources been identified for the project?
- When is the project due to be delivered?
- When looking at what a project is aiming to achieve – apply the ‘So what?’ principle. Funders will want to know how projects are going to make a tangible positive difference to the town community.
- Leominster Town Council will initially co-ordinate the Destination Leominster initiative, with potential for another organisation to take on the co-ordinating role at a later date.

5 LEOMINSTER’S UNIQUE SELLING POINTS (USPs)

- Heritage and history
- Green areas
- Architecture (black/white buildings) and lanes/alleys
- Ryelands wool
- Herefordshire canals
- Mortimer
- Arkwright – spinning jenny etc
- John Abel
- Local food, cider, perry etc
- Youth hostel (rated very highly)
- Antiques

6 CHALLENGES AND AREAS FOR IMPROVEMENT

- There are significant areas of deprivation in Leominster
- The lack of accommodation in Leominster is a significant barrier to encouraging tourists to the town. There are good B&Bs in neighbouring villages and the youth hostel is highly rated, however there are no large hotels providing affordable good quality accommodation for tourists and visitor groups.
- Lack of fast broadband/wi-fi
- Railway station is not very welcoming/inviting.
- Town has no cohesion – it is not joined up.
- Signage is lacking, within the town and leading to it.

7 EXISTING PROJECTS AND IDEAS FOR FUTURE DEVELOPMENT

TOURISM

- Heritage Visitor Centre (LTC)
- Public Realm improvements (LTC)
- Develop coach company package. Gill Ding (Leominster TIC) confirmed that targeted information is already sent out to coach companies. Could include vouchers for coach drivers, offering discounts at local cafes.
- Improve car parking for coaches – more centralised.
- Branding – develop a cohesive brand/style guide for all promotional materials. Perhaps using the Grange branding as a starting point.

ACCOMMODATION

- Access to around 90 bed “good value” accommodation option.
- Develop a campsite, as visitors often enquire about camping facilities and there currently aren't any.

INFORMATION TECHNOLOGY

- QR codes heritage trail (there is already a QR code on existing maps produced by the TIC, which links to the Leominster Tourism website).
- Broadband improvements
- Develop public Wifi access in Corn Square.
- Wifi hotspots (Hereford BID developed something similar).
- New Tourism website (One stop directional site that is mobile-friendly).
- Facebook developments
- Heritage app
- Leominster app
- Disability access/dementia friendly app

SIGNAGE

- Establish community information points (for residents' information), as well as tourism information points.
- Improved signage in the car parks. Gill Ding (Leominster TIC) confirmed that there are already information boards in several of the town car parks, so there may be scope for these to be expanded or made easier to identify.
- Improved directional signage
- Improve signage from the main road
- Brown tourism signs? Expensive – would the investment bring enough benefit?
- Street scape

PRINTED MATERIALS

- Annual events calendar. This already exists on the Leominster Tourism website, but could be circulated and promoted more widely.
- Leominster News
- Map of the town

EVENTS

- Better coordination and promotion of existing events, possibly through the formation of a 'Festival Forum'. Banners listing dates of major events could be put up at the same time as festival bunting.
- Park run
- Textile festival
- Sheep Shape (Sheep festival)
- Food Festival
- Apple Fair
- Museum Somme anniversary and Consultation event (2016 only)

WALKS

- Various walks developed by the Civic Society are currently out for consultation. Info available on their website:
 - <http://www.leominstercivicsociety.co.uk/bridges/mainmenu.htm>
- Mortimer Trail (Kinton – Ludlow). This already exists, but is now out-of-print. Could it be reprinted and connected through to Leominster?
- Arkwright Trail
- Heritage Trail
- Children's trail (Grange Court could be on the trail)
- Quaker Trail
- Black & White trail (Leominster and north Herefordshire). Martin Baines explained that a Leominster black & white walking trail has been composed and now needs further funding to enable publication.
- Bridge and rivers walk (see Civic Society website)
- Ryelands Sheep Trail (funding application submitted in the past by Gill Ding, but unfortunately not successful)

ENVIRONMENT & GREEN SPACES

- Recycling project underway at the Ginhall Green allotments
- Green space nature trail/explorer kits for children
- Green gym equipment
- Splash park
- Green areas should be more prominently identified on maps/trails and signposts.
- Wildplay (Herefordshire Wildlife Trust) is now based at Dinmore Hill, Leominster. It was suggested that we could potentially collaborate with them on green spaces projects.

