



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Wednesday 18th July 2018

To: All Members:
Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Davies, Egan, Herschy, Lacey, Marsh, Norman, Preece, Rosser, Rumsey and Sutcliffe. (4 vacancies)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 30th July 2018** 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. DECLARATION OF ACCEPTANCE OF OFFICE/CODE OF CONDUCT**
To formally receive the Declaration of Acceptance of Office from the co-opted Members appointed at the meeting held on Wednesday 25th July 2018.
- 3. CODE OF CONDUCT**
To formally consider adopting the revised Herefordshire Council Code of Conduct. Please see the attached report.
- 4. 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.
- 5. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 6. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public.



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

7. MINUTES OF THE PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 12th May, 14th May and 25th June 2018.

8. LEOMINSTER HUM

To consider the report from the meeting held on 27th June 2018.

9. CLERK'S REPORT

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

10. COMMITTEE MEETINGS

(a) **Committee Meetings** – To approve the minutes of the following meetings held and ratify any decisions and recommendations reached:

- Planning & Highways Committee – 21st May, 4th and 25th June and 16th July 2018;
- Finance & General Purposes Committee – 25th June 2018;
- Communications & Events Committee – 25th July 2018;
- Environment & Services Committee – 21st May and 16th July 2018

11. FINANCES

(a) **Accounts Paid Statement** – To receive the accounts paid statement for July 2018, which will be presented at the meeting.

(b) **Budget Overview** – To receive a budget overview report for April, May and June 2018. This report will be presented at the meeting.

12. PUBLIC WORKS LOAN BOARD

Council is requested to consider ratifying the following resolution. Please also see the attached reports regarding the amendments to the request for a Loan, and the revised Business Plan for the projects which will be funded by the Loan:

“It is proposed to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £250,000 to be paid back over a 25 year period. The Loan will be used to fund the following projects:

- Project 1 – Completion of the Holiday Flat
- Project 2 – Development of the Secret Garden
- Project 3 – Refurbishment of The Grange Public Conveniences
- Project 4 – Refurbishment of The Central Car Park Public Conveniences
- Project 5 – The Grange Open Space Master and Investment Plan
- Project 6 – Signage and Interpretation

The annual loan repayments will come to around £13,600.76 based on an annual interest rate of 2.56%. This borrowing is in addition to two other



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

existing loans that are also being paid off by the Town Council. There is no intention to increase the precept for the purpose of the new loan repayments. It is expected that the income generated from the various projects will be used to pay off the new loan.”

13. REPORTS

To receive reports from:

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

14. MAYORAL APPOINTMENTS

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

15. DATE OF NEXT MEETING

The next Town Council Meeting will be held on Monday 24th September 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

16. 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) Museum Report** – Please see the attached report.
- (b) Project Development Update** – The Clerk will provide a verbal update on potential projects being considered.
- (c) London Bridge Update** – To receive a verbal update on this matter.



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

This page has intentionally been left blank

LEOMINSTER TOWN COUNCIL

CODE OF CONDUCT REPORT

1. INTRODUCTION

- 1.1 Town and Parish Councils are required to adopt a Code of Conduct for its Members. Leominster Town Council has agreed to adopt the Herefordshire Council Code of Conduct to enable greater clarity and transparency if a complaint is made against a Member.
- 1.2 Herefordshire Council regularly reviews its Code of Conduct and further changes have been made.
- 1.3 Herefordshire Council approved changes to both its Councillor Code of Conduct and the Standards Procedure which guides how complaints made under the Code of Conduct will be dealt with on 25th May 2018.

