



LEOMINSTER TOWN COUNCIL

FULL COUNCIL

Tuesday 23rd July 2019

To: All Members:
Councillors Thomas (Mayor), Rumsey (Deputy Mayor), Bartlett, Davies, Herschy, Marsh, Marshall, Murdoch, Norman, Preece, Rosser, Smith-Winnard, Sutcliffe, Williams and Williamson (1 Vacancy).

NOTICE OF MEETING

You are hereby summoned to attend a special meeting of the Leominster Town Council to be held on **Monday 29th July 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 11th and 13th May, and 24th June 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 – 20th May, 10th June and 8th July 2019;
- Communications & Events Committee – 22nd May & 24th July 2019 (to follow)
- Finance & General Purposes Committee – 24th June 2019;
- Environment & Services Committee – 20th May & 15th July 2019;

8. FINANCES

- (a) **Accounts Paid Statement** – To receive the accounts paid statement for July 2019 to date. (Attached)

9. COMMUNITY INFRASTRUCTURE LEVY

To consider requesting Herefordshire Council to continue to progress the implementation of the Community Infrastructure Levy across Herefordshire which has been put on hold. Please see the resolution passed by Ross Town Council attached.

10. MARKET TOWNS FORUM

To consider supporting the reintroduction of this Forum. Please see the draft Terms of Reference attached.

11. REFILL SCHEME

To consider becoming involved in the Refill Scheme and to create a Refill Station at the Tourist Information Centre. Please visit <https://refill.org.uk/> for more information.

12. REPORTS

To receive reports from:

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

13. MAYORAL APPOINTMENTS

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

14. DATE OF NEXT MEETING

The next Town Council Meeting will be held on Monday 30th September 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

15. LARC

To consider a way forward following the presentation at 6pm.

LEOMINSTER TOWN COUNCIL

Minutes of the Annual Leominster Town Council Mayor Making Ceremony meeting held on Saturday 11th May 2019 commencing at 19:00 hours in The Priory, Church Street, Leominster HR6 8NH.

MEMBERS PRESENT: Councillors Bartlett, Davies, Herschy, Marsh, Murdoch, Norman, Rumsey, Thomas, Smith-Winnard, Sutcliffe and Williams.

OFFICER PRESENT: Town Clerk.

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

- Pauline Davies
- Gill Ding

Cllr Bartlett then gave a short speech outlining work undertaken throughout the year and the mayoral appointments attended. She formally thanked all those who had supported her throughout her mayoral year.

01/19 ELECTION OF TOWN MAYOR FOR THE 2019/20 CIVIC YEAR

Nominations were invited for the position of Mayor.

Cllr Clive Thomas was proposed by Cllr Rumsey and seconded by Cllr Marsh. No other nominations were received.

It was unanimously **RESOLVED** that Cllr Clive Thomas be elected Mayor of Leominster for 2019/20.

Following election, the outgoing Mayor, Cllr Bartlett, and the newly elected Mayor, Cllr Thomas, left the Chamber to exchange Mayoral Robes and the Chain of Office.

02/19 DECLARATION OF ACCEPTANCE OF OFFICE

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

03/19 ELECTION OF DEPUTY MAYOR FOR THE 2019/20 CIVIC YEAR

Nominations were invited for the position of Deputy Mayor.

Cllr Rumsey was proposed by Cllr Thomas and seconded by Cllr Sutcliffe. No other nominations were received.

It was unanimously **RESOLVED** that Cllr Rumsey be elected Deputy Mayor of Leominster for 2019/20.

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

04/19 DECLARATION OF ACCEPTANCE OF OFFICE

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

05/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Rosser and Williamson.

06/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

07/19 APPOINTMENT OF THE MAYOR'S CONSORT

The Mayor informed the meeting that his Consort for 2019/20 would be Mrs Judy Thomas.

08/19 APPOINTMENT OF THE MAYOR'S CHAPLAIN

The Mayor formally invited Rev'd Prebendary Kneen to be the Mayor's Chaplain for 2019/20. Rev'd Prebendary Kneen accepted the appointment.

09/19 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.

10/19 APPOINTMENT OF THE CIVIC ALE TASTER, FLESH TASTER AND BREAD WEIGHER

The Mayor formally invited Mr Alan McEwen to hold office as Official Ale Taster for the year. Mr McEwen formally accepted the appointment.

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

The Mayor formally invited Mrs Gill Bullock to hold the office of Official Bread Weigher for the year. Mrs Bullock formally accepted the appointment.

11/19 MAYORAL CHARITY FOR 2019/20

The Mayor announced that the First Responders and the ATC Band would be the Mayoral Charities for 2019/20. He would also be raising some funding towards battery replacements for the defibrillators in the town

Cllr Thomas thanked everyone for their support and outlined his aspirations for the forthcoming year.

12/19 ADJOURNMENT OF THE ANNUAL MEETING

Council **RESOLVED** to adjourn the meeting until Monday 13th May 2019 at 7.00pm in the Council Chamber, 11 Corn Square, Leominster HR6 8YP, 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 Leominster Annual Town Council Meeting held on Monday 13th May 2019 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllr Stone.

13/19 APOLOGIES FOR ABSENCE

There were no apologies. Council noted that a call for election would be made in Leominster South as one of the candidates elected had decided not to take up her seat.

14/19 DECLARATIONS OF ACCEPTANCE OF OFFICE

Councillors signed their Declaration of Acceptance of Office, which were received by the Proper Officer.

15/19 CO-OPTIONS

Mr Adrian Marshal was proposed by Cllr Norman and seconded by Cllr Rumsey. Council **RESOLVED** to co-opt Mr Marshall on to Leominster Town Council to represent the East Ward.

Mr Jon Preece was proposed by Cllr Williams and seconded by Cllr Rosser. Council **RESOLVED** to co-opt Mr Preece on to Leominster Town Council to represent the North Ward

16/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made. Councillors were provided with Register of Interest forms. These would be submitted to Herefordshire Council.

17/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

18/19 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

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

19/19 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 25th March 2019 be agreed and signed as a correct record.

Council **NOTED** the draft minutes of the Annual Town Meeting held on Monday 8th April 2019. These would be formally adopted at the next Town Meeting to be held in April 2020.

20/19 CLERK'S REPORT

Council noted the following Clerk's Report:

- (a) **Grange Open Space Master Plan** – Council noted that the Phase 1 Consultation Report had now been completed. The Phase 2 consultation was currently being planned and both Members and Stakeholders would be updated once a detailed timetable had been finalised.
- (b) **Topographical Survey** – Council **RESOLVED** to release the sum of £4,350 + VAT ringfenced to fund a full topographical survey of the site as part of the Grange Master Plan.
- (c) **Councillor Induction Evening** – Members noted that there would be a Councillor Induction Evening on Monday 17th June 2019 commencing at 5pm. Members also noted that a further meeting was currently being arranged starting at 7pm to receive an update on the installation of the telecom fibre infrastructure for Leominster. Final details had not yet been confirmed.
- (d) **We Don't Buy Crime** – Council noted that the crime deterrent 'Smartwater' was being promoted by the PCC across villages and towns to protect people's property. It was further noted that this initiative was currently being considered by the Leominster Silver Steering Group.
- (e) **Inclusive Volunteering Steering Group** – Council noted that a Steering Group had been set up and Leominster Town Council had been invited to be part of it. The purpose of the Group was to provide a collaborative, joined up approach to support people with additional needs in finding volunteering opportunities across Herefordshire.
- (f) **Roger Albert Clark Rally** – Members noted that this event would be taking place from 21st to 25th November 2019. The vehicle checks would be undertaken at Brightwells on the Wednesday 20th and Thursday 21st November 2019. The rally would start at 16.00 hrs on the Thursday evening. It was agreed to arrange a meeting with the organisers to discuss details.
- (g) **Waverley House Care Home, Etnam Street, Leominster** – Council noted that Waverley House was celebrating National Care Home Open Day on Friday 28th June 2019. Councillors had been invited to attend the tea party from 2:30pm.
- (h) **Dementia Action Week Monday 20th May to Sunday 27th May 2019 with Dementia Friendly Leominster** – Council noted that the dates this event was taking place.

- (j) **Barons Cross** – Council noted that a Wildplay session would be held on 29th May 2019 from 2pm to 4pm at Barons Cross. The Town Council would be providing food and drink as part of its consultation with local residents.
- (k) **CAB Quarter 4 Report** – Council noted that Citizens Advice Bureau Quarter 4 report.
- (l) **Staff Update** – Council noted that a new member of the Environmental Team had now been appointed bringing the Team up to full strength.

21/19 MINUTES OF COMMITTEE MEETINGS HELD

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

- It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 1st and 29th April 2019, and to authorise the decisions and recommendations contained therein;
- It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 29th April 2019, and to authorise the decisions and recommendations contained therein.

22/19 APPOINTMENT OF COMMITTEES

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

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

23/19 COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE

Council **RESOLVED** to adopt the Committee Scheme of Delegation and Committee Terms of Reference for the following Committees in line with the Council structure to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee
- Personnel Sub-Committee

24/19 APPOINTMENT OF COMMITTEE MEMBERS

Council **RESOLVED** to appoint the Members listed below to sit on the following Committees.

PLANNING & HIGHWAYS COMMITTEE (11 MEMBERS)		
Mayor: Cllr Thomas	Deputy Mayor: Cllr Rumsey	Cllr Herschy
Cllr Preece	Cllr Rosser	Cllr Williams
		5 Vacancies

ENVIRONMENT & SERVICES COMMITTEE (11 MEMBERS)		
Mayor: Cllr Thomas	Deputy Mayor: Cllr Rumsey	Cllr Bartlett
Cllr Davies	Cllr Herschy	Cllr Murdoch

Cllr Norman	Cllr Smith-Winnard	Cllr Sutcliffe
Cllr Williamson	Vacancy	

FINANCE & GENERAL PURPOSES COMMITTEE (11 MEMBERS)		
Mayor: Cllr Thomas	Deputy Mayor: Cllr Rumsey	Cllr Bartlett
Cllr Davies	Cllr Marsh	Cllr Marshall
Cllr Murdoch	Cllr Norman	Cllr Sutcliffe
Cllr Williams	VACANCY	

COMMUNICATIONS & EVENTS COMMITTEE (9 MEMBERS)		
Mayor: Cllr Thomas	Deputy Mayor: Cllr Rumsey	Cllr Murdoch
Cllr Smith-Winnard	Cllr Sutcliffe	Cllr Williamson
3 Vacancies		

25/19 STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** to adopt Standing Orders for 2019/20 without amendment.

Council **RESOLVED** to adopt the Financial Regulations for 2019/20 without amendment.

26/19 APPOINTMENT TO OUTSIDE BODIES

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

OUTSIDE BODY	APPOINTED REPRESENTATIVES
Market Towns Forum (3 positions)	Cllrs Herschy, Rumsey & Thomas
Herefordshire Association of Local Councils (1 position)	Cllr Rumsey
Hester Clarke Trustees (2 positions to be appointed from 2019)	None. Seek confirmation of appointment
Leominster District Community Association (2 positions)	Cllrs Bartlett & Thomas
Leominster Festival Committee (1 position)	Deputy Mayor – Cllr Rumsey
Shopmobility (1 position)	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions appointed from 2019)	Cllrs Herschy and Sutcliffe (Nominations to be confirmed)
Leominster in Bloom (2 positions)	Cllrs Bartlett & Murdoch
Fairtrade Group (1 position)	Cllr Sutcliffe
Leominster Town Football Club (1 position)	Cllr Davies
S&A produce Liaison Group (2 positions)	Cllrs Davies & Thomas
Janice & Peter McCaull Trust (Positions appointed to 2023)	Cllrs Norman, Rumsey & Thomas. Mr Jones, Cllr Bowen, Ms Vernon & the Town Clerk.
Inclusive Volunteering Steering Group	Cllr Smith-Winnard

Youth Champions	Cllr Williamson & the Grants & Projects Officer
Hereford City of Culture Representative	Cllr Marsh & Sutcliffe
Leominster Business Group	Cllr Rumsey & Thomas
P3 Footpath Officer	Mr Downey
Tree Officers	Cllrs Preece, Rumsey & Smith-Winnard

27/19 INSURANCE COVER

It was **RESOLVED** that annual insurance cover for the Town Council for 2019/20 currently provided by Zurich Municipal Insurance be confirmed.

28/19 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 National Association of British Market Authorities, Herefordshire Tree Forum and any other subscriptions as considered appropriate.

29/19 COUNCIL COMPLAINTS PROCEDURE

Council **RESOLVED** to adopt the Town Council’s Complaints Procedure, subject to clarification of who to complain to if the Town Clerk was not available or if the complaint related to that position.

30/19 FREEDOM OF INFORMATION/DATA PROTECTION

Council **RESOLVED** to adopt Council’s procedures for handling requests made under the Freedom of Information Act 2000 publication scheme without amendment.

Council further **RESOLVED** to adopt its Data Protection Policy and relevant procedures without amendment in line with the Data Protection Act 2018.

31/19 COMMUNICATIONS POLICY

Council **RESOLVED** to adopt the Council’s Communications Policy without amendment.

Council **RESOLVED** to adopt the proposed Social Media policy without amendment.

32/19 MEETING SCHEDULE

Council **RESOLVED** to adopt the Town Council’s meeting schedule for 2019/20 with some minor amendments.

33/19 FINANCES

Accounts Outstanding – Following consideration, it was **RESOLVED** to pay all the remaining outstanding accounts for April 2019 amounting to £36,903.66, including VAT, and all outstanding accounts for May 2019 to date amounting to £29,128.98, including VAT.

34/19 REPORTS

Council noted the following updates from Members:

- Community Centre – Cllr Bartlett informed Members that the centre had installed new flooring which had been funded through a successful grant application. The Community Meal initiative was held on the third Tuesday of every month;
- McCaull Trust – Cllr Norman informed Members that the Trust was getting there. A fundraiser was held recently with another being planned for October 2019. A website was also being launched;
- S&A Committee – Cllr Thomas informed Members that he had been appointed Chair of the Committee. The company had upgraded the accommodation;
- Link with Poland – Council noted that links were currently being developed with Poland.

The following reports were received from the Herefordshire Council Ward Members.

Cllr Stone – Leominster Rural and North

Mayor Making

Apologies received for missing the Mayor Making ceremony on Saturday but I want to wish our new Mayor and Deputy Mayor a very successful year. They will have my full support. Many thanks to Councillor Jenny Bartlett for all that she achieved over the past year and her feet seldom touched the ground.

Council Elections

Congratulations to everyone who was elected or re-elected on Thursday May 3rd and especially to newly elected councillors. The Town Council has achieved a lot in taking over and running services to the benefit of the whole community and I am sure this will continue. I look forward to working with my fellow ward councillors on projects like the proposed health hub and transport strategy and I hope we can help make Leominster an even more special place to live and work in. I shall continue with my duties as a governor of Earl Mortimer College and a trustee at Grange Court. I look forward to working with the Town Council in the year ahead.

Leominster Library

I was pleased to see the recent improvements in the Library including complete redecoration, extra gallery space for exhibitions, new shelving and improved children's area. Work is continuing until June and this welcome investment follows improvements in Hereford and Ross-on-Wye libraries. There are alterations with Customer Services but I hope they will remain as user-friendly as possible. John Chedzoy and all the staff deserve congratulations.

Brimfield Post Office

The recent break-in has caused great local concern. I hope we can retain the post office which operates 2 mornings a week, but more security may be

needed. It is a reminder of how vulnerable some of our local facilities and services can be and the importance of supporting them.

Cllr Trish Marsh, Leominster South

This period was mainly within purdah, reducing the opportunities for high profile work. I have attended several meetings:

- Monkland discussions with BB's Ray Wallace re options to reduce traffic speed
- Substituted at a Planning meeting- even greater appreciation of the role of regular members
- Parking meeting: promises of further input from ward Cllrs and LTC
- HC commissioning team: aiming to make sure the town council's input enhances, rather than replaces, works through the Balfour Beatty contract
- Drilling down into the traffic analyses prepared by McDonalds for their planning application

Other events

- Market stall on Leominster's Grange consultation
- Part of the Great British Spring Clean-up at Barons Cross – continuing problems with fly tipping off the A44 remain
- The opening of the newly refurbished Leominster library - the redecoration and updated shelving feel fresh and will enable flexible use of this important community space.

Ward work:

Continued problems for residents with obstructive parking during the school run. I will be pushing for the active travel schools team to spend time here looking at improvements.

Short video for Radio H&W for their election coverage featuring Grange Court The election means I am now much more familiar with the nooks and crannies of Leominster South! Leafletting and canvassing are invaluable ways to get to know the ward. I am also much indebted to all those who helped leaflet this large and varied ward.

The election has resulted in a much greater spread of seats across parties and a much improved ratio of women councillors – thanks to the Women's Equality Network for their focus on that.

The new Council is also different in that half of its members are new. The induction programme runs till October and it is a major learning curve for all, especially new members.

An exciting but challenging time: negotiations to set up a new administration for the first council meeting on 24 May are in process.

Cllr Felicity Norman, Leominster West

She echoed the points raised by Cllrs Stone and Marsh. With regard to the library, the refurbishment had been well done and the investment indicated

confidence in the continuation of this service in Leominster making it more secure over the next few years.

Herefordshire Council would be reviewing the car parking charges in the next few months and the Town Council was encouraged to be involved in that consultation.

Cllr Jenny Bartlett, Leominster East

She also echoed the points raised by Cllrs Stone and Marsh. She informed Council that the final Scrutiny of the proposed Hereford bypass had been made. She had attended a meeting with the parking department which had raised a number of issues that required addressing. Some of the works had already been undertaken.

She had attended the following Mayoral events in April and May:

- Opening of the May Fair in Leominster and Hereford;
- The SHYPP volunteering event;
- The Leominster Library opening
- Mayor Making;
- She thanked all Councillors for their support over the past year.

35/19 CONFIDENTIAL ITEMS

Council noted that there were no confidential items to consider.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:01pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 24th June 2019 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk.

36/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Preece and Williamson.

37/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

38/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

39/19 END OF YEAR ACCOUNTS 2018/19

- (a) **Annual Governance Statement** – Council considered the Annual Governance Statement presented and, following consideration, it was proposed by Cllr Rosser, seconded by Cllr Marsh and **RESOLVED** to formally adopt the Annual Governance Statement for 2018/19.

The Statement was duly signed by the Mayor and Clerk/RFO.

- (b) **Annual End of Year Accounts** – Council considered the 2018/19 End of Year accounts presented.

Following a full review of the accounts it was proposed by Cllr Rumsey, seconded by Cllr Rosser and **RESOLVED** to formally approve the 2018/19 End of Year accounts.

It was agreed to obtain further advice regarding the Trust Fund question.

The Accounts were duly signed by the Mayor and Clerk/RFO.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 19:15 hours.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 20th May 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Williams (Vice-Chair), Herschy, Preece, Rumsey and Thomas.

OFFICER PRESENT: Town Clerk.

PH01/19 ELECTION OF CHAIR

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

Cllr Rosser was proposed by Cllr Rumsey and seconded by Cllr Williams. There being no other nominations, Cllr Rosser was formally elected Chair of the Planning & Highways Committee.

PH02/19 ELECTION OF VICE CHAIR

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

Cllr Williams was proposed by Cllr Rumsey and seconded by Cllr Preece. There being no other nominations, Cllr Williams was formally elected Vice-Chair of the Planning & Highways Committee.

PH03/19 APOLOGIES FOR ABSENCE

There were no apologies to receive.

PH04/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH05/19 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Councillors present.

PH06/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH07/19 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

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

PH08/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 29th April 2019 be agreed and signed as a correct record.

PH09/19 PLANNING

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

APPLICATION: P183702
SITE: Brunswick House, Hereford Road, Leominster, Herefordshire, HR6 8JS
DESCRIPTION: Proposed new build mews house.
COMMENT: Recommend refusal for the following reasons:

- The design of the dwelling was not considered to be in keeping with the current street scene;
- The development was considered to be too close to the school. Access to the site would be over the zig-zag lines of the crossing and this was considered to be a potential highway hazard;
- The proposal was against the Leominster Area Neighbourhood Plan which discouraged the use of gardens for additional development;
- Committee expressed concerns regarding potential issues during construction especially with the proximity of both the school and the pedestrian crossing.

APPLICATION: P191274
SITE: Land fronting Mill Street, The Hop Pole, Leominster, Herefordshire, HR6 8DY
DESCRIPTION: (Reserved Matters) Application for approval of reserved matters following outline approval 170277/O (Proposed site for housing development for up to 6 dwellings).
COMMENT: Committee wished to submit the following comments:

- The proposal was considered to be over-development of the site;
- The designs of the units were not in keeping with the dwellings in Bridge Street;
- The site was part of the entrance to the historic town centre of Leominster and it was requested that this be taken into consideration when amending the design of the proposal.

APPLICATION: P191430
SITE: 39 Etnam Street, Leominster, Herefordshire, HR6 8AE
DESCRIPTION: Installation of 1no. illuminated projection sign, 2no. amenity boards & 1no. menu case.
COMMENT: No objection.

APPLICATION: P191431
SITE: 39 Etnam Street, Leominster, Herefordshire, HR6 8AE
DESCRIPTION: Listed Building Consent: Installation of 1no. illuminated projection sign, 2no. amenity boards & 1no. menu case.

COMMENT: No objection.

APPLICATION: P191472
SITE: 9-11 High Street, Leominster, Herefordshire, HR6 8LZ
DESCRIPTION: Replacement of existing fascia, projecting and ATM signage, works to include the preparation and decoration of existing shop front.

COMMENT: No objection.

APPLICATION: P191473
SITE: 9-11 High Street, Leominster, Herefordshire, HR6 8LZ
DESCRIPTION: New fascia, projecting and ATM signage.
COMMENT: No objection.

APPLICATION: P191565
SITE: Leominster Nursing And Retirement Home, 44 Bargates, Leominster, Herefordshire, HR6 8EY
DESCRIPTION: Proposed works to Ash/Sycamore (T1) - fell due to the trunk of the tree is being bent causing it to lean.
COMMENT: No objection.

APPLICATION: P191419
SITE: 47 Bargates, Leominster, HR6 8EY
DESCRIPTION: Retrospective proposal for demolition and renovation of existing rear extension.
COMMENT: No objection.

APPLICATION: P191420
SITE: 47 Bargates, Leominster, HR6 8EY
DESCRIPTION: Listed Building Consent: Retrospective proposal for demolition and renovation of existing rear extension.
COMMENT: No objection.

APPLICATION: P191613
SITE: Land at Pinsley Mill, Pinsley Road, Leominster
DESCRIPTION: Proposed variation of condition 2 of planning permission 141022 (Proposed demolition of existing building and erection of 29 dwellings with associated private drive, landscaping and external works) alterations to units 15-26 to omit balconies and patio doors and add windows, window patterns have been altered and a landlords meter cupboard has been added to the west elevation.

COMMENT: Recommend refusal for the following reasons:

- The application was a cost cutting exercise;
- The request would significantly undermine the visual amenity of the development;
- The proposal would undermine the quality of life of the new residents.

PH10/19 DECISIONS

Committee noted the following planning decisions received from Herefordshire Council:

APPLICATION: P183769
SITE: Southfield, Hereford Road, Leominster
DESCRIPTION: Proposed conversion of detached dwelling into 3 self-contained apartments.
COMMENT: Recommend refusal for the following reasons:

- Concern was expressed that this property was possibly a listed building. It was requested that this be investigated by the Planning Authority;
- The proposal would detract from an important historical building;
- The proposal was out of keeping with neighbouring properties;
- The proposal did not meet the criteria set out in Policy LANP3, Small Scale Housing Development Needs in Leominster.

DECISION Approved with conditions

APPLICATION: P183910
SITE: The Oast House, Brierley Lane, Brierley HR6 0NT
DESCRIPTION: Application for removal of condition 2 of planning permission 88/0382/N (Alterations and conversion of barn to two dwellings for holiday purposes). To allow The Oast House to be sold as a dwelling house.
COMMENT: Recommend refusal as Committee considered that Condition 2 should remain in place. Concern was expressed that the sale of the property as a dwelling house may have a detrimental effect on the tourism offer in the area.
DECISION Approved with conditions

Committee agreed to register its concern that the Herefordshire Council Planning Department had not taken into consideration the comments submitted.

APPLICATION: P184577
SITE: LWC Ltd, Southern Avenue, Leominster HR6 0QF
DESCRIPTION: Proposed canopy at rear of site. Canopy to be supported on steel columns and beams with roof clad in profiled steel cladding incorporating GRP roof lights all to match existing steel cladding in colour.
COMMENT: No objection.
DECISION Approved with conditions

APPLICATION: P190380
SITE: Cheaton Barn, Hay Lane, Leominster HR6 0DQ

DESCRIPTION: Proposed construction of garage, workshop and store. Retrospective use of garden area, outbuilding and access.

COMMENT: No objection.

DECISION Approved with conditions

APPLICATION: P190445

SITE: 44 Broad Street, Leominster HR6 8BS

DESCRIPTION: Propose to fix an aluminium plaque to front of building.

COMMENT: No objection.

DECISION Approved with conditions

APPLICATION: P190446

SITE: Eaton Bridge over River Lugg, Leominster.

DESCRIPTION: Propose to fix a name plaque to the centre of the parapet stonework on the north side of bridge.

COMMENT: No objection.

DECISION Approved with conditions

APPLICATION: P190712

SITE: 14 Ropewalk Avenue, Leominster HR6 8LY

DESCRIPTION: Certificate of Lawfulness – Construction of rear, single storey, lean-to extension to an existing dwelling: 5,727.5mm in length (as per existing house at full width) by 3,937.5mm in width/projection from existing house.

COMMENT: No objection

DECISION Approved

APPLICATION: P190757

SITE: Bengry Motors, Southern Avenue Leominster HR6 0QF

DESCRIPTION: Alterations to the existing site perimeter to increase parking and vehicle displays with new low fencing boundary treatments.

COMMENT: No objection

DECISION Approved with conditions

APPLICATION: P190989

SITE: B And Q, Mill Street, Leominster, HR6 8EF

DESCRIPTION: Propose to cut up and remove fallen tree fallen by high winds. Sectional fell similar thin conifer covered in Ivy in same location as fallen one. Dead wood Oak tree on corner of car park as there is a lot of deadwood. Fell Ivy covered small tree. Cut down small dead upright trunk. Sever all Ivy on all trees to ground level in the grass verge. Remove as much Ivy as possible. Chip all waste onto vehicle and remove from site.

COMMENT: No objection

DECISION Works can proceed

PH11/19 HIGHWAYS AND PARKING MATTERS

- (a) **The Hum** – Committee noted that no further update was available.
- (b) **Highway & Parking Matters** – Committee considered the following issues:
- It was noted that Cllr Stone continued to pursue the issue of the railings at the level crossing;
 - A permit parking TRO was currently in the system for Green Lane;
 - Car parking charges were going to be reviewed by Herefordshire Council in the next few months. It was agreed to register the Committee’s interest in being consulted on proposals;
 - Concern was expressed that lorry drivers using Broad Street car park were keeping their engines running for long periods. It was agreed to request that drivers be directed to switch off engines and that notices be erected asking drivers to switch of engines once parked.

PH12/19 LICENCING MATTERS

Committee noted that there had been no licencing applications received.

PH13/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 10th June 2019 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 6.47pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 10th June 2019 commencing at 18:30 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICER PRESENT: Town Clerk.

PH14/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece.

PH15/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH16/19 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Councillors present sitting on the Committee.

PH17/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH18/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present. Cllr Stone updated Committee regarding the replacement of the safety railings at the level crossing. It was understood that a BAPA form was awaiting final signature from Balfour Beatty prior to it being returned to Network Rail. Until this document had been signed and returned by Balfour Beatty work could not commence. The relevant Director had been requested to ensure this was addressed as soon as possible. Committee thanked Cllr Stone for all his efforts.

A response had been received from Parking regarding the request to erect notices in Broad Street car park requesting lorry drivers to switch off their engines. It was agreed to ask that this request be actioned as soon as possible. The Town Council had offered to purchase some permanent notices subject to confirmation of wording.

PH19/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 20th May 2019 be agreed and signed as a correct record.

PH20/19 PLANNING

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

APPLICATION: P191012
SITE: 8 South Street, Leominster, Herefordshire, HR6 8JB
DESCRIPTION: Change of use from retail shop to catering use.
COMMENT: No objection.

APPLICATION: P191587
SITE: Land to the rear of 20 and 22 Etnam Street, Leominster
DESCRIPTION: Proposed works to Tree Ref: OBNG (Tag) 577 Fell within 12 months. Works recommended on tree survey.
COMMENT: Committee would recommend that the tree is pollarded rather than felled to help elongate the life of the tree.

APPLICATION: P191614
SITE: 86-88 Etnam Street, Leominster, HR6 8AN
DESCRIPTION: Proposed drop kerbs in front of property to allow off road parking.
COMMENT: No objection.

APPLICATION: P191660
SITE: Southfield, Hereford Road, Leominster, Herefordshire
DESCRIPTION: Outline application for up to 4 dwellings with new access.
COMMENT: Committee requested that a site visit be arranged to this site to fully understand what trees are being lost. Committee had concerns that the proposal would be detrimental to the existing tree stock in the area.

APPLICATION: P191748
SITE: Lion Court, 25 New Street, Leominster, HR6 8LS
DESCRIPTION: Demolition of single dwelling house to facilitate erection of 10 new dwellings together with associated gardens, grounds, car park, cycle and refuse store.
COMMENT: Recommend refusal for the following reasons:

- The proposal is considered overdevelopment of the site
- The proposal as it stands 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 request for an Acoustic Design Statement;
 - 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: P191768
SITE: Land adjoining Glaslyn, Barons Cross Rd, Leominster
DESCRIPTION: Proposed non-material amendment to planning permission ref: 180198 (proposed erection)
COMMENT: Noted.

PH21/19 DECISIONS

Committee noted the following planning decisions received from Herefordshire Council:

APPLICATION: P190585
SITE: Cholstrey Farm, Cholstrey, Leominster, Herefordshire HR6 9AP
DESCRIPTION: To erect a steel portal extension to an already existing building for the purpose of the handling of livestock in a safe manner.
COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P190616
SITE: Cholstrey Farm, Cholstrey, Leominster, HR6 9AP

DESCRIPTION: Proposed steel portal frame building for storing farm yard manure.

COMMENT: No objection

DECISION Approved with Conditions

APPLICATION: P191088

SITE: Mount Pleasant, 76 Bargates, Leominster HR6 8QS

DESCRIPTION: Propose to fell 3 common Polar trees (G1). To fell Cypress tree (G4). To replace felled trees with mixture of Yew, Holly and Silver Birch.

COMMENT: No objection

DECISION Trees covered by TPO – consent granted

APPLICATION: P191249

SITE: Co-Operative Retail Store, Dishley Street, Leominster, HR6 8PX

DESCRIPTION: Crown lift and reduce Ash tree, lift Silver Birch from over front of store and reduce Hornbeam from corner of store.

COMMENT: No objection, but request that a survey of the damage to the pavement that runs along Dishley Road be undertaken and appropriate action be taken to repair, make safe and reduce future damage occurring.

DECISION Trees covered by TPO – works can proceed

APPLICATION: P191306

SITE: Garden Cottage, Etnam Street, Leominster HR6 8AE

DESCRIPTION: Proposed works to T1- Holly - Low Amenity Value.

COMMENT: No objection.

DECISION Trees covered by TPO – works can proceed

PH22/19 HIGHWAYS AND PARKING MATTERS

(a) The Hum – Council noted that the annual catch-up meeting was currently being arranged between the Town Council, BPI and Herefordshire Council. Confirmation of a date was still awaited from BPI.

(b) Highway & Parking Matters – Committee noted the following matters:

- Westfield Walk – It was noted that this was still causing serious issues with parking on pavements and blocking drives. The concern would be raised with Herefordshire Council and Balfour Beatty, including the suggestion that a one-way system be looked at in this area again;
- The yellow lines at Oldfield Close opposite the Methodist Church needed repainting;
- The road signs on the B4360 Cholstrey Road and the A44 Monkland Road had faded and were a muddy brown colour. It was agreed to request that these be replaced;
- Concerns about the poor state of the highway in the town centre were raised again. Surface water continued to cause issues for

pedestrians and it was agreed to request that urgent action be taken to address this;

- The pavement along Swan Walk had become very slippery. This would be reported to the landowner;
- The footpath behind B&Q needed some maintenance. Committee noted that this was in hand by the Grounds Team.

PH23/19 LICENCING MATTERS

Committee considered the two licencing applications received and

RESOLVED:

- To formally object to the licence variation regarding Shooters Bar under Prevention of Crime and Disorder, Prevention of Public Nuisance and Public Safety;
- To note the licence variation at Spar, Dishley Street.

PH24/19 DATE OF NEXT MEETING

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

There being no other business the meeting closed at 7.30pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

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

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

OFFICER PRESENT: Town Clerk.

PH25/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Williams.

PH26/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH27/19 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Councillors present sitting on the Committee.

PH28/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH29/19 QUESTIONS FROM THE PUBLIC

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

PH30/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 10th June 2019 be agreed and signed as a correct record.

PH31/19 PLANNING

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

APPLICATION: P191722

SITE: Former Emergency Centre, Arkwright Court, Leominster, Herefordshire, HR6 8NF

DESCRIPTION: Proposed conversion of toilet block to one-bedroom flat. Ten mobility scooter stores with charging facilities and a new access to the public footpath. Conversion of redundant nuclear bunker to document storage facility.

COMMENT: No objection

APPLICATION: P191893

SITE: 14 School Lane, Leominster, HR6 8AA

DESCRIPTION: Change of use from residential flat back into a retail unit (retrospective).

COMMENT: Committee wished to support this application.

APPLICATION: P191989

SITE: Street Record, Knoakes Lane to C1105, Hyde Ash, Leominster HR6 0JR

DESCRIPTION: Proposed non-material amendment to planning permission 181456/F (Proposed repairing and conversion of existing barns and change of use to form a dwelling. New vehicular access, provision of an access drive and hard standing adjacent to the barns) - Fine tuning of window openings in light of more detailed survey information. Minor alteration to placement of window openings to avoid cutting existing timber frame work. Alterations to internal layout of scheme to suit new owners as the property has recently been sold. Alterations to materials palette to further retain agricultural appearance of building post-conversion.

COMMENT: Noted. Determination made. Approved.

APPLICATION: P191990

SITE: Carpenter Goodwin, 31 Bridge Street, Leominster HR6 8DU

DESCRIPTION: Proposed ground floor extension.

COMMENT: No objection subject to the provision of a sump or bund in case of spillage.

APPLICATION: P192047

SITE: Petrol Filling Station, Leominster Service Area, Ludlow Road, Leominster, Herefordshire, HR6 0DQ

DESCRIPTION: Existing canopy to be raised from 3.6m to 5.1m.

COMMENT: No objection

APPLICATION: P192067

SITE: 1 Townsend Court, Leominster, HR6 8TD

DESCRIPTION: Tree 1. Common Yew is blocking the light to the council lamp post so the light in the lamppost stays on all day. Residents would like to either have the Yew tree sided so the light goes off or bring the height down to the same height as the top of the lamppost. The yew tree is multiple stemmed and has had an obvious crown reduction in the past.

COMMENT: Recommend this be refused for the following reasons:

- The tree is not blocking out any light;
- Thin back the tree round the lamppost;
- Reduce the tree as required.

APPLICATION: P192130

SITE: 32 Etnam Street, Leominster, HR6 8AQ

DESCRIPTION: Removal, or crown reduction the Ash tree as it is blocking light. The tree roots are also allegedly breaking up No: 30's patio.

COMMENT: No objection to the crown reduction of the Ash tree and subject to any further recommendations of the Tree Officer

APPLICATION: P192141

SITE: The Cedars - 3 Minera Gardens, Hereford Terrace, Leominster, Herefordshire, HR6 8N

DESCRIPTION: Retrospective application for car port.

COMMENT: No objection

APPLICATION: P192248

SITE: Land at Ford Bridge, Leominster, HR6 0NZ

DESCRIPTION: Proposed reconductoring of 3 spans of existing 11KV overhead line and upgrade to 3 Phase (3 wires)

COMMENT: No objection

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

APPLICATION: P192282

SITE: 1 The Meadows, Leominster, Herefordshire HR6 8QY

DESCRIPTION: Proposed extension

COMMENT: No objection

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.

(b) Appeals – Committee noted that the following appeal had been submitted. It was agreed to reiterate the Council's previous comments:

APPLICATION: P182023

SITE: Alba, Bargates, Leominster HR6 8EY

DESCRIPTION: Conversion and repairs to an existing building to create a single dwelling house (retrospective).

COMMENT: Recommend refusal of this application for the following reasons:

- Fully support the objections outlined by the Building Conservation Officer regarding the proposed conversion and repairs;
- The materials used to replace the door and windows are not in keeping with a listed building and should be removed;

- It is against Policy LANP18 which requires any development not to have a negative impact on the heritage of the town.

PH32/19 DECISIONS

Committee noted the following planning decisions by Herefordshire Council:

APPLICATION: P184556
SITE: Land at Waterworks Lane, Leominster.
DESCRIPTION: The erection of 4no. two-storey 1 Bed houses, 5no. two-storey 2 Bed houses, 1no. two-storey 3 Bed house, 4no. 1 Bed flats and 5no. 2 Bed flats, all with associated access, parking and amenity.
COMMENT: It was **RESOLVED** to fully support this application. It was requested that consideration be given to including a condition to provide some form of traffic calming along the straight section of Waterworks Lane to help reduce the speed of vehicles and to improve the safety of both existing and new residents.
DECISION Approved with Conditions

APPLICATION: P190144
SITE: 7 Caradoc Drive, Leominster, Herefordshire, HR6 8BH
DESCRIPTION: Proposed demolition of existing single storey extension to the rear and construction of new two storey extension to rear.
COMMENT: No objection subject to the views of the neighbours.
DECISION Approved with Conditions

APPLICATION: P190337
SITE: Unit 4, Southern Avenue, Leominster HR6 0QF
DESCRIPTION: Proposed steel portal framed extension to the existing building.
COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P190521
SITE: 6 - 8 Broad Street, Leominster, Herefordshire, HR6 8BS
DESCRIPTION: Proposed change of use of ground floor to dog grooming parlour.
COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P190584
SITE: Agri Lloyd International, Glendower Road, Leominster, Herefordshire, HR6 0RL
DESCRIPTION: Proposed extension to the rear of the existing building (use class B2) and entrance lobby to the side. Recladding of the south and east elevations, the

- installation of additional doors/windows and the formation of additional hardstanding.
- COMMENT:** No objection.
DECISION Approved with Conditions
- APPLICATION:** P190869
SITE: Unit 5, Southern Avenue, Leominster, , HR6 0QF
DESCRIPTION: Proposed steel portal framed extension to the existing building.
- COMMENT:** No objection
DECISION Approved with Conditions
- APPLICATION:** P190913
SITE: 5 Eaton Barns, Stoke Prior Lane, Leominster, HR6 0NA
DESCRIPTION: Proposed installation of window in gable to loft and conversion of existing garage to provide ancillary annexed living accommodation.
- COMMENT:** No objection subject to the following conditions:
- The annexed living accommodation must remain part of the main dwelling and should not be separated from it in the future;
 - That no new access be created to serve the annexed living accommodation.
- DECISION** Approved
- APPLICATION:** P190973
SITE: 57 Newlands Road, Leominster, HR6 8HL
DESCRIPTION: Proposed second storey extension.
- COMMENT:** No objection
DECISION Approved with Conditions
- APPLICATION:** P190985
SITE: Portna Warden Cottage, Portna Warden Lane, Leominster, Herefordshire, HR6 8RS
DESCRIPTION: Proposed two storey extension.
- COMMENT:** No objection.
DECISION Approved with Conditions
- APPLICATION:** P191930
SITE: Wharton View, Hereford Rd, Leominster, HR6 0NX
DESCRIPTION: Prior Approval: Proposed single storey extension which extends beyond the rear wall of the dwelling house by 5.85 metres. The maximum height of the enlarged part of the dwelling house is 3.88 metres and the height of the eaves of the enlarged part of the dwelling house is 2.97 metres.
- DECISION** Approved
- APPLICATION:** P191029
SITE: 63 Caradoc Drive, Leominster, Herefordshire, HR6 8BQ
DESCRIPTION: Proposed first floor extension.

COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191304
SITE: Cygnus House, 3 Black Swan Walk, Leominster
DESCRIPTION: Proposed change of use of ground floor shop to tattoo parlour.

COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191405
SITE: Highfield House, Leominster, Herefordshire, HR6 8QE
DESCRIPTION: Proposed works to Three Horse Chestnut trees along field boundary rear of Highfield House - Horse Chestnut (634, 635 & 636) - Reduce canopies by approx. 3-4m maintaining naturalistic form as much as possible.

COMMENT: No objection subject to the views of the local tree officer and that three horse chestnut saplings be planted now so that they will eventually replace the existing trees.
DECISION Trees covered by TPO – works can proceed

APPLICATION: P191430
SITE: 39 Etnam Street, Leominster, Herefordshire, HR6 8AE
DESCRIPTION: Installation of 1no. illuminated projection sign, 2no. amenity boards & 1no. menu case.

COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191431
SITE: 39 Etnam Street, Leominster, Herefordshire, HR6 8AE
DESCRIPTION: Listed Building Consent: Installation of 1no. illuminated projection sign, 2no. amenity boards & 1no. menu case.

COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191472
SITE: 9-11 High Street, Leominster, Herefordshire, HR6 8LZ
DESCRIPTION: Replacement of existing fascia, projecting and ATM signage, works to include the preparation and decoration of existing shop front.

COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191473
SITE: 9-11 High Street, Leominster, Herefordshire, HR6 8LZ
DESCRIPTION: New fascia, projecting and ATM signage.

COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191565

SITE:	Leominster Nursing And Retirement Home, 44 Bargates, Leominster, Herefordshire, HR6 8EY
DESCRIPTION:	Proposed works to Ash/Sycamore (T1) - fell due to the trunk of the tree is being bent causing it to lean.
COMMENT:	No objection.
DECISION	Trees covered by TPO – works can proceed

PH33/19 HIGHWAYS AND PARKING MATTERS

- (a) **The Hum** – Committee noted that the annual catch-up meeting had not yet been arranged between the Town Council, BPI and Herefordshire Council.
- (b) **Highway & Parking Matters** – The following matters were raised:
- Concern was expressed that vehicles were being parked on double yellow lines with their hazard lights on early in the morning along Broad Street and on the bridge. Both the Police and Herefordshire Council would be requested to keep this area under review with regular monitoring;
 - Swan Walk – It was agreed to request the Locality Steward to inspect this area and arrange for relevant action to be taken as there were concerns that pedestrians might slip and fall;
 - Royal Oak – Concern was expressed that the building was in a very poor state of repair and there was a possibility of masonry and other items falling on pedestrians below. A request would be submitted to Herefordshire Council to take any necessary action to make the external area of the building safe;
 - Drains in Leominster – Concern was expressed regarding the poor state of the local drains especially along Bargates, Barons Cross Road and Mill Street. Due to the heavy traffic the drains were sinking. It was agreed to highlight this concern with the Locality Steward and request that action be taken.
- (c) **New Estate Road, Brierley** – Committee **RESOLVED** to request that street lighting is provided as part of the Section 38 agreement on this new estate.
- (d) **40mph Speed Limit** – Committee noted that a new 40mph speed limit had been introduced along the A4110 from a point 492 metres north west of its junction with the B4360 to a point 95 metres north of its junction with the C1037.
- (e) **Leominster Primary School** – Committee noted that consideration was being given to develop a revised TRO scheme by the Primary School.

PH34/19 LICENCING MATTERS

Committee **RESOLVED** to express concern regarding the decision to grant an extension to the Shooters Bar licence despite the number of objections submitted. Herefordshire Council would be requested to keep

this under review and ensure that the licencing requirements are met in full.

PH35/19 DATE OF NEXT MEETING

Committee **RESOLVED** to move the next meeting to 5th August 2019 to enable a presentation to be made at Full Council at 6pm on Monday 29th July 2019. The rescheduled meeting would be held in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 6pm.

There being no other business the meeting closed at 6.54pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Wednesday 22nd May 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, Thomas and Williamson

OFFICERS PRESENT: Town Clerk, Grants & Projects Officer and the Markets Officer.

CE01/19 ELECTION OF CHAIR

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

Cllr Rumsey was proposed by Cllr Sutcliffe and seconded by Cllr Smith-Winnard. There being no other nominations, Cllr Rumsey was formally elected Chair of the Communications & Events Committee.

CE02/19 ELECTION OF VICE CHAIR

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

Cllr Murdoch was proposed by Cllr Sutcliffe and seconded by Cllr Thomas. There being no other nominations, Cllr Murdoch was formally elected Vice-Chair of the Communications & Events Committee.

CE03/18 APOLOGIES FOR ABSENCE

There were no apologies.

CE04/19 DECLARATIONS OF INTEREST

The following declaration of Interest was made:

- Cllr Sutcliffe – Trader on the Farmers Market.

CE05/19 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE06/19 QUESTIONS FROM THE PUBLIC

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

CE07/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 27th March 2019 be agreed and signed as a correct record.

CE08/19 CLERK'S REPORT

The Clerk had nothing to report.

CE09/19 MARKET OFFICER'S REPORT

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

- That the report be noted;
- To note that the three bank holidays had resulted in a negative impact on income;
- To note that a celebration of the 474th year a Charter Market had been held in Leominster would be celebrated as part of the Leominster Festival;
- To note that discussions on extending the trading hours of the monthly Saturday Farmers Market and inviting craft stalls continued to take place.

CE10/19 TOURIST INFORMATION CENTRE

The Centre report was presented. Following discussion, it was **RESOLVED** that the report be noted.

CE 11/19 COMMUNICATIONS & EVENTS UPDATE

The Committee received an update on the signage project that was being funded through the LEADER programme. A grant of £32,259 had been secured. The project was subject to a number of restrictions and had a very tight timescale. Signage would include 6 new welcome signs, new information boards in the car parks, railway station and hopefully at the OK Diner and Queenswood.

Directional signage would also be replaced and updated in the town centre with new fingerposts being provided. Finally, there would be ten interpretation panels and there was a budget for some illustrations.

It was noted that all signage would require approval from Balfour Beatty. This included content and siting. There would also be discussions held with Grange Court.

The Committee **RESOLVED** to appoint Cllrs Murdoch, Smith-Winnard and Thomas to the Task & Finish Group to help oversee the delivery of this project within the timescale available.

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

- To note the report;
- To appoint Cllrs Rumsey, Thomas and Williamson to the Christmas Lights Task & Finish Group;
- To note that a full Events Plan had been submitted to the Town Council in relation to the musical event taking place on The Grange on Saturday 10th August 2019.

CE 12/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Committee would be held on Wednesday 24th July 2019 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 12:35pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 24th June 2019 commencing at 19:15 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, Thomas and Williams.

OFFICERS PRESENT: Town Clerk.

FG01/19 ELECTION OF CHAIR

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

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

Cllr Marsh was formally thanked for all her hard work and time as the previous Chair of the Committee.

FG02/19 ELECTION OF VICE CHAIR

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

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

FG03/19 APOLOGIES FOR ABSENCE

There were no apologies to receive.

FG04/19 DECLARATIONS OF INTEREST

The following declaration of interest was made.

- Cllr Norman: Leominster in Bloom.

FG05/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG06/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG07/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 29th April 2019 be agreed and signed as a correct record.

FG08/19 CLERK'S REPORT

- (a) **Councillor Induction Evening** – Committee noted that the Councillor Induction Evening was held on Monday 17th June 2019. A comprehensive grants and projects update had been provided alongside an overview of the Grounds Team and the Tourist Information Centre. Thanks were extended to the staff for attending the session.
- (b) **Leominster in Bloom Sponsorship** – Committee considered the sponsorship of a beehive planter as part of its Leominster in Bloom support. The planter would be sited in Corn Square. Following discussion, it was **RESOLVED** to sponsor the planter for £500.
- (c) **Freedom of the Town** – Committee noted the timetable of events for Saturday 29th June 2019 when the Rifles would exercise the Freedom of the Town as part of Armed Forces Day. Councillors would be meeting up at Grange Court for robing at 10:00am and guests would begin to arrive at 10:15am.
- (d) **Heritage High Street Fund** – Committee noted that an initial meeting had taken place to begin to develop an Expression of Interest for submission by 12th July 2019. Leominster Town Council, in partnership with Herefordshire Council, would prepare the Expression of Interest and submit it to the High Street Heritage Action Zone Fund for consideration.

The objective of the Fund was to renew and reshape town centres and high streets with a particular emphasis on heritage assets and in a way that improved experience, drove growth and ensured future sustainability. Letters of support were currently being sought and it was noted that a template letter of support was available and would be sent to all Councillors for distribution across their networks.

This initiative would be the main priority of the Council up to the closing date of 12th July 2019. All available resources would be diverted into developing a comprehensive submission.

- (e) **Roger Albert Clark Rally** – Committee noted that this event would start from Leominster on Thursday 21st November 2019 at 4:00pm. Road closures were being secured for Broad Street along with the use of the Broad Street car park, which would be used as an overspill rally car preparation area.
- (f) **Clerk's Holiday** – Committee noted that the Clerk would be on holiday from 1st to 12th July 2019. He would be in attendance on Monday 8th July for the Planning & Highways meeting.

FG09/19 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee noted the draft Income and Expenditure report presented.

It was noted that a new Finance Assistant had been appointed and would take up post on Monday 5th August 2019. Current financial capacity was limited and there were a number of revisions required prior to the finalisation of the Quarter One financial accounts. It was hoped that a Quarter One report would be available for presentation to Full Council on 29th July 2019.

- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the months of May and June 2019 to date amounting to £38,173.51, inclusive of VAT.
- (c) **Housing Needs Survey** – Committee considered the report regarding the proposed Housing Needs Survey and, following consideration, **RESOLVED:**
- That the report be noted;
 - That the quotation from Data Orchard be accepted, subject to further refinement to better reflect the Town Council's requirements;
 - That a meeting be set up with Data Orchard Ltd to review the quotation;
 - That Cllrs Murdoch and Sutcliffe attend the meeting if available.
- (d) **Bank Mandate** – Committee formally **RESOLVED** to amend the bank mandate. The following Councillors would be the nominated signatories:
- Cllr Thomas
 - Cllr Rumsey
 - Cllr Rosser
 - Cllr Murdoch
 - Cllr Norman
 - Cllr Marsh

The relevant paperwork and amendments would be submitted to the Cooperative Bank as soon as practicable.

- (e) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
 - With regard to the Councillor Allowances consultation, to separate the Councillor Allowance Scheme from the childcare and dependants' carers' allowance scheme;
 - To recommend that support be given in principle to adopting the childcare and dependants' carers' allowance scheme, subject to consideration and resolution by Full Council;
 - That clarification be obtained regarding the possibility of adopting a specific Leominster Town Council allowance scheme.

FG10/19 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) Clerk's Report Item: Grange Court – Committee noted that LARC had submitted a formal request to the Town Council requesting it to consider applying for a Public Works Loan Board (PWLB) loan on behalf of the Trust to help secure the Grange Court building. Following discussion, it was **RESOLVED:**

- To invite representatives of the Trustees of the Leominster Area Regeneration Company (LARC) to attend the next Full Council meeting being held on Monday 29th July 2019 to provide a presentation on LARC. This would include background information on the Charitable Company limited by Guarantee, its aims and objectives, an overview of its finances, an update on its existing loan, any agreements in place or being negotiated with other organisations, including Herefordshire Council, and its future plans;
- To hold the presentation between 6pm and 7pm prior to the Full Council meeting;
- To note that in order to apply for any PWLB loan a full consultation process would need to be carried out with local residents to obtain their views;
- That any PWLB application would need to meet the requirements of the Ministry of Housing, Communities and Local Government;
- To note that the Town Council would be required to undertake due diligence of the request prior to reaching a final decision;
- To note that any decision to borrow money would need to be formally agreed by Full Council.

(b) Grants Report – Committee noted the Grant Report and **RESOLVED** to release the annual grant of £7,000 to LARC. It was agreed to send a copy of the accounts received from LARC to all members of the Council for information.

Committee received the Youth Budget Report and, following consideration, **RESOLVED:**

- That the report be noted;
- That funding of £920 of the £1,659 that was underspent by HVOSS from the original grant awarded to them by the Town Council in 2016, be released to fund four art sessions for 11-17 year olds at Barons Cross. The art sessions would be run by HVOSS and compliment the sessions already organised and run by Wildplay;
- That consideration be given to spending the remainder of the underspent funding at Ridgemoor to provide activities for young people;
- That the evaluation report provided by HVOSS summarising the consultation findings be considered when received.

- (c) **Staffing & Equipment Report** – Committee received the report and, following discussion, **RESOLVED:**
- That the report be noted;
 - That the revised staffing structure for the Grounds and Environmental Team be ratified;
 - That the projected overspend and required virements be noted;
 - Proposed by Cllr Thomas, seconded by Cllr Rumsey and **RESOLVED** that authority be given to the Town Clerk to investigate and negotiate terms and conditions for the renting of a new depot building at Southern Avenue, and that a full report be presented to Full Council for consideration at its meeting to be held on Monday 29th July 2019;
 - Proposed by Cllr Thomas, seconded by Cllr Williams and **RESOLVED** that a new Ransomes HR300 mower be purchased at a cost of £18,800 + VAT. A credit of £10,000 would be received for the existing second hand machine.

FG11/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 2nd September 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:24pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 20th May 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICER PRESENT: Town Clerk.

ES01/19 ELECTION OF CHAIR

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

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

ES02/19 ELECTION OF VICE CHAIR

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

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

ES03/19 APOLOGIES FOR ABSENCE

There were no apologies to receive.

ES04/19 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Murdoch: Ginhall Lane Allotments.

ES05/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES06/19 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

There were no members of the public present.

ES07/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 18th March 2019 be agreed and signed as a correct record.

ES08/19 CLERK'S REPORT

The Clerk had nothing to report.

ES09/19 COMMITTEE UPDATE REPORT

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

- To note the contents and updates contained within the report;
- To note progress with the Grange Open Spaces Master Plan;
- To note the ratification of the release of £4,350 to fund a topographical survey as part of the Master Planning process;
- To appoint Cllrs Herschy, Murdoch and Williamson to sit on the Grange Master Plan Task & Finish Group;
- To request an update on progress of the Waste Recycling initiative being overseen by Binit Ltd;
- To note that a volunteer day took place recently to help SHYPP refurbish its outdoor space.

ES10/19 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider

ES11/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 15th July 2019 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 7:49pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 15th July 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICER PRESENT: Town Clerk.

ES12/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Norman and Rumsey.

ES13/19 DECLARATIONS OF INTEREST

There were no declaration of interest made.

ES14/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES15/19 QUESTIONS FROM THE PUBLIC

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

ES16/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 20th May 2019 be agreed and signed as a correct record.

ES17/19 CLERK'S REPORT

The following Clerk's report was noted:

- (b) The Grange Consultation** – Committee noted that a booklet had been produced for the stage 2 consultation which will continue up to Friday 2nd August 2019. Drop in sessions were scheduled to take place on Leominster Market on Friday 19th July from 9am to 1pm and at the Grange playground on Saturday 20th July 2019 from 1pm to 5pm. Councillors were asked whether they would be able to volunteer for the consultation on Saturday 20th July.
- (c) New Mower** – Committee noted that the new Ransomes HR-300 mower had now been purchased and included on the Town Council's insurance policy.
- (d) New Unit** – Committee noted that a visit to Unit 7, Croft Business Park, was being arranged. Once a date had been confirmed Councillors would be invited to attend the visit.

It was noted that a Ward Member meeting was to be held to discuss the potential of Herefordshire Council providing a depot for the Grounds Team. An update would be provided following that meeting.

- (e) **Binit Update** – Committee noted that a full update would be provided to Council by Binit Ltd at the Full Council meeting on 29th July 2019. There appeared to be some confusion in the town regarding the pricing structure.
- (f) **Legionella Training** – Committee considered the proposal to undertake Legionella training for three staff members at a cost of £450 + VAT. Following discussion, it was **RESOLVED** to defer a decision on training until further investigate on alternative training options, including internet courses, had been undertaken.
- (g) **Leominster in Bloom** – Committee noted the letter of thanks that had been received from the Leominster in Bloom Chair.

ES18/19 COMMITTEE UPDATE REPORT

Committee considered the Committee Update Report in detail and, following discussion, it was **RESOLVED** to note the contents and updates contained within the report.

Committee agreed to support the proposal to become a water refill Council. The matter would be considered at the Full Council meeting on 29th July 2019.

Committee noted that a full update on the waste recycling initiative being rolled out would be provided to Full Council. It was agreed to request clarification of the pricing structure.

Committee **RESOLVED** to identify areas under Town Council management to designate as areas to encourage wildlife. A full review of the areas proposed would be carried out and a revised management and mowing programme would be developed, agreed and implemented for the 2020/21 season.

It was noted that the Environment Agency was seeking land to plant additional trees following the work undertaken along the Kenwater, which had resulted in a number of trees having to be removed.

It was agreed to request further information from Leominster in Bloom and carry out an assessment following the provision of cigarette bins at the bus station.

It was agreed to request an update on the timescale to upgrade the CCTV system in town prior to making a decision on whether to relocate the benches outside Grange Court. A number of concerns had been raised regarding misuse of the area.

Committee noted that the Harvest Supper would be taking place on 4th October 2019 at Grange Court. The event was hosted by the Town Council and annual allotment awards would be presented.

Committee noted that Cllr Murdoch wished to step down as Vice Chair of the Committee as she was now Chair of the Finance & General Purposes Committee.

Following consideration, Cllr Smith-Winnard was proposed, seconded and formally appointed as Vice Chair of the Committee.

ES19/19 GROUNDS TEAM UPDATE

Committee considered and received the report presented at the meeting from the Grounds & Environmental Supervisor.

Following discussion, Committee **RESOLVED** to undertake research to enable Leominster Town Council to discontinue with spraying in 2020/21.

It was noted that maintenance work was required on footpaths ZC100 and ZC101 from Laundry Lane to Southern Avenue.

ES20/19 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider

ES21/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 16th September 2019 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 8:36pm.

CHAIR:

DATE:

ACCOUNTS PAID – JUNE/JULY 2019

DATE	PAYEE	REF	AMOUNT	DETAILS
11.06.19	Worcestershire County Council Pension Fund	405053	£236.65	Pension payment
12.06.19	Wages Cheques	405054-069	£16,375.48	Salaries June 2019
18.06.19	Invision	405070	£59.00	IT sundries
18.06.19	C James	405071	£275.50	All is True/Romeo & Juliet
18.06.19	Leominster Festival	405072	£2,112.30	TIC Sales
18.06.19	Kim Davis	405073	£256.12	Gallery Sales for April Exhibition
18.06.19	HiTrees	405074	£660.00	Works to Secret Garden
18.06.19	W L Dairies	405075	£9.52	Milk
18.06.19	HMRC	405076	£3,673.32	Tax/PAYE
18.06.19	BOSS	405077	£63.00	Photocopier
18.06.19	A McEwen	405078	£650.00	Contractor works
18.06.19	Salvaged	405079	£75.00	Furniture
18.06.19	Alan Crumpler	405080	£54.00	Piano Sonata 16.06.19
18.06.19	P A Russell	405081	£251.48	Expenses - to pay Start Traffic & Temporary Event Notice
18.06.19	Thomas Lloyd Ltd	405082	£558.00	Pro-forma for leather chair for flat
26.06.19	John Rumsey	405083	£50.88	June Expenses
26.06.19	Paul Russell	405084	£400.00	To replace cash for Petty Cash Tin
26.06.19	Clive Thomas	405085	£37.00	June Expenses
26.06.19	Jane Hickman Batik	405086	£180.00	200 Cards for TIC in v34
26.06.19	Swan Brewery	405087	£83.04	Beer for TIC inv 4709
26.06.19	A McEwen	405088	£650.00	Contractor works
26.06.19	Herefordshire Environmental Services Ltd	405089	£144.00	Allotments/11 Corn Square pest control
26.06.19	Travis Perkins	405090	£488.24	Materials/sundries
26.06.19	W L Dairies	405091	£9.52	Milk
26.06.19	Leominster In Bloom	405092	£500.00	Sponsorship
26.06.19	Paul Russell	405093	£230.48	Start Traffic - Road Closed signs for Armed Forces Day
26.06.19	LARC	405094	£7,000.00	Grant funding
27.06.19	One Stop Drycleaners	405095	£14.00	Holiday Flat laundry

27.06.19	W L Dairies	405096	£9.52	Milk
27.06.19	CleanMy Ltd	4059097	£166.63	Cleaning Materials
27.06.19	The Leominster News	4059098	£120.00	Monthly centre pages
			£35,392.68	

DATE	PAYEE	REF	AMOUNT	DETAILS
08.07.19	One Stop Drycleaners & Laundry Ltd	405099	20.50	Laundry
08.07.19	Travis Perkins	405100	58.55	Materials/sundries
08.07.19	W L Dairies	405101	9.52	Milk
08.07.19	Ledbury Surveys Ltd	405102	£462.00	Removal of asbestos from allotments
08.07.19	Swan Brewery LLP	405103	£59.70	TIC stock
08.07.19	Tallis Amos Group	405104	£31.84	Grounds sundries
08.07.19	Jeni Vidler	405105	£49.40	TIC stock
08.07.19	Aqua Analyse Ltd	405106	£561.60	Legionella testing
08.07.19	Herefordshire Fire Alarm Services Ltd	405107	£3,132.00	26655
08.07.19	Table Manners	405108	£1,125.00	212
08.07.19	Flying Dutchman	405109	£139.12	Lunch for Leominster in Bloom Judging Day
08.07.19	Philpotts Nursery	405110	£324.41	Plants for Leominster in Bloom
08.07.19	A McEwen	405111	£1,300.00	Contractor works
08.07.19	Mr G Matthews	405112	£132.00	TIC stock
08.07.19	Shine on Window Cleaners	405113	£46.00	Window cleaning
08.07.19	G P Essex	405114	£22.50	Various sundries
08.07.19	National Express Ltd	405115	£157.13	Ticket sales
08.07.19	JD Stuart-Anderson	405116	£6.66	TIC stock
08.07.19	Country Flavours Ltd	405117	£81.84	TIC stock
08.07.19	P D Taylor	405118	£22.99	TIC stock
08.07.19	Arrow Plant & Tool Hire	405119	£352.90	Plant hire/materials
08.07.19	Leominster District Community Assoc	405120	£130.00	Hire of hall – Armed Forces Day
08.07.19	HVOSS	405121	£140.00	Bus service
08.07.19	Sue McEwen	405122	£31.37	Photograph album for flat
08.07.19	Leominster Building Supplies	405123	£233.21	Materials/sundries/equipment

AGENDA ITEM: 8(a)

08.07.19	Jasmine Bennett	405124	£197.39	Windscreen Repair
08.07.19	Quick Skip Recycling	405125	£216.00	Waste collection
08.07.19	Roundabout Stationery	405126	£168.64	Stationery
08.07.19	Microshade Business Consultants Ltd	405127	£585.78	IT services
11.07.19	Wages Cheques	405128-141	£16,371.81	July salaries
16.07.19	Travis Perkins	405142	£87.15	Materials/sundries.
16.07.19	Station Motors (Leominster) Ltd	405143	£236.97	Repairs, Transit
16.07.19	T H White Ltd	405144	£10,560.00	New Ransomes Mower
16.07.19	A McEwen	405145	£650.00	Contractor services
16.07.19	Area Entertainments	405146	£744.00	P A system
16.07.19	One Stop Drycleaners & Laundry Ltd	405147	£11.70	Laundry
16.07.19	P Evans	405148	£28.00	Honey for TIC
16.07.19	W L Dairies (Leominster) Ltd	405149	£9.52	Milk
16.07.19	Rachel Williams	405150	£190.63	Contractor Finances
16.07.19	Lloyd richards Ltd	405151	£169.50	Ticket sales
16.07.19	C James - Playhouse Cinema	405152	£253.00	Helen Wood The OS Map Fan Club
16.07.19	Clive Thomas Expenses	405153	£140.25	June/July
17.07.19	Jackie Whittall	405154	£80.73	Expenses
17.07.19	CleanMy	405155	£139.15	Cleaning Materials
17.07.19	Welsh Water	405156	£708.37	Burgess Street Conveniences
17.07.19	Richard Brookman	405157	£396.00	Market Services
17.07.19	Tallis Amos Group	405158	£35.00	Materials, replacement parts
17.07.19	W L Dairies (Leominster) Ltd	405159	£9.52	Milk
18.07.19	Staff Member	405160	£1,271.50	Replacement salary cheque
18.07.19	Radnor Hills Mineral Water Co Ltd	405161	£70.18	TIC stock
			£41,961.03	

COMMUNITY INFRASTRUCTURE LEVY – ROSS ON WYE RESOLUTION

This council notes that the legal powers for English Planning authorities to introduce in their areas a Community Infrastructure Levy have been in place since the Planning Act 2008 (1). The CIL provides for Parish and Town Councils to receive at least 15% of all proceeds, or 25% if a Neighbourhood Development Plan is in place.

This Council notes the Herefordshire Council has paused the process by which CIL can be levied in the County, thus depriving Town and Parish councils of this potential income. We note that most neighbouring authorities have introduced the levy (including Shropshire (2), Cheltenham Borough, Gloucester City, Tewkesbury Borough (3), Malvern Hills, Worcester City and Wychavon Councils (4).

Ross Town Council calls upon Herefordshire Council to proceed as quickly as possible with the implementation of CIL. The urgency is due to the rate at which planning applications are being made within the town, and the significant loss of potential CIL receipts to the Town Council if the bulk of the remaining housing allocation to 2031 is granted planning permission before a CIL charging regime is in place.

Supporting information

The Community Infrastructure Levy (CIL) was introduced to complement section 106 by providing a way for developer contributions to be channelled more effectively for community benefit, hence, it was hoped, reducing the reluctance of local communities to accept development. For those areas of England which are parished, once CIL has been introduced by a principal authority, the Parish or Town council receives 15% of the levy (subject to a cap which for Ross-on-Wye would be so large at about £480,00 a year, that it is effectively uncapped) or, once a Neighbourhood Plan has been adopted, 25% (uncapped).

For Ross Town Council CIL could be a potentially valuable source of capital funding which would allow this Council to make strategic investments in youth, health, transport and community services. It would generate the funding to make progress on many of the issues with which we struggle, for example poor play facilities, speeding and traffic pinch-points, and lack of cycle provision. However, the bulk of planning permissions against the Neighbourhood Plan targets to 2031 have now been awarded, many of them in the last two years with planned developments to the east of the town. Had Herefordshire followed the example of Shropshire, and adopted CIL in 2012, the 15% levy from these would have accrued to Ross Town Council.

Anticipating the introduction of CIL, the previous RTC successfully lobbied for the review of community governance which led to the merger of the former RTC and Ross Rural Parish Council. It also encouraged the development of a Neighbourhood Plan for Ross. Four years on, with the Neighbourhood Plan close to completion, it is disappointing that we seem to be no closer to the introduction of CIL in the county.

The government has commissioned a review of CIL and its recommendations have been published (5). The government has yet to respond to these. The review does not recommend changing the provision for Parish and Town Councils to receive 15%

or 25% of CIL. However, the review made two recommendations in respect of this funding:

- We recommend that there is closer integration at both the Local Plan and Neighbourhood Plan making stages between the local authorities and the community to ensure agreement over how the neighbourhood share of LIT is allocated
- We recommend that local authorities work closely with both parishes and neighbourhoods over the actual spending of any neighbourhood allocation of LIT to ensure that the delivery of infrastructure is supported and best value obtained.

In Herefordshire, implementing these recommendations would mean closer working between Herefordshire Council and Ross Town Council in providing better infrastructure for the town, something which should surely be welcomed by both parties.

References

(1)

[https://www.herefordshire.gov.uk/info/200185/local_plan/139/community_infrastructu
re_levy](https://www.herefordshire.gov.uk/info/200185/local_plan/139/community_infrastructu_re_levy)

(2) <https://shropshire.gov.uk/planning-policy/community-infrastructure-levy-cil/>

(3) [https://www.gloucester.gov.uk/planning-development/community-infrastructure-
levy-cil/](https://www.gloucester.gov.uk/planning-development/community-infrastructure-levy-cil/)

(4) <https://www.worcester.gov.uk/community-infrastructure-levy>

(5)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attach
ment_data/file/589637/CIL_REPORT_2016.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/589637/CIL_REPORT_2016.pdf)

Herefordshire Market Towns Forum

Membership

Representatives of the city council and the town councils of Bromyard and Winslow, Kington, Ledbury, Leominster and Ross on Wye. Each council is invited to send two members as their formal nominees although any Councillor from any town can attend if they wish to. In addition, the clerks to each council are ex officio members of the Forum and have speaking and voting rights.

Remit

The Forum enables councils to share common concerns and interests in relation to outside bodies such as Herefordshire Council, Balfour Beatty, and other public services (whether statutory, voluntary or private) that provide a benefit to its member communities. The meetings offer an opportunity to share information, discuss common problems and issues of concern, and identify possible solutions and joint action.

A principal role is to enable communication between the market towns and Herefordshire Council senior officers and Cabinet members.

Meetings

The forum meets quarterly and a chair is elected annually from the Councillor representatives. Meetings are serviced:

Option 1: by a clerk from one of the Member councils

Option 2: by an external appointee on a fee basis

Option 3. by members of the Forum on a rota agreed in advance i.e. Council A May meeting, Council B August (or possibly September instead) meeting etc.

Agendas are agreed by the Forum in advance and any member council can nominate an agenda item. Meetings may also include a confidential agenda item enabling a council to raise a more delicate issue, e.g. a contract award which is getting difficult, a problem in liaising with a county council member, or anything else that it would be helpful to draw on advice and experience from those who might have dealt with the issue before without having to be minuted in detail.

Funding

Funding will be provided through a charge for each member council to cover costs of room hire and servicing costs depending on which of the above options is agreed. Responsibility for managing the funds will need to rest with a single member council to be agreed.

A more ambitious option would be to establish a separate legal entity e.g. Gloucestershire, Devon. to manage and apply for funds.