ECONOMIC REGENERATION

- Attraction of high tech businesses on to the Enterprise Park
- Encourage local businesses to become more involved in community projects.
- Increase cooperation with successful local businesses (e.g. leisure centre and youth hostel).

TRANSPORT

- Can more be done to support bus services from other market towns (e.g. Tenbury)?
- Is it possible to stop lorries above a certain weight coming into the town centre?
- Railway Station – create a sense of arrival, improve access and signage to the town centre, as well as information about Leominster and its attractions. Improve car park.

OTHER

- Living Lab
- Smart Market Town
- Leominster Museum

- Creative Museum Project – one of six in the country. Consultation being carried out – what would the Leominster community like from its museum?
- Redevelopment of the museum building – plans to increase display and storage space. Approximate timescale is 1st April 2022.
- Disability Access and Dementia Friendly events/sites/businesses
 - Most visitors to Leominster are 50 years + and a considerable proportion of them are likely to have some sort of mobility/accessibility need.
 - Leominster is currently known for being a Dementia Friendly town and this could be further developed. Leominster Dementia Friendly Alliance can assist with this – can help to provide disability/dementia ‘audits’ and training, perhaps issuing certificates to businesses that show themselves to be Dementia friendly.

CHRISTMAS FESTIVAL PROJECT (example Master Plan entry)

Name of Project	Christmas Festival Project
Location of Project	Corn Square car park
Status of Project	Concept idea
Lead Organisation	Leominster Town Council
Main Contact & Position Held	Paul Russell, Town Clerk
Correspondence Address	11 Corn Square, Leominster HR6
Email	townclerk@leominstertowncouncil.gov.uk
Telephone	01568 611734
Type of Project	Event
Duration of Project	4 weeks from 19 th November to 16 th December 2016
Description of Project	<p>To develop a 4 week Christmas Festival in Corn Square Leominster.</p> <p>A permanent continental style Christmas market to be held over a four week period. Stalls to be erected around the edge of the main Corn Square car park.</p> <p>In the centre would be a range of activities including:</p> <ul style="list-style-type: none"> ● Ice rink ● Entertainment tent ● Father Christmas grotto <p>Town centre retailers to be encouraged to open one late night over the four week period.</p> <p>Shop window display competition with relevant theme (Victorian Christmas)</p>

	Potential issues: Loss of town centre car parking Loss of regular Friday and specialist market venue
Timescale for Development	3 months
Cost of Project	£20,000
Any potential income	£20,000
How will the project be funded	Self funding
Financial details of the project	

8 OTHER ORGANISATIONS TO BE INCLUDED

- Leominster Cadets
- Rail Users Group

9 NEXT MEETING

- All attendees were in favour of meeting again to continue discussions. A follow-up meeting has been set for on Wednesday 20th July, 2-4pm in the John Abel Room at Grange Court.
- In advance of that meeting, each organisation has been asked to provide a basic outline of projects that they are due to be working on in the short and long term future.

DESTINATION LEOMINSTER

LEOMINSTER BRANDING PROPOSAL

As part of the Destination Leominster initiative it has been suggested that a Leominster branding identity be developed. This will enable future publications promoting Leominster will be easily recognisable, as well as creating a sense of place.

The graphic language will be used on directional signage, leaflets and promotional material relating to the town.

It will also be used for branding and signage of the Leominster Heritage Visitor Centre to be located at 11 Corn Square.

A proposal has been invited from Orphans Press who have had substantial experience developing and promoting Leominster in the past, as well as many other locations.

At the time of publication the proposal had not been received but it will be presented to Full Council at the meeting.

Paul Russell
Town Clerk