



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

Tuesday 24<sup>th</sup> January 2017

To: All Members:  
Councillors A Pendleton (Mayor), R Pendleton (Deputy Mayor), Bartlett, Barton, Davies, Freedland, Lacey, Marsh, Norman, Preece, 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 30<sup>th</sup> January 2017** 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.
- 5. MINUTES OF THE PREVIOUS MEETINGS**  
To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 28<sup>th</sup> November 2016.
- 6. VACANCY & CO-OPTION**  
To note that the vacancy created by the resignation of Mrs Mifflin will be subject to co-option. The vacancy created by the resignation of Ms Evans is currently being advertised. Please see the attached report outlining a proposed co-option process.



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

### 7. CLERK'S REPORT

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

### 8. BUDGET & PRECEPT 2017/18

To consider the adoption of the draft Budget for 2017/18 and to consider the recommendation from the Finance Committee that a precept of £422,148 be requested from Herefordshire Council for 2017/18, which would result in a Band D charge of £118:40. Please see the attached report.

### 9. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 28<sup>th</sup> November, 19<sup>th</sup> December 2016 and 9<sup>th</sup> and 23<sup>rd</sup> January 2017;
- Finance & General Purposes Committee – 19<sup>th</sup> December 2016;
- Environment & Services Committee – 16<sup>th</sup> January 2017.

Please also see the meeting dates for 2017/18 which are attached.

### 10. FINANCES

- (a) **Accounts Paid Statement** – To receive the accounts paid statement for January 2017, which will be presented at the meeting.
- (b) **Financial Report** – To receive the Quarter Three Financial Report.
- (c) **Branding** – To receive an update regarding this initiative. A presentation will be given at the meeting.

### 11. MAYOR AND DEPUTY MAYOR ELECT

To formally consider appointing the Mayor and Deputy Mayor elect for 2016/17.

### 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 Full Town Council meeting will be held on Monday 27<sup>th</sup> March 2017 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL MEETING

#### 15. CONFIDENTIAL ITEMS

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

- (a) **Grange Court Grant** – Please see the attached report.
- (b) **Grange Pavilion** – Please see the attached report.
- (c) **Property Report** – Please see the attached report.
- (d) **London Bridge** – Please see the attached report.
- (e) **Civic Awards** – To consider nominations to receive Civic Awards at this year's Mayor Making Ceremony on Saturday 13<sup>th</sup> May 2017.

## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 28<sup>th</sup> November 2016 commencing at 19:00 hours in the Council Chamber, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors A Pendleton (Mayor), R Pendleton (Deputy Mayor), Bartlett, Barton, Davies, Lacey, Marsh, Mifflin, Norman, Rosser and Taylor.

**OFFICER PRESENT:** Town Clerk and the Office Manager.

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

### **71/16 CO-OPTION**

Council formally **RESOLVED** to confirm the co-option of Mr Jon Preece onto the Leominster Town Council. His Declaration of Acceptance of Office was formally received.

### **72/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Evans (illness), Freedland, (illness), Preece (work), Rumsey (holiday) and Thomas (holiday).

### **73/16 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made:

- Cllr Lacey: Allotment plot holder;
- Cllr Angela Pendleton: LARC.

### **74/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **75/16 QUESTIONS FROM THE PUBLIC**

Two members of the public were present. No questions or issues were raised.

### **76/16 SGT ANDY SCOTT, SAFER NEIGHBOURHOOD TEAM**

Sgt Scott was welcomed to the meeting. He had recently taken over from Sgt Colin Smith who had retired. He was in charge of the Safer Neighbourhood Team covering Bromyard, Kington and Leominster.

The various issues identified to date included poaching, drugs and anti-social behaviour in the town centre. He wanted to improve communications with the Town Council and other local organisations.

### **77/16 POLICE & CRIME COMMISSIONER**

Mr Dan Guerche, Community Ambassador for the Police and Crime Commissioner, was welcomed to the meeting. He gave an informative presentation which provided an overview of the role of the Commissioner and his aims and objectives.

Mr Guerche had been involved in a number of projects, including the development of the Hereford BID and Facewatch.

The Commissioner was currently developing the Safer West Mercia Plan and was hoping to encourage more involvement from town and parish councils. Among the concerns raised was the responsiveness of the 101 service which was very poor.

**78/16 MINUTES OF THE PREVIOUS MEETINGS**

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 26<sup>th</sup> September 2016 be agreed and signed as a correct record.

**79/16 CLERK'S REPORT**

The following Clerk's Report was **NOTED**:

- (a) **Christmas Lights** – Council noted that the Christmas Lights Switch On took place on Saturday 26<sup>th</sup> November 2016.
- (b) **The Grange Pavilion Lease** – Council noted that a copy of the 25 year lease relating to this building had now been received and meeting was being arranged with MiEnterprise to discuss the future of the building. It was confirmed that the building had been insured by the Town Council.
- (c) **HVOSS Update** – Council noted that a meeting had taken place with HVOSS regarding the youth project being developed. A revised proposal was being developed and would be considered when available.
- (d) **Budget Development Meetings** – Council noted that the Budget Development Sub-Committee continued to meet every Friday to develop the 2017/18 budget and the Corporate Strategy. A full report would be submitted to the F&GP Committee at its meeting on 19<sup>th</sup> December 2016. A final budget would be submitted to Full Council for approval and adoption at its meeting on 30<sup>th</sup> January 2017 prior to setting the 2017/18 precept request.

**80/16 COMMITTEE MEETINGS**

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

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 10<sup>th</sup> October and 7<sup>th</sup> November 2016 and authorise the decisions and recommendations contained therein.
- (b) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> October 2016, and authorise the decisions and recommendations contained therein.
- (c) **Environment & Services Committee** – It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 14<sup>th</sup> November 2016, and authorise the decisions and recommendations contained therein.

**81/16 FINANCES**

- (a) **Accounts Paid Statement** – Council considered the list of invoices paid during November 2016. It was proposed by Cllr R Pendleton, seconded by Cllr Thomas and **RESOLVED** that the invoices paid amounting to £41,543.15 be formally ratified.
- (b) **CCTV Revised Service Level Agreement** – Following consideration Council **RESOLVED** to formally adopt and ratify the revised Agreement which would come into force on the 1<sup>st</sup> April 2017 with the option to terminate on the 31<sup>st</sup> March 2020 or continue unless determined on notice as outlined within the agreement.
- (c) **Destination Leominster** – Council received a presentation from Liz Womack, Office Manager, updating Members on the progress of this initiative. Following discussion it was formally agreed to continue the development of the branding options in partnership with Orphans Press Ltd.
- (d) **HVOSS Youth Project** – Council received the First Quarter Report on the progress of the youth project at Barons Cross and central Leominster. Following consideration it was **RESOLVED** to sign off the Service Level Agreement subject to minor changes for 2016/17.
- (e) **Road Closure Charges** – Council noted the response received from Herefordshire Council. No further action would be taken.

**82/16 ALLOWANCE SCHEME**

Council discussed at some length the review of the Allowance Scheme that was being proposed to be undertaken by Herefordshire Council's Independent Review Panel. In 2014 town and parish councils in Herefordshire demonstrated a lack of interest to adopt a scheme.

A motion was put forward that the Town Council should consider introducing the childcare and dependants' carers' allowance scheme that was being extended to parish councils. The matter would be deferred to the Finance & General Purposes Committee and a recommendation submitted to Full Council for consideration.

A vote was taken the result being:

**FOR: 5      AGAINST: 8      ABSTAIN: 1**

The motion was duly lost

**83/16 OUTSIDE BODIES**

It was proposed by Cllr Thomas, seconded by Cllr Norman and **RESOLVED** that Cllr Rumsey be nominated as a Trustee for the Janice and Peter McCaull Charitable Trust.

It was proposed by Cllr Norman, seconded by Cllr Lacey and **RESOLVED** that Mr Kenneth Jones be nominated as a Trustee for the Janice and Peter McCaull Charitable Trust.

**84/16 REPORTS**

The following Representative on Outside Bodies reports were **RECEIVED**:

Cllr Thomas provided the following report from Leominster Business Group:

- Leominster had entered the Great British High Street competition and had won a social media gold award;
- Cllr Mifflin and Gaynor Lewis had attended the awards ceremony in London;
- Small Business Saturday had taken place on 3<sup>rd</sup> December 2016 and had been a success. Free car parking had been provided by the retailers who had funded the hire of the car parks.

Cllr A Pendleton had attended the HALC AGM in Hereford.

The following Herefordshire Council Ward Members reports were **RECEIVED**

Cllr Stone submitted the following report:

- Thoughts were with Peter McCaull and his family at this difficult time;
- He extended his congratulations to the Town for its Christmas Lights;
- Further staff changes were being implemented at Balfour Beatty;
- He had visited Envirosort near Worcester with Cllr Bartlett where Herefordshire waste is recycled;
- The future of the library in Leominster would continue to operate on current hours following Herefordshire Council's Cabinet decision;
- The new Crime Commissioner and the Chief Constable of the County had given a briefing to Councillors recently;
- Hereford Hospital was now out of special measures but still required improvement;
- He had attended the ceremony to honour the seven Polish servicemen who died in Leominster.

Cllr Bartlett submitted the following report:

- She had taken part in a 2Gether NHS Governors visit to Hereford Hospital;
- Thanks were extended to Cllr Norman for substituting at the Overview and Scrutiny Committee. Items included the future of the library service;
- She had attended the Balfour Beatty briefing at Thorn regarding changes to Traffic Regulation Orders;
- She had attended the ECHO AGM, the LARC AGM and the Leominster Festival AGM;
- She had attended the Ivington Harvest Festival and a town centre walkabout with Cllr Rone and BBLP representatives;
- She had attended the recycling centre with Cllr Stone and had also met Mr Banks to discuss the planning application relating to Eaton Hill;
- The Business Group had undertaken a volunteer clean up of the Town Centre ahead of the GB High Street competition judging;
- She had also attended a number of briefings regarding the Local Access Forum and Adult and Children's Wellbeing;

- She had attended a number of planning site visits and issues relating to the Bargates Traffic Lights installation.

Cllr Norman submitted the following report:

- The Market Towns Forum had co-opted Ward Cllr McCaull on to the Forum as an honorary member;
- She had attended the Civic Service and the Polish Memorial Service;
- The regular Sunday morning litter picks in the town continued every week and the volunteers had also helped with the GBHighStreet clean-up.

#### **85/16 MAYORAL APPOINTMENTS**

The following report was received from Cllr A Pendleton:

- A list of Mayoral engagements attended was provided to all members;
- The annual civic service had been held on 23<sup>rd</sup> October and had been well attended;
- The Mayor had attended the Leominster Army Cadet Corps passing out on 25<sup>th</sup> October 2016;
- A music session with young children at the Leominster library on 9<sup>th</sup> November 2016 had been particularly enjoyable;
- Remembrance commemorations had taken place on the 11<sup>th</sup> and 13<sup>th</sup> November 2016.

#### **86/16 DATE OF NEXT MEETING**

Council noted that the next Full Town Council meeting would be held on Monday 30<sup>th</sup> January 2017. The venue would be confirmed.

#### **87/16 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information Full Council **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they 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.

#### **88/16 PROPERTY REPORT**

Council received the property report outlining progress to date at 11 Corn Square. Following consideration Council **RESOLVED**:

- That the report be noted;
- To instruct the Town Council's Solicitor to inform the purchaser that a time limit of the 31<sup>st</sup> January 2017 has been set on the completion of the sale of 17 West Street, Leominster;
- That the quotation to purchase the KONE Motala 2000 lift for 11 Corn Square, Leominster at a cost of £32,712 + VAT be accepted;
- That the quotation to design, construct and fit four stained glass windows and render the red bricks in the timber framed element of the building from CJR Heritage Ltd amounting to £2,000 + VAT be accepted;
- That a new heating system be installed in the building at a cost of approximately £10,000 + VAT;



**AGENDA ITEM No: 5**

- That the proposed rental charges for the offices be adopted;
- That the income projection of approximately £21,938 for 2017/18 be noted.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 9:45pm.

\_\_\_\_\_  
**MAYOR:**

\_\_\_\_\_  
**DATE:**



## Full Council

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**Date:** 24<sup>th</sup> January 2017

**Title:** Co-option Report

**Purpose of the Report:** To provide Members with background information regarding the co-option process and to recommend a timetable for co-option.

**Contact Officers:** Paul Russell

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### 1. RECOMMENDATION

1.1 That the report be noted;

1.2 That Council considers adopting the proposed co-option timetable contained in Section 3.2 of this report.

### 2. BACKGROUND

2.1 Over the past two months two Councillors, Mrs Mifflin and Ms Evans, have resigned for personal reasons.

2.2 Both vacancies have been submitted to the Elections Department at Herefordshire Council and both vacancies have now been advertised.

2.3 In the case of the vacancy created by Mrs Mifflin, there has been no call for an election so Council is required to fill this vacancy by co-option.

2.4 In the case of the vacancy created by Ms Evans, the closing date for a call for an election is Wednesday 1<sup>st</sup> February 2017.

2.5 This report outlines the process for co-option and suggests a draft timetable.

### 3. CO-OPTION PROCESS

3.1 The Town Council does have a co-option procedure which outlines the basic steps and advertising requirements. The next stage of the process is as follows:

- Council will commence the co-option process by advertising the vacancy on the notice boards and the website.
- The casual vacancy will be advertised within 21 days of Council being informed that no election has been called.
- The co-option notice will include the final date for acceptance of requests for consideration and the number of vacancies.

- Members may point out the vacancies and the process to any qualifying candidate(s).
- All candidates will be required to complete an application form which will be provided to them either in electronic form or hard copy.
- Prior to the meeting of the Council when the vacancy is to be considered all serving councillors will be provided with an electronic copy of each application as part of their agenda pack.
- The casual vacancy will be included as an agenda item and will be considered following apologies for absence. Discussion will take place in council session without intervention from the candidates or members of the public.

3.2 Subject to the possible call for an election, it is proposed that the following timetable be adopted:

- Notice of the vacancies to be included in the Leominster News (Please note that due to the deadline for the February edition this has already been actioned);
- Following formal notification of whether an election has been called or not (after 1<sup>st</sup> February 2017) posters will be erected on Council notice boards advertising the vacancies and relevant details including a closing date for applications;
- A copy of that notice will be published on the Council website and a short press release to the Hereford Times submitted;
- Based on current information it is expected that notices will be erected week commencing 6<sup>th</sup> February 2017;
- Suggested closing date for applications will be Friday 17<sup>th</sup> March 2017;
- Subject to the number of applications received informal interviews of approximately 15 minutes each will be held prior to the Full Council meeting on Monday 27<sup>th</sup> March 2017;
- The successful candidate(s) will be formally co-opted on to Leominster Town Council on Monday 27<sup>th</sup> March 2017. It will be agenda item one.

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 28<sup>th</sup> November 2016 commencing at 18:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

**ALSO PRESENT:** Ward Cllr Bartlett and six members of the public.

**OFFICERS PRESENT:** Town Clerk.

### PH86/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland and Taylor.

### PH87/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### PH88/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

### PH89/16 QUESTIONS FROM THE PUBLIC

There were six members of the public present. Representations were received on the following planning applications:

- 163042 – Representations were received in support of this application.
- 163445 – Representations were received objecting to this application including:
  - Concern regarding the introduction of a hot food element and the potential smell;
  - The premises was sited between two very busy junctions;
  - The property was not a commercial property but a converted residential property;
  - Parking issues;
  - Detrimental to the amenity of neighbouring properties.

### PH90/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 7<sup>th</sup> November 2016 be agreed and signed as a correct record.

### PH91/16 THE LEOMINSTER HUM

No further information had been received from BPI following the completion of the noise survey. In addition no response had been received following the request for a factory visit, a copy of the report and a meeting. It was agreed to pursue this urgently.

**PH92/16 PLANNING APPLICATIONS**

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

**APPLICATION:** P163285

**SITE:** Brook Hall, 27 Broad Street, Leominster, Herefordshire, HR6 8BT

**DESCRIPTION:** Proposed conversion of ground and first floors into 4 self-contained flats.

**COMMENT:** No objection to this application providing the following conditions were addressed:

- That the views of the Conservation Officer were taken into consideration;
- The concerns raised by local residents regarding the proposals were fully considered;
- That the points raised in the report submitted by Mr James were addressed fully;
- That all features of architectural and historical significance were protected and could be retrieved in the future.

**APPLICATION:** P163287

**SITE:** Brook Hall, 27 Broad Street, Leominster, Herefordshire, HR6 8BT

**DESCRIPTION:** Proposed conversion of ground and first floors into 4 self-contained flats.

**COMMENT:** No objection to this application providing the following conditions were addressed:

- That the views of the Conservation Officer were taken into consideration;
- The concerns raised by local residents regarding the proposals were fully considered;
- That the points raised in the report submitted by Mr James were addressed fully;
- That all features of architectural and historical significance were protected and could be retrieved in the future.

**APPLICATION:** P163403

**SITE:** Gable End, Ashfield Lane, Leominster, Herefordshire, HR6 8RG

**DESCRIPTION:** Proposed change of height to existing boundary wall.

**COMMENT:** No objection.

**APPLICATION:** P163445

**SITE :** Land at Eaton Hill, Leominster, Herefordshire, HR6 0DG.

**DESCRIPTION:** Proposed dwelling.

**COMMENT:** No objection

**APPLICATION:** P161181

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

**DESCRIPTION:** Application amendment - 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.

**COMMENT:** No objection to this application providing the following conditions were addressed:

- That the views of the Conservation Officer were taken into consideration;
- The concerns raised by local residents and Heritage England regarding the proposals were fully considered;
- That all features of architectural and historical significance were protected and could be retrieved in the future.

**APPLICATION:** P161180

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

**DESCRIPTION:** Application amendment - 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.

**COMMENT:** No objection to this application providing the following conditions were addressed:

- That the views of the Conservation Officer were taken into consideration;
- The concerns raised by local residents and Heritage England regarding the proposals were fully considered;
- That all features of architectural and historical significance were protected and could be retrieved in the future

**APPLICATION:** P163042

**SITE:** Shop, 1-3 Castlefields, Leominster, Herefordshire, HR6  
8BG

**DESCRIPTION:** Change of use part of the shop to hot food takeaway (use class A5) and the installation of an extraction flue.

**COMMENT:** Recommend refusal to this application for the following reasons:

- The proposal was inappropriate for the area;
- There was inadequate parking to serve the premises;
- There were concerns regarding highway safety;
- All the concerns raised by local residents must be taken into consideration.

If Herefordshire Council is minded to approve this application Leominster Town Council formally requests that:

- That strict controls are put in place to control the waste storage and the smell of the hot food being prepared for sale;
- That measures are taken to provide distinction between the commercial operation and the residential element of the property;
- That the application is considered by the Herefordshire Planning Committee to allow local residents to raise objections directly.

**APPLICATION:** P163507

**SITE:** Fern Bank, 9 Pierrepont, Leominster, Herefordshire, HR6 8RB

**DESCRIPTION:** Remove retaining wall and steps. Build new retaining wall, steps and tarmac area to provide off road parking for two vehicles.

**COMMENT:** No objection.

**APPLICATION:** P163586

**SITE:** Land to the rear of 38 Buckfield Road, Leominster, Herefordshire.

**DESCRIPTION:** Propose to remove trees.

**COMMENT:** This application is misleading and contains a number of errors in it, including the ownership of the trees, which is not Leominster Town Council. It is recommended that the application is returned to the applicants and that the true owner of the land the trees are located is identified prior to this being progressed further.

**APPLICATION:** P163653

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

**DESCRIPTION:** Propose to fell Copper Beech (T1) and replant with one standard Beech at other end of garden.

**COMMENT:** It is requested that further details be obtained from the Tree Surgeon regarding the health of the tree in question prior to any decision being taken. If the tree is removed then it should be a condition of the permission to replace it with a similar species.

**APPLICATION:** P163562

**SITE:** Land between Wharton Cottage and Bannut Tree Cottage, Wharton, Leominster, Herefordshire.

**DESCRIPTION:** Application for approval of reserved matters following outline approval (P140570/O).

**COMMENT:** No objection

**PH93/16 DECISIONS**

The following decisions made by Herefordshire Council were noted.

*Grants/Approvals*

**APPLICATION:** P162547

**SITE:** 6 Land at Copper Beech Close, Leominster,  
Herefordshire, HR6 8LE

**DESCRIPTION:** Proposed single storey dwelling.

**COMMENT:** The Committee had no objection to the proposal, provided that no concerns were raised after review by the Council's Tree Warden.

**DECISION:** Approved with conditions.

**APPLICATION:** P162680

**SITE ADDRESS:** 40 Far Meadow Road, Leominster, Herefordshire, HR6 9AB

**DESCRIPTION:** Proposed alterations and extensions to front and rear of dwelling.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P161937

**SITE:** Site at The Birdcage, Barons Cross Road, Leominster, Herefordshire.

**DESCRIPTION:** Proposed erection of a pair of semidetached houses.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P162925

**SITE:** Arkwright Court, Leominster, Herefordshire, HR6 8NF

**DESCRIPTION:** Work to 6 trees.

**COMMENT:** No objection subject to the views of the Tree Warden.

**DECISION:** Approved.

**APPLICATION:** P163003

**SITE:** Flat at 2 New Street, Leominster, Herefordshire.

**DESCRIPTION:** Part change of use of Flat (C3) to Funeral Directors (A1)  
Flat reduced from 4 bedrooms to 2 bedrooms.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P162881

**SITE:** Unit 17, Evans Business Centre, Brunel Road,  
Leominster, Herefordshire, HR6 0LX

**DESCRIPTION:** Change of use to add A1 to Industrial unit with existing B1, B2 & B8.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P161133

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



**DESCRIPTION:** Outline application for two number 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.

**DECISION:** Approved with conditions.

**APPLICATION:** P163043

**SITE:** 6 Chequers Inn, Etnam Street, Leominster, Herefordshire, HR6 8AE

**DESCRIPTION:** Proposed new link and porch area and alterations to existing toilet areas.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P163044

**SITE:** 6 Chequers Inn, Etnam Street, Leominster, Herefordshire, HR6 8AE

**DESCRIPTION:** Proposed new link and porch area and alterations to existing toilet areas.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

*Refusals*

**APPLICATION:** P161696

**SITE:** 39 Broad Street, Leominster, Herefordshire HR6 8DD

**DESCRIPTION:** Proposed conversion of existing building to 3 residential units. Rear extension to first and second floor. Roof alteration to provide top covering to extension. Remove existing chimney stacks.

**COMMENT:** No objection provided adequate storage was provided for waste.

**DECISION:** Application refused.

**APPLICATION:** P161697

**SITE:** 39 Broad Street, Leominster, Herefordshire HR6 8DD

**DESCRIPTION:** Proposed conversion of existing building to 3 residential units. Rear extension to first and second floor. Roof alteration to provide top; covering to extension. Remove existing chimney stacks.

**COMMENT:** No objection provided adequate storage was provided for waste.

**DECISION:** Application refused.

**PH94/16 HIGHWAYS**

- (a) **Bargates Traffic Lights** – Committee noted that a number of concerns had been raised regarding the decision by Herefordshire Council and Balfour Beatty not to replace the barriers at this junction outside the Fish & Chip

shop. The response was totally unacceptable and it was **RESOLVED** to invite Herefordshire Council to the next appropriate meeting to explain the decision fully and to answer questions.

- (b) ZC137/P141022** – Committee noted that a meeting took place on Tuesday 14<sup>th</sup> November 2016 with the Site Agent and the PROW Officer. It was agreed that a diversion order would be submitted at either end of the development to realign the footpath. Construction was expected to be completed by summer 2017.
- (c) S106** – The report received from Yvonne Coleman was noted.
- (d) Flood Risk Management Strategy** – Committee noted that this public consultation would end on 30<sup>th</sup> January 2017. No comments were proposed to be submitted at this point.

**PH95/16 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 19<sup>th</sup> December at 18:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP, if available.

There being no other business, the meeting closed at 6:56pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

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

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**MEMBERS PRESENT:** Councillors R Pendleton (Chair), Lacey, Rosser, Rumsey and Taylor

**ALSO PRESENT:** Cllr Preece, Ward Cllr Stone and two members of the public.

**OFFICERS PRESENT:** Town Clerk.

**PH96/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Barton, Davies, Freedland, A Pendleton and Thomas.

**PH97/16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PH98/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH99/16 QUESTIONS FROM THE PUBLIC**

Prior to the commencement of public open session a minutes silence was held in memory of the late Mr Peter McCaull.

Committee was requested to organise a date to meet RPC-BPI to discuss the results of the recent noise survey undertaken. The noise issue was still of concern and had not abated.

**PH100/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 28<sup>th</sup> November 2016 be agreed and signed as a correct record.

**PH101/16 THE LEOMINSTER HUM**

Committee noted that an email had been received from RPC-BPI regarding the noise survey. The company was in the process of requesting the RPS noise specialist to return to site to explain some aspects of the report. Once this had been accomplished the company would be in touch to organise a date for a meeting.

**PH102/16 PLANNING APPLICATIONS**

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

**APPLICATION:** P163601

**SITE:** Hay Lane Farm, Hay Lane, Kimbolton, Leominster, Herefordshire.

**DESCRIPTION:** Proposed erection of an agricultural workers dwelling and the erection of an agricultural building to house cattle.

**COMMENT:** No objection

**APPLICATION:** P163652

**SITE:** Townsend House, 15 Green Lane, Leominster, Herefordshire, HR6 8QJ

**DESCRIPTION:** Installation of five rooflights (retrospective).

**COMMENT:** No objection

**APPLICATION:** P162556

**SITE:** Land West of Eaton Hill, Leominster, Herefordshire.

**DESCRIPTION:** Application amendment - erection of two poultry units, feed bins, widening of existing access, new access track and associated development.

**COMMENT:** The amendments were noted.

**APPLICATION:** P163818

**SITE:** 22 Caradoc Drive, Leominster, Herefordshire, HR6 8BQ

**DESCRIPTION:** Proposed ground floor extension.

**COMMENT:** No objection

**APPLICATION:** P163735

**SITE:** 2 Burgess Gardens, Burgess Street, Leominster, Herefordshire, HR6 8DG

**DESCRIPTION:** (Retrospective) Timber framed side extension.

**COMMENT:** No comment was agreed as there was insufficient detail provided of the work carried out.

**APPLICATION:** P163614

**SITE:** J Mart Warehouse Church Building, Burgess Street, Leominster, Herefordshire, HR6 8DE

**DESCRIPTION:** Propose to cover existing yard, outside sales area.

**COMMENT:** No objection subject to the comments from Welsh Water.

**APPLICATION:** P163763

**SITE:** Leominster Nursing And Retirement Home, 44 Bargates, Leominster, Herefordshire, HR6 8EY

**DESCRIPTION:** Proposed works to various trees.

**COMMENT:** No objection subject to the views of the Parish Tree Warden.

**APPLICATION:** P163799

**SITE:** Fontenay, Pierrepont, Leominster, Herefordshire, HR6 8RA

**DESCRIPTION:** Conservatory extension to principle elevation.

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

**APPLICATION:** P163837

**SITE:** The Dukes Head Corn Square Leominster Herefordshire HR6 8LR

**DESCRIPTION:** Non-material amendment to 161473 - Conversion of existing yard area to pub garden - relocate smoking canopy, bike shelter and fence line.

**COMMENT:** No objection

#### **PH103/16 DECISIONS**

The following decisions made by Herefordshire Council were noted.

##### *Grants/Approvals*

**APPLICATION:** P163196

**SITE:** 1 Broad Street, Leominster, Herefordshire, HR6 8BU

**DESCRIPTION:** Replacement of the existing 'HSBC' signage with 'HSBC UK' equivalents.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P163046

**SITE:** Flats 1-79 Paradise Court, 1-6 Paradise Terrace, 32 & 34 Bridge Street, Paradise Court, Leominster, Herefordshire, HR6 8DY

**DESCRIPTION:** Replacement of all windows and patio doors.

**COMMENT:** No objection subject to the views of the Conservation officer and the structure meeting building regulations.

**DECISION:** Approved with conditions.

**APPLICATION:** P163048

**SITE:** 6a Corn Street, Leominster, Herefordshire, HR6 8LX

**DESCRIPTION:** External and internal works to include removing plaster and replastering with K Rend. Erection of scaffolding.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P163197

**SITE:** 1 Broad Street, Leominster, Herefordshire, HR6 8BU

**DESCRIPTION:** Replacement of the existing 'HSBC' signage with 'HSBC UK' equivalents.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P163403

**SITE:** Gable End, Ashfield Lane, Leominster, Herefordshire, HR6 8RG

**DESCRIPTION:** Proposed change of height to existing boundary wall.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P163078  
**SITE:** Petrol Filling Station, Morrisons Supermarket, Barons Cross Road, Leominster, Herefordshire, HR6 8RH  
**DESCRIPTION:** Proposed side extension to an existing PFS Kiosk. The extension will provide additional retail space. The proposed materials to be brick work to match the existing PFS Kiosk, air & vac relocated and 5 new parking bays.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions.

## **PH104/16 HIGHWAYS**

- (a) **Bargates Traffic Lights** – Committee noted that the A44 Bargates Junction Improvement Options Appraisal report identified the improvements required to make the junction compliant with the Disability Discrimination Act (DDA). The areas of non-compliance included the existing pedestrian guardrail not meeting current highway standards in terms of offset from the edge of the carriageway. The removal of the guardrail was considered during the Stage 2 Road Safety Audit, which did not identify any issues with the removal.

Following completion of construction of the scheme the Stage 3 Road Safety Audit will be carried-out and recommendations from the report will be actioned. The audit is programmed to take place this month and any concerns relating to the pedestrian barrier will be considered in this audit. The report is expected to be available in January 2017.

- (b) **ZC5, Mappenors Lane** – Committee considered the proposal to divert this footpath following planning permission being granted to a residential development. It was agreed to set up a meeting with the relevant Officers to discuss options.
- (c) **Freight Survey** – Committee noted that Herefordshire, Shropshire and Telford and Wrekin Councils and the Marches Local Enterprise Partnership had commissioned “MDS Transmodal”, a specialist freight transport consultancy, to develop a freight strategy for the Marches. The deadline for completion of the survey was 30<sup>th</sup> January 2017.
- (d) **427 Bus Service** – Committee **RESOLVED** to support the proposed pilot scheme to provide the 427 Minibus Club on Tuesday 7<sup>th</sup> February and 7<sup>th</sup> March 2017.
- (e) **Additional Items** – The following additional items were considered:
- Committee had no objection to the amendment proposed for the licence of the Dukes Head, Corn Square, Leominster;
  - Committee was informed that a request to develop a residents parking scheme in Rainbow Street, Priory Road and School Road had been received. Subject to further details being provided Committee was minded to support the schemes.

**PH105/16 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 9<sup>th</sup> January 2017 at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business, the meeting closed at 7:00pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 9<sup>th</sup> January 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors R Pendleton (Chair), Barton, Lacey, A Pendleton, Preece, Rosser and Rumsey.

**ALSO PRESENT:** One member of the public.

**OFFICERS PRESENT:** Town Clerk.

The Chair wished everyone a Happy New Year and welcomed Cllr Preece to the Committee.

### **PH106/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies, Freedland, Taylor and Thomas.

### **PH107/16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **PH108/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **PH109/16 CO-OPTION**

Committee formally **RESOLVED** to co-opt Cllr Jon Preece on to the Planning & Highway Committee.

### **PH110/16 QUESTIONS FROM THE PUBLIC**

No matters were raised.

### **PH111/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 19<sup>th</sup> December 2016 be agreed and signed as a correct record.

### **PH112/16 THE LEOMINSTER HUM**

Committee noted that a meeting was being organised in the near future to discuss the results of the BPI Noise Survey recently carried out. It was agreed that Cllrs R Pendleton, J Bartlett and J Rumsey would attend on behalf of the Town Council.

### **PH113/16 PLANNING APPLICATIONS**

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



**APPLICATION:** P163890  
**SITE:** 5 Castle Fields, Leominster, HR6 8BG  
**DESCRIPTION:** Proposed domestic single storey front extension, new sunroom extension to rear and associated alterations  
**COMMENT:** No objection

**APPLICATION:** P163972  
**SITE:** Glaslyn, Barons Cross Rd, Leominster, HR6 8RS  
**DESCRIPTION:** Erection of outbuilding for a purpose incidental to the enjoyment of the dwelling house (storage of classic vehicles)  
**COMMENT:** No objection

**APPLICATION:** P163988  
**SITE:** The Coach House, The Grange, Leominster, HR6 8NP  
**DESCRIPTION:** Works to trees in a conservation area.  
**COMMENT:** No objection

#### **PH114/16 DECISIONS**

The following decisions made by Herefordshire Council were noted.

##### *Grants/Approvals*

**APPLICATION:** P162359  
**SITE:** Land to rear of Howard Cottage, Barons Cross Road, Leominster  
**DESCRIPTION:** Proposed erection of 2 houses with garages.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions.

**APPLICATION:** P163403  
**SITE:** Gable End, Ashfield Lane, Leominster, Herefordshire, HR6 8RG  
**DESCRIPTION:** Proposed change of height to existing boundary wall.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions.

##### *Withdrawn*

**APPLICATION:** P162432  
**SITE:** 17 West Street, Leominster, Herefordshire, HR6 8EP  
**DESCRIPTION:** Change of use to restaurant with alcohol licence, to include A3, A4 and A5 use.  
**COMMENT:** For information. Noted. No comment submitted.

#### **PH115/16 HIGHWAYS**

- (a) **Public Realm Update** – Council noted that an initial feasibility study relating to this project had now been developed by Herefordshire Council and its contractor, Balfour Beatty.

Following discussion it was agreed to place this on the next Planning & Highways agenda to develop a response. A report would then be

compiled, funding sources identified and a possible timescale for implementation drawn up.

It was agreed to request the cost of annual maintenance of Leominster town centre from Balfour Beatty and Herefordshire Council.

- (b) **Public Transport** – Committee noted the Herefordshire Bus Service Consultation analysis report dated October 2016 which had been received.
- (c) **Bus Services** – Committee **RESOLVED** to support the following recommendations:
- That the Town Council continues to support the 427 Bus Service in 2017/18;
  - That the Town Council continues to support the 490 bus service in 2017/18.
- (d) **Footpath ZC137 (Part) Diversion** – Committee noted the information received regarding the realignment of the footpath. It was agreed to support the diversion and monitor its implementation.

**PH116/16 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 23<sup>rd</sup> January 2017 at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business, the meeting closed at 7:54pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 23<sup>rd</sup> January 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors R Pendleton (Chair), Thomas (Vice-Chair), Davies, Lacey, A Pendleton, Preece, Rosser and Rumsey.

**ALSO PRESENT:** Seven members of the public.

**OFFICERS PRESENT:** Town Clerk.

### **PH117/16 APOLOGIES FOR ABSENCE**

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

### **PH118/16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **PH119/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **PH120/16 QUESTIONS FROM THE PUBLIC**

Seven members of the public were present regarding the proposed prohibition of waiting, loading and unloading at any time in Etnam Street. Concern was expressed regarding the consultation process to be carried out by Balfour Beatty and Herefordshire Council with local residents.

Committee assured those present that it would request a full consultation with local residents prior to any Traffic Regulation Order being submitted. Residents were encouraged to contact the Clerk, who would provide them with the information received and relevant contact details.

It was agreed to bring forward this item for consideration and discussion.

### **PH121/16 HIGHWAY MATTERS**

- (a) **Etnam Street and Pinsley Road** – Committee considered the proposal to prohibit waiting, loading and unloading at any time in Etnam Street, Leominster and to prohibit waiting at any time and the introduction of an additional residents' permit parking bay in Pinsley Road, Leominster. Schematic drawings were provided.

Following consideration Committee **RESOLVED:**

- To request Herefordshire Council and Balfour Beatty to carry out a comprehensive public consultation with local residents;

- Request that the proposal is put on hold until that consultation is completed.

With regard to the proposal relating to Pinsley Road Committee  
**RESOLVED** to fully support this.

**PH122/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 9<sup>th</sup> January 2017 be agreed and signed as a correct record.

**PH123/16 THE LEOMINSTER HUM**

Committee noted that a meeting had been organised to discuss the results of the BPI Noise Survey recently carried out by RPS Ltd. Cllrs R Pendleton, J Bartlett and J Rumsey would attend on behalf of the Town Council.

**PH124/16 PLANNING APPLICATIONS**

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

**APPLICATION:** P164015  
**SITE:** 46 South Street, Leominster  
**DESCRIPTION:** Proposed change of use of ground floor shop into flat  
**COMMENT:** Support the application

**APPLICATION:** P164154  
**SITE:** Brantwood, Hereford Road, Leominster HR6 8JU  
**DESCRIPTION:** Proposed rear extension  
**COMMENT:** No objection

**APPLICATION:** P170026  
**SITE:** The Spinney, Ginhall Lane, Leominster HR6 8RD  
**DESCRIPTION:** Works to various trees  
**COMMENT:** Defer response until the Parish Tree Warden had carried out an inspection of the trees and assessed what was being proposed.

**APPLICATION:** P170052  
**SITE:** 30 South Street, Leominster HR6 8JB  
**DESCRIPTION:** Complete removal of copper beech tree  
**COMMENT:** Committee wished to object to this proposal. The tree was a landmark tree of significance in Leominster and should be conserved. Prior to any decision being made Herefordshire Council was urged to carry out a full arboricultural inspection of the tree by an expert arboriculturalist.

**PH125/16 DECISIONS**

The following decisions by Herefordshire Council were noted.

*Grants/Approvals*

**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.

**DECISION:** Approved with conditions.

**APPLICATION:** P162801

**SITE:** West Eaton Dementia Care Home, Leominster, Herefordshire, HR6 0QJ

**DESCRIPTION:** Demolition of existing conservatory and construction of two single storey day room extensions to existing dementia nursing care home.

**COMMENT:** No objection

**DECISION:** Approved with conditions.

**APPLICATION:** P163586

**SITE:** Land to the rear of 38 Buckfield Road, Leominster, Herefordshire.

**DESCRIPTION:** Propose to remove trees.

**COMMENT:** This application is misleading and contains a number of errors in it, including the ownership of the trees, which is not Leominster Town Council. It is recommended that the application is returned to the applicants and that the true owner of the land the trees are located is identified prior to this being progressed further.

**DECISION:** Trees covered by TPO – Consent

**APPLICATION:** P163507

**SITE:** Fern Bank, 9 Pierrepont, Leominster, Herefordshire, HR6 8RB

**DESCRIPTION:** Remove retaining wall and steps. Build new retaining wall, steps and tarmac area to provide off road parking for two vehicles.

**COMMENT:** No objection.

**DECISION:** Approved with conditions.

**APPLICATION:** P163614

- SITE:** J Mart Warehouse Church Building, Burgess Street, Leominster, Herefordshire, HR6 8DE
- DESCRIPTION:** Propose to cover existing yard, outside sales area.
- COMMENT:** No objection subject to the comments from Welsh Water.
- DECISION:** Approved with conditions.

### **PH126/16 HIGHWAYS**

- (a) **Public Realm Update** – Committee considered the Leominster Public Realm Initial Feasibility Report, Version 1.0 carried out by Balfour Beatty. Of concern were the proposed materials being suggested. Initial investigations had been undertaken regarding suitable materials and layout. One suggestion put forward was the option of cobbles set in a square base.

Following consideration and full discussion, Committee **RESOLVED** that it would reject the report as it was totally inadequate. It was agreed to submit the following comments:

- The draft report was very light in content and did not adequately reflect the poor state of the highway network within the town centre;
- Despite a number of falls by pedestrians in the town centre being recorded, none of the hazards identified within the report were considered high priority;
- A significant number of trip hazards had not been identified or recorded;
- Concern was expressed regarding the constant watering reference made to the various planters. These planters all had water reservoirs and would not contribute to damage.

It was further **RESOLVED** to submit a full response to the study, to reiterate that the upgrading of the town centre public realm should be a S106 priority and to request a meeting with Herefordshire Council, Balfour Beatty and the Town Council to discuss the future options regarding management, maintenance and upgrading of the town centre public realm.

- (b) **Highway Repairs** – Committee noted that essential pothole repairs had been carried out along Ryelands Road on 20<sup>th</sup> January 2017. Concern was expressed that the works undertaken appeared to be failing and it was agreed to highlight this issue to the Herefordshire Council.

### **PH127/16 PARKING MATTERS**

- (a) **Electrical Vehicle Parking and Charging, Etnam Street** – Committee considered the proposal by Herefordshire Council to charge to use the charging point in Etnam Street due to reported misuse by users and **RESOLVED** to support this proposal.

**PH128/16 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 13<sup>th</sup> February 2017 at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business, the meeting closed at 7:44pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

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

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**MEMBERS PRESENT:** Councillors Marsh (Chair), Bartlett, Norman, R Pendleton, Rosser and Rumsey.

**OFFICER PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Councillor Stone.

### **FG19/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Evans (illness), Freedland (work) and A Pendleton (illness).

Committee noted that Mrs Mifflin had resigned from the Town Council.

### **FG20/16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **FG21/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **FG22/16 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **FG23/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> October 2016 be agreed and signed as a correct record.

### **FG24/16 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report** – Committee noted that the financial report for Quarter Three would be presented at the Full Council meeting scheduled to take place on Monday 30<sup>th</sup> January 2017. This was due to some technical issues that had made it impossible to shut down the financial month of November 2016.
- (b) **Outstanding Accounts for Payment** – Committee considered the list of outstanding accounts for payment for December 2016 amounting to £34,557.76, inclusive of VAT, and **RESOLVED** that they be ratified.
- (c) **Leominster Branding** – Committee agreed to defer this item to enable Orphans Press to develop alternative logos as previously agreed.



**(d) Committee Report** – Committee considered the Committee Update Report, which provided an update on issues relating to the Town Council. Following discussion, it was **RESOLVED**:

- That the report be noted;
- To congratulate the Leominster Business Group for its success at the GBHighstreet awards;
- To note that the public realm report expected from Balfour Beatty had been delayed;
- To allocate funding to the Youth Project currently being delivered by HVOSS in 2017/18 to enable the project to continue;
- To note that the new festive lights had been erected and positive comments had been received.

### **FG25/16 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) Draft Budget** – Committee considered the Draft Budget Report which provided information regarding the development of the 2017/18 budget. Following discussion, it was **RESOLVED**:

- That the report be noted;
- That the Committee submits a recommendation to Full Council to formally adopt the attached budget for 2017/18 at its meeting on Monday 30<sup>th</sup> January 2017, subject to the agreed amendments;
- That the revised staffing structure, salary scales and new positions be adopted and implemented as from 1<sup>st</sup> April 2017;
- That a new Committee entitled the Communications and Events Committee be recommended to Full Council for appointment;
- That appropriate Terms of Reference be developed for that committee;
- That the draft Meeting Schedule for 2017/18, with the additional Committee included, be submitted to Full Council for adoption;
- That the sale of 17 West Street continues to be monitored and that a deadline of 31<sup>st</sup> January 2017 be agreed for the sale;
- That an indicative sum of £18,000 be allocated from balances to offset the difference between the budget required and the proposed precept
- That a precept of £422,148 be recommended to Full Council to be requested from Herefordshire Council;
- That the draft Leominster News article be ratified.

Committee further **RESOLVED** to adopt the following toilet refurbishment plan subject to the sale of 17 West Street, Leominster:

- Allocate a sum of £40,000 from the public convenience underspend in 2016/17 towards the refurbishment of Central and Grange Toilets;

- Subject to the sale of 17 West Street, allocate funding of around £75,000 towards the renovation of the Westbury Street toilets, which currently has an income projection of £3,000;
  - Obtain quotations for the works required.
- (b) Grant Applications** – Committee considered the Grant Report and, following discussion, **RESOLVED**:
- That the report be noted;
  - That the following shop front grant be awarded:
    - Peter J Hadley Booksellers: £250.
  - That the grant application received from Jan Locket/N E Luck would not be awarded as it did not meet the shop front grant criteria.

Committee noted the request received from the LDCA for an annual grant of £6,000 for 2017/18 and **RESOLVED** that this request be included in the 2017/18 budget and awarded to LDCA in April 2017.

It was further **RESOLVED** that general unsolicited grants be reduced from £1,500 to £1,000 maximum in 2017/18.

- (c) Property Report** – Committee received a verbal Property Report updating Committee on progress relating to 11 Corn Square and 17 West Street. Following discussion, it was **RESOLVED** that the report be noted.

**FG26/16 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 27<sup>th</sup> February 2016 at 19:00, venue to be confirmed.

There being no other business the Chair thanked members for their attendance and closed the meeting at 9.46pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 16<sup>th</sup> January 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Bartlett (Chair), Lacey (Vice-Chair), Davies, Marsh, Norman, R Pendleton and Thomas.

**OFFICERS PRESENT:** Town Clerk.

### **ES39/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs A Pendleton (illness) and Rumsey.

Committee noted that Cllrs Evans and Mifflin had resigned from the Council creating two vacancies on the Committee.

### **ES40/16 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

### **ES41/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **ES42/16 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **ES43/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 14<sup>th</sup> November 2016 be agreed and signed as a correct record.

### **ES44/16 CLERK'S REPORT**

The Clerk had nothing to report.

### **ES45/16 FRIDAY MARKET**

The Market report was presented updating Members on the operation of the Leominster Market. Following discussion it was **RESOLVED**:

- That the report be noted;
- That income from 18<sup>th</sup> November 2016 to 13<sup>th</sup> January 2017 of £2,717.50 be noted;
- That the year to date income of £15,008, £1,101 less than the same period the previous year, be noted;
- That road closures for the 2016 Farmers' markets had now been received;

- That consideration was being given to expanding the Farmers Market offer to include craft stalls;
- That consideration was being given to licence the Market Square to enable off sales of alcohol and entertainment.

**ES46/16 LEOMINSTER IN BLOOM**

Committee considered the Leominster in Bloom report in detail. Following discussion, it was **RESOLVED:**

- That the report be noted;
- That woodchip had now been placed beneath the Lady BaBa statue opposite the Fire Station, Broad Street;
- That the draft Service Level Agreement had been signed by Leominster in Bloom. A copy was awaited to place in Council records;
- That thanks had been passed on by Leominster in Bloom to the Town Council for its support.

**ES47/16 COMMITTEE UPDATE REPORT**

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

- That the report be noted;
- That the majority of the footpath and Lengthsman Scheme works had now been carried out;
- That a meeting had been arranged with Balfour Beatty to review litter bin provision and location;
- That thanks should be extended to Balfour Beatty for works undertaken in Leominster including street sweeping and street light repairs;
- That the skate park fence had now been removed. Some remedial works were required and would be undertaken as soon as possible;
- That the increase of allotment rents from £40 to £53.68 and £49.08 respectively for the two sites be ratified.

**ES48/16 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) Play Area Proposals** – Committee considered the Play Area Proposals Report in detail and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That the amended action plans for Sydonia Recreation Ground and The Grange Play Area as outlined below be adopted;
- That a Task & Finish Group be set up to oversee the delivery of the Action Plans;

- That Cllrs Bartlett, Davies and Thomas be appointed to sit on the Task and Finish Group.

*Sydonia Recreation Ground Revised Action Plan:*

- Set up a Task & Finish Group to develop an initial tender document – Week commencing 23<sup>rd</sup> January 2017;
- Agree draft tender document and invite tenders – 6<sup>th</sup> February 2017;
- Closing date for tenders – Friday 3<sup>rd</sup> March 2016;
- Open tenders by T&F Group – Monday 6<sup>th</sup> March 2017;
- Appoint contractor(s) to develop scheme – E&S Meeting 13<sup>th</sup> March 2017;
- Public consultation – April 2017
- Final design and cost – May 2017
- Implementation of scheme – May/June 2017
- Completion – June 2017 in time for summer holidays:

*The Grange Play Area Revised Action Plan:*

- Set up a Task & Finish Group to develop an initial tender document – Week commencing 6<sup>th</sup> March 2017;
- Carry out initial discussions with Herefordshire Council and some preliminary public consultation (March/April/May 2017)
- Project agreement by Full Council – 24<sup>th</sup> July 2017
- Send out invitations to tender – August/September 2017
- Open tenders by T&F Group – 6<sup>th</sup> November 2017
- Commencement of initial designs and costings – December 2017
- Public consultation – January 2018
- Final design – March 2018
- Installation of car park and new play area – May 2018
- Completion – July 2018

**(b) Play Area Proposals** – Committee considered the Play Area Proposals Report in detail and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That the revised layouts be noted;
- That further quotations be obtained for the renovation of the toilets as outlined.

**ES49/16 DATE OF NEXT MEETING**

Committee noted that the next meeting will be held on Monday 13<sup>th</sup> March 2017 at 19:00hrs. Venue would be confirmed.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8.27pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

**LEOMINSTER TOWN COUNCIL  
MEETING SCHEDULE 2017/18**

<b>January 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 9 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 16 <sup>th</sup>	Environment & Services Committee	7:00pm
Monday 23 <sup>rd</sup>	Planning & Highways Committee	7:00pm
Monday 30 <sup>th</sup>	Full Council	7:00pm

<b>February 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 13 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 27 <sup>th</sup>	Finance & General Purposes Committee	7:00pm

<b>March 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 6 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 13 <sup>th</sup>	Environment & Services Committee	7:00pm
Monday 20 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 27 <sup>th</sup>	Full Council	7:00pm

<b>APRIL 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 10 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 24 <sup>th</sup>	Finance & General Purposes Committee	7:00pm

<b>May 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 8 <sup>th</sup>	Planning & Highways Committee	7:00pm
Saturday 13 <sup>th</sup>	Mayor Making	7:00pm
Monday 15 <sup>th</sup>	Follow-on Annual TC Meeting	7:00pm
Monday 22 <sup>nd</sup>	Planning & Highways Committee	6:00pm
Monday 22 <sup>nd</sup>	Environment & Services Committee	7:00pm

<b>June 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 5 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 12 <sup>th</sup>	Communications & Events Committee	7:00pm
Monday 19 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 26 <sup>th</sup>	Finance & General Purposes Committee	7:00pm

<b>July 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 3 <sup>rd</sup>	Planning & Highways Committee	7:00pm
Monday 10 <sup>th</sup>	Environment & Services Committee	7:00pm
Monday 17 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 24 <sup>th</sup>	Full Council	7:00pm

<b>August 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 7 <sup>th</sup>	Planning & Highways Committee	7:00pm

<b>Sept 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 4 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 11 <sup>th</sup>	Environment & Services Committee	7:00pm

**AGENDA ITEM No: 9**

Monday 18 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 25 <sup>th</sup>	Full Council	7:00pm

<b>October 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 2 <sup>nd</sup>	Planning & Highways Committee	7:00pm
Monday 9 <sup>th</sup>	Communications & Events Committee	7:00pm
Monday 16 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 30 <sup>th</sup>	Finance & General Purposes Committee	7:00pm

<b>Nov 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 6 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 13 <sup>th</sup>	Environment & Services Committee	7:00pm
Monday 20 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 27 <sup>th</sup>	Full Council	7:00pm

<b>December 2017</b>	<b>MEETING</b>	<b>TIME</b>
Monday 4 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 18 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 18 <sup>th</sup>	Finance & General Purposes Committee	7:00pm

<b>January 2018</b>	<b>MEETING</b>	<b>TIME</b>
Monday 8 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 22 <sup>nd</sup>	Environment & Services Committee	7:00pm
Monday 29 <sup>th</sup>	Planning & Highways Committee	6:00pm
Monday 29 <sup>th</sup>	Full Council	7:00pm

<b>February 2018</b>	<b>MEETING</b>	<b>TIME</b>
Monday 19 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 26 <sup>th</sup>	Finance & General Purposes Committee	7:00pm

<b>March 2018</b>	<b>MEETING</b>	<b>TIME</b>
Monday 5 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 12 <sup>th</sup>	Communications & Events Committee	7:00pm
Monday 19 <sup>th</sup>	Environment & Services Committee	7:00pm
Monday 26 <sup>th</sup>	Planning & Highways Committee	6:00pm
Monday 26 <sup>th</sup>	Full Council	7:00pm

<b>APRIL 2018</b>	<b>MEETING</b>	<b>TIME</b>
Monday 16 <sup>th</sup>	Planning & Highways Committee	7:00pm
Monday 30 <sup>th</sup>	Finance & General Purposes Committee	7:00pm

<b>May 2018</b>	<b>MEETING</b>	<b>TIME</b>
Monday 7 <sup>th</sup>	Planning & Highways Committee	7:00pm
Saturday 12 <sup>th</sup>	Mayor Making	7:00pm
Monday 14 <sup>th</sup>	Follow-on Annual TC Meeting	7:00pm
Monday 28 <sup>th</sup>	Planning & Highways Committee	6:00pm
Monday 28 <sup>th</sup>	Environment & Services Committee	7:00pm