2. COUNCILLOR CODE OF CONDUCT

- 2.1 The change made to the Herefordshire Council Councillor Code of Conduct affects schedule 2 interests relating to membership of other bodies. The previous code defined such interests as:
- Any body of which the member is in a position of general control or management (this does not include general membership or subscription or where the member is appointed or nominated by the council) including:
 - Any body exercising functions of a public nature
 - Any body directed to charitable purposes
 - Any body whose principle purposes includes the influence of public opinion or policy (including any political party)
 - Any body which is not open to the public without formal membership”
- 2.2 The new code has removed the criteria relating to being in a position of general control or management and now requires councillors to register an interest for:
- Membership of any body:
 - (a) exercising functions of a public nature; or
 - (b) directed to charitable purposes; or
 - (c) whose principal purposes include the influencing public opinion or policy (including any political party); or
 - (d) is not open to the public without formal membership.
- 2.3 This does not include subscription, or membership of any body to which the member is appointed or nominated by the council membership.
- 2.4 A copy of the revised code is attached in Appendix One.
- 2.5 It is recommended that Leominster Town Council considers the adoption of the new code of conduct. This has to be a resolution of the Council.

- 2.6 If the new code is adopted all elected and co-opted members will be required to review their register and, if necessary, complete a revised register of interest within 28 days from adoption of the new code. A copy of the new register of interests form is attached in Appendix Two.

3. STANDARDS PROCEDURE

- 3.1 Herefordshire Council, as do all other Councils, has a duty to promote and maintain high standards of conduct by members and co-opted members of the council. In adopting a code of conduct Council ensures that it is consistent with the principles of public life which include a commitment to openness and transparency.
- 3.2 Following a review of Herefordshire Council's arrangements by which complaints under the code of conduct will be managed, and in light of views expressed by the appointed Independent Person and many members, these arrangements have recently been revised to ensure that there is a right of appeal for both complainants and subject members, to clarify the circumstances in which the Monitoring Officer may determine a complaint, and to ensure that the Standards Panel maintains an overview of the effectiveness of the Monitoring Officer determination process.
- 3.3 Herefordshire Council has also determined that its arrangements will include the publication of the name of any individual councillor who has been found (following any appeal) to have breached the code, together with the nature of the breach, the name of the relevant council and any sanction being applied.
- 3.4 The revised arrangements are available by following the link below:
https://www.herefordshire.gov.uk/info/200148/your_council/61/get_involved/7

LEOMINSTER TOWN COUNCIL

Minutes of the Annual Leominster Town Council Mayor Making Ceremony meeting held on Saturday 12th May 2018 commencing at 19:00 hours in the Leominster Community Centre, School Road, Leominster HR6 8NJ.

MEMBERS PRESENT: Councillors Bartlett, Herschy, Lacey, Marsh, Norman, A Pendleton, R Pendleton, Rumsey and Thomas.

OFFICERS PRESENT: Town Clerk.

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

- Mrs Olive Goodwin
- Mr Mike James (Posthumous)

Cllr R Pendleton presented a short speech and formally thanked all those who had supported him through his mayoral year.

01/18 ELECTION OF TOWN MAYOR FOR THE 2018/19 CIVIC YEAR

Nominations were invited for the position of Mayor.

Cllr Jenny Bartlett was proposed by Cllr Herschy and seconded by Cllr Rumsey. No other nominations were received.

It was unanimously **RESOLVED** that Cllr Jenny Bartlett be elected Mayor of Leominster for 2018/19.

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

02/18 DECLARATION OF ACCEPTANCE OF OFFICE

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

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

03/18 ELECTION OF DEPUTY MAYOR FOR THE 2018/19 CIVIC YEAR

Nominations were invited for the position of Deputy Mayor.

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

It was unanimously **RESOLVED** that Cllr Clive Thomas be elected Deputy Mayor of Leominster for 2018/19.

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

04/18 DECLARATION OF ACCEPTANCE OF OFFICE

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

05/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies, Egan, Freedland, Preece and Rosser.

06/18 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

07/18 APPOINTMENT OF THE MAYOR'S CONSORT

The Mayor informed the meeting that his Consort for 2018/18 would be Cllr Felicity Norman.

08/18 APPOINTMENT OF THE MAYOR'S CHAPLAIN

The Mayor formally invited Rev'd Kneen to be the Mayor's Chaplain for 2018/19. Rev'd Kneen accepted the appointment.

09/18 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.

10/18 APPOINTMENT OF THE CIVIC ALE TASTER, FLESH TASTER AND BREAD WEIGHER

The Mayor formally invited Mr David Minton to hold office as Official Ale Taster for the year. Mr Minton 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 Mr Alan McEwan to hold the office of Official Bread Weigher for the year. Mr McEwan formally accepted the appointment.

11/18 MAYORAL CHARITY FOR 2018/19

The Mayor announced that SHYPP (Supported Housing for Young People Project) would be the Mayor's Charity for 2018/19.

12/18 ADJOURNMENT OF THE ANNUAL MEETING

Council **RESOLVED** to adjourn the meeting until Monday 14th May 2018 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 7.50pm.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 14th May 2018 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Lacey, Marsh, Norman, R Pendleton, Preece and Sutcliffe.

OFFICERS PRESENT: Town Clerk.

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

13/18 CO-OPTION

Council formally co-opted Mr Russell Sutcliffe on to Leominster Town Council. Cllr Sutcliffe signed his Declaration of Acceptance of Office.

14/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies, Egan, Herschy, Freedland, A Pendleton, Rosser and Rumsey.

Council noted the update relating to Cllr Davies. It was proposed by Cllr Lacey, seconded by Cllr R Pendleton and **RESOLVED** that Cllr Davies be granted special dispensation from attending Council and Committee meetings until May 2019 in recognition of the service she has given to Leominster.

Concern was expressed that a number of Councillors were not submitting formal apologies to Council and Committee meetings. It was agreed that the revised calendar of meetings would be sent to all Members reminding them to submit apologies to the Town Clerk if they were unable to attend.

15/18 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey – Allotments (Personal)

16/18 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

17/18 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

One member of the public was present but did not wish to raise any matters.

18/18 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 26th March 2018 be agreed and signed as a correct record.

Council received the draft minutes of the Annual Town Meeting held on Tuesday 24th April 2018 without amendment.

19/18 CLERK'S REPORT

The following Clerk's report was noted:

- (a) **Royal Visit** – Council noted correspondence received. Formal thanks were extended to the Grants & Projects Officer and the staff Team for all their hard work organising the Royal Visit by the Duke of Gloucester on Thursday 10th May 2018.
- (b) **Mapping Leominster's Youth Councillor Briefing** – Council noted that an informal Councillor Briefing session to receive this project report would be held on Wednesday 30th May 2018 at 6pm in the Old Stable Gallery. All members were invited to attend.
- (c) **CCTV Update** – Council noted the update report received.

20/18 MINUTES OF COMMITTEE MEETINGS HELD

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 26th March and 23rd April 2018, and authorise the decisions and recommendations contained therein, subject to the following:
- (b) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 30th April 2018, and authorise the decisions and recommendations contained therein.

21/18 APPOINTMENT OF COMMITTEES

Council **RESOLVED** to appoint the following Committees to assist in conducting the business of Council:

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

22/18 COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE

Council **RESOLVED** to adopt the new Committee Scheme of Delegation and Committee Terms of Reference to assist in conducting the business of Council subject to the agreed amendments under Section 10:

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

23/18 APPOINTMENT OF COMMITTEE MEMBERS

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

PLANNING & HIGHWAYS COMMITTEE		
Mayor: Cllr Bartlett	Deputy Mayor: Cllr Thomas	Cllr Rosser
Cllr Davies	Cllr Herschy	Cllr Rumsey
Cllr Egan	Cllr Preece	3 Vacancies

ENVIRONMENT & SERVICES COMMITTEE		
Mayor: Cllr Bartlett	Deputy Mayor: Cllr Thomas	Cllr Marsh
Cllr Davies	Cllr Herschy	Cllr Sutcliffe
Cllr Lacey	Cllr Norman	3 Vacancies

FINANCE & GENERAL PURPOSES COMMITTEE		
Mayor: Cllr Bartlett	Deputy Mayor: Cllr Thomas	Cllr Marsh
Cllr Egan	Cllr Norman	Cllr Rumsey
Cllr Sutcliffe	4 Vacancies	

COMMUNICATIONS & EVENTS COMMITTEE		
Mayor: Cllr Bartlett	Deputy Mayor: Cllr Thomas	Cllr Lacey
Cllr Norman	Cllr Sutcliffe	Cllr Rumsey
3 Vacancies		

24/18 STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** to adopt Standing Orders for 2018/19 with the amendments as recommended by NALC. The amendments included:

- A revision to Standing Order 3(l) reporting of meetings;
- Standing Order 13 Code of Conduct and Dispensations;
- Standing Order 18 Financial Controls and Procurement;
- Standing Order 21 Responsibilities under the Data Protection Act.

It was **RESOLVED** to adopt the Financial Regulations for 2018/19 without amendment.

25/18 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 (2 positions)	Cllr Thomas
Herefordshire Association of Local Councils (1 position)	None
Hester Clarke Almshouses Trustees (2 positions appointed to 2019)	Cllrs Davies and Lacey
Leominster District Community Association (2 positions)	Cllrs Thomas & Bartlett
Leominster Festival Committee (1 position)	Deputy Mayor – Cllr Thomas
Shopmobility (1 position)	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions appointed to 2019)	Cllrs Norman and Sutcliffe

Leominster Folk Museum (2 positions) Four year tenure (2019)	Cllrs Davies and Norman
Leominster in Bloom (2 positions)	Cllrs Lacey & the Environmental Supervisor
Fairtrade Group (1 position)	Cllr Norman
Leominster Town Football Club (1 position)	Cllr Rumsey
S&A produce Liaison Group (2 positions)	Cllrs Thomas and Davies
Janice & Peter McCaull Trust (4 positions appointed to 2019)	Cllrs Norman, Rumsey & Thomas. Mr Ken Jones, Cllr Bowe N and Ms Vernon.
Youth Champions	Grants & Projects Officer
Hereford City of Culture Representative (1 position)	Cllr Marsh
Leominster Business Group	Cllr Rumsey
P3 Footpath Officer	Mr Downey
Tree Officers	Cllrs Preece and Rumsey

26/18 INSURANCE COVER

It was **RESOLVED** that the annual insurance cover for the Town Council for the next year provided by Zurich Municipal Insurance be confirmed. A review of insurance cover would be undertaken in 2019 following the end of the current three year agreement.

27/18 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.

28/18 COUNCIL COMPLAINTS PROCEDURE

Council **RESOLVED** to adopt the Town Council's Complaints Procedure without amendment.

29/18 FREEDOM OF INFORMATION AND DATA PROTECTION

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

Following consideration Council **RESOLVED** to adopt the following policies in line with the new General Data Protection Regulations and the Data Protection Act 2018:

- Data Protection Policy;
- Data Breach procedure;
- Subject Access Request.

It was formally **RESOLVED** to set up @leominstertowncouncil.gov.uk email addresses for all Councillors and to hold a Councillor training session on GDPR.

30/18 COMMUNICATIONS POLICY

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

31/18 MEETING SCHEDULE

Council **RESOLVED** to adopt the Town Council's meeting schedule for 2018/19 with some minor amendments.

32/18 FINANCES

Accounts Outstanding – Following consideration, it was **RESOLVED** to pay all outstanding accounts for May 2018 to date amounting to £28,483.20 including VAT. A list of payments is included in Appendix One.

33/18 REPORTS

Council noted that there had been a break-in at the Community Hospital on Saturday 12th May 2018.

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

Cllr Stone – Leominster Rural and North

- A warm welcome was extended to Cllr Sutcliffe;
- A walkabout covering Bridge Street, Mill Street, Cheaton Close, Ridgemoor, Osborne Place and Millers Close had taken place on 26th April 2018 and a number of defects had been identified and repaired;
- Kimbolton's Neighbourhood Development Plan had now undergone its referendum and had been supported;
- Links between the Town and Earl Mortimer College were being encouraged;
- Both the Leominster and Hereford Royal Visits had been a great success;
- Nearly 200,000 people had visited the Weeping Window Poppy installation at Hereford Cathedral;
- Congratulations were extended to the new Town Mayor, Cllr Bartlett;
- Thanks were extended to Cllr R Pendleton for all the work he had undertaken as previous Mayor.

Cllr Norman – Leominster West

Herefordshire Council meetings:

- Full Council, Planning, and Children and Young People Scrutiny;
- Minerals and Waste task and finish Group, Constitution working group meetings, Corporate Parenting Board meetings and Use of Section 20 Task & Finish group;

Local Issues:

- Concerns regarding the Stagbatch planning application for IPUs including additional heavy vehicles on A44;
- Speeding traffic on A44, Cholstrey Road, Green Lane and concerns regarding the Mappenors Lane development;
- The application for a McDonalds Restaurant just off the Morrisons roundabout;
- Leominster Transport Study workshop would be held in June;
- Congratulations to staff team for co-ordinating the Royal Visit;
- Congratulations to Mike Thornhill who received his MBE as part of the Royal Visit for his invaluable contributions to Leominster especially through LARC and Leominster in Bloom.

Cllr Bartlett – Leominster East

- Attended the opening of Leominster Museum for the season;
- Balfour Beatty annual plan presentation at Thorn. Concern was expressed regarding the slow progress of a range of highway issues;
- 2gether NHS Trust Governor meeting and Children's Scrutiny;
- General Scrutiny considered the museum, archive and library services prior to the Cabinet decision expected in June;
- Members briefing on the introduction of Universal Credits which would be rolled out in Leominster on 13th June 2018;
- Meeting hosted by the local Community Broker involving a number of community groups, service providers and officers;
- Visited the National Memorial Arboretum with the Friends of Leominster Polish Group.

Attended as Deputy Mayor

- Easter Sunday service at the Priory;
- Annual Town Meeting;
- Opening of the May Fair;
- Opening of the Echo Community Garden at Eaton Barn;
- Royal visit by HRH Duke of Gloucester. Thanks were extended to the staff team;
- Armed Forces Day planning meetings;
- Leominster Festival programme development meetings. The programme was now available;
- Thanks were extended to the staff and Councillors for organising and attending the Mayor Making ceremony on Saturday 12th May 2018.

Council agreed to investigate and action the following items:

- To confirm the annual Polish Remembrance Service as an official annual event;
- To investigate the possibility of developing a twinning arrangement with a town in Poland.

34/18 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.

Cllr R Pendleton and Cllr A Pendleton submitted their official resignations to step down from the Town Council with immediate effect. Thanks were extended to both of them for their service to the town both as Councillors and as Mayors.

- (a) **New Councillor Robes** – Consider considered the three quotations received and, following discussion, **RESOLVED** to accept Quotation One. This would be funded from Cost Centre 110/4215.
- (b) **Museum Update Report** – Council received and noted the update report. The partnership between the two organisations was proceeding well and a financial agreement regarding the sale of merchandise had been agreed.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 8:46pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

Minutes of the Special Leominster Town Council Meeting held on Monday 25th June 2018 commencing at 19:10 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Herschy, Lacey, Marsh, Norman, Preece, Rosser, Rumsey and Sutcliffe.

OFFICER PRESENT: Town Clerk.

35/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Davies. Cllr Egan was absent.

36/18 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

37/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

38/18 END OF YEAR ACCOUNTS 2017/18

(a) **Annual Governance Statement** – Council considered the Annual Governance Statement presented and, following consideration, it was **RESOLVED** to formally adopt the Annual Governance Statement for 2017/18 subject to the following amendments:

- Ensuring Value for Money – The Council is constantly seeking to ensure that its resources are used economically, effectively, ethically and efficiently;
- Continuing improvement in the way in which its functions are exercised having regard to a combination of economy, ethically, efficiency and effectiveness as required when seeking to achieve value for money.

It was further agreed to review the Council's procurement procedures in line with the emerging procedures being developed by Herefordshire Council, to develop an ethical statement for the Town Council and include it within the Council's governance procedures and to update the Risk Register. It was agreed to submit the draft policies to the Finance & general Purposes Committee for consideration prior to full adoption by Council.

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

(b) **Annual End of Year Accounts** – Council considered the 2017/18 End of Year accounts presented.

Following a full review of the accounts it was **RESOLVED** to formally approve the 2017/18 End of Year accounts.

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

39/18 CO-OPTION UPDATE

Council formally **RESOLVED** to adopt the co-option timetable presented.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 19:44 hours.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

Report of the meeting held between Leominster Town Council, Herefordshire Council and RPC BPI on Wednesday 27th June 2018 at 10.00am at the RPC BPI Factory, Leominster.

PRESENT:

Leominster Town Council: Cllr Jenny Bartlett, Cllr John Rumsey, Mr Paul Russell (Town Clerk).

RPS Acoustics: Mr Torjussen

RPC BPI – Leominster: Mr Tim Roome (Site Manager – Leominster), Neil Hawkins (Health, Safety & Environment Manager – Leominster) and Simon Henshaw (Engineering Manager)

Herefordshire Council Environmental Health: Marc Willimont (Head of Regulatory and Development Management Services) and Elisabeth Laughland (Principal Environmental Health Officer)

Local Residents: Mrs Downey, Mr Domanski and Mr Bloxsome.

Cllr Bartlett Chaired the meeting.

1. WELCOME & INTRODUCTIONS

Cllr Bartlett welcomed everyone to the meeting and thanked RPC BPI Ltd for hosting the meeting.

2. APOLOGIES

Apologies had been received from Mr Ferrari (ill)

3. MEETING NOTES

The notes of the meeting held on 9th June 2017 were considered and agreed.

4. PRESENTATION

The meeting received a presentation on the works undertaken since the previous meeting and future works scheduled in.

Penetrations through the Building

Work had been undertaken to address noise issues penetrating through the building. Work undertaken included:

- Duct attenuators had been installed;
- Silencers had been installed;
- High level exhausts had been fitted with silencers including additional lagging.

Dry Air Cooler

The Dry Air Cooler had been enclosed in a steel enclosure with louvres fitted.

High Internal Noise Levels

The compressor shed had been identified as emitting high noise levels. The roof had been clad and the doors replaced with steel doors that were sealed. The penetrations had also been treated.

New Assessment

A new assessment had been undertaken to assess whether the works had improved the noise issues previously identified. Base line measurements were taken between 1am and 3am when there were no freight trains and low levels of traffic. They were taken in Waterworks Lane to BS4142 standards in August and again in January.

An overview of the results was presented. It was acknowledged that there was a level of uncertainty regarding the figures at lower frequencies as they were more difficult to measure accurately. It was confirmed that the measurements were taken in 10 minute samples and that BS4142 does not focus on low level frequencies.

Feedback from residents had been generally positive except over the last three weeks when a higher level of low frequency noise had been experienced. It was reported that higher sound levels had been experienced between 3am and 3:30am.

On 26th June at 3:20am a low frequency sound had been identified that had woken residents up. BPI agreed to investigate this to assess whether it had been generated by its site.

Measurements indicated that the result of the mitigation works had reduced sound levels emanating from the site based on a comparison between BPI data and Herefordshire Council published data. A 4dB reduction had been identified following the mitigation works. Both HC and RPS figures concurred with each other and a significant difference had been measured in Waterworks Lane.

It was confirmed that the plant ran 24 hours a day.

The history of the development of the site/area was as follows:

- 1865 – Pumping Station;
- 1930 – Caswell Terrace constructed;
- 1964-77 – Industrial Estate developed;
- 1967-77 – Flats built in Waterworks Lane.

The average level of noise measured from the site was 47dB which was an extremely low level of noise from an industrial site.

GOOD PRACTICE MEASURES

The following good practice measures were being implemented by BPI:

- A revised procedure had been produced to help manage change especially with regard to external and internal noise;
- Tonal alarms have been phased out and replaced with white noise alarms;
- A strict door closing policy was in place; and audited weekly;

- Condition monitoring, a previous commitment, was in place;
- Machines were now continually monitored;
- Proactive servicing was now in place which helped address low frequency noise.

FUTURE WORKS

The following works were planned:

- A further exhaust will be attenuated on the right hand side of the building;
- External pumps were being upgraded. Two new pumps were being fitted with the others being upgraded;
- Pumps would be enclosed;
- Anti-vibration mounts are being looked into to help reduce vibrational noise.

CONCLUSIONS

- Concern was expressed that some areas of the main building were not cladded;
- It was acknowledged that BPI was a source of low frequency noise but it was not the only one in the area;
- The majority of the issues identified had now been addressed but low frequency noise was still a potential issue, although not a statutory nuisance where officers had been able to measure;
- Once the further exhaust is attenuated on the right hand side of the building, HC was of the view that BPI had taken the best practical means to address the issues that had been identified in Waterworks Lane;
- Factory and management systems had been improved;
- Residents were still experiencing low frequency noise issues;
- Herefordshire Council had not identified a Statutory Nuisance issue but were there to advise and monitor;
- Planning would be looking for environmental gains in the future, should future applications come forward;
- There was no further measurement phase currently available;
- BPI had given a commitment to improve where it could, with an undertaking that all new plant & machinery would be reviewed prior to procurement to ensure that the noise rating levels were considered and all reasonable steps were taken to attenuate noise, including low frequency.

It was suggested that an annual update meeting be organised and BPI was in agreement. BPI was committed to improve its site and it was agreed to arrange a meeting in June 2019, although it might be more informative to hold this after the August shutdown period – TBC, but September may prove to be a more meaningful date.

BPI also offered to undertake additional measurements at residents' homes if access was provided. It had previously been denied and it was agreed that the residents in question would liaise directly with BPI.

There being no other business everyone was thanked for their attendance and the meeting closed at 12.12pm.

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 21st May 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

ALSO PRESENT: LTC Cllr Sutcliffe, Ward Cllrs Marsh, Norman, Stone, and 12 members of the public.

OFFICER PRESENT: Town Clerk.

PH01/18 ELECTION OF CHAIR

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

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

PH02/18 ELECTION OF VICE CHAIR

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

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

PH03/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness) and Egan (personal).

PH04/18 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Rosser (Morrisons employee)
- Cllr Rumsey (Personal P181058)

PH05/18 HEREFORDSHIRE COUNCIL MEMBERS

Committee **RESOLVED** that the participation of those Town Councillors who are also members of Herefordshire Council in both the debate and any subsequent vote on matters contained in this agenda was on the basis that the views expressed were preliminary views taking account of the information that was currently available to the Town Council and that County Councillors reserved their final views on all applications until they were in full possession of all relevant information both for and against.

PH06/18 REQUESTS FOR DISPENSATIONS

There had been no requests received.

PH07/18 QUESTIONS FROM THE PUBLIC

Twelve members of the public were present to raise concerns regarding Planning Applications P181448, P181464, P181465 and P181466. The following concerns were expressed:

- The proposed site to be developed was understood to have been allocated as a green space in the original planning permission for the Safeway Supermarket to create a level of protection between the supermarket and nearby residential dwellings;
- The location was considered not to be suitable for such a development;
- The size of the proposal has a 506m² footprint. The indicated average size of similar restaurants in documentation supporting the proposal was 301m². The proposal is significantly larger than the average Restaurant and is to be sited in a predominantly residential area rather than a retail park;
- The immediate identified customer base is 13,800. Normal customer bases are in the region of 51,000 people. This would assume that an additional 30,000 customers will need to be attracted to the site thus creating unacceptably high traffic volumes;
- The traffic assessment suggests an increase of 500,000 vehicles to this location. Access and egress movements would therefore be in the region of 1,000,000;
- The traffic assessment document is inaccurate and makes reference to the proposal being three storeys high when it is actually two storeys high and refers to the supermarket as a Tesco's;
- The capacity of the access road for the restaurant has been calculated to be 4 cars. Any additional vehicles queuing in the access road will create traffic disruption. The levels of congestion likely to be created will disrupt the flow of traffic along the A44 especially at peak times and result in gridlock;
- The proposal will be detrimental to the air quality both in this area and at the Bargates junction. This area currently does not meet air quality standards and this development will only exacerbate the situation.

Committee **RESOLVED** to consider applications P181448, P181464, P181465 and P181466. Following discussion Committee **RESOLVED** that it would not support the applications as they did not meet the criteria outlined in the Leominster Area Neighbourhood Plan policy LANP9 and the Herefordshire Core Strategy Policy E05 as outlined below:

Page 9 – Addendum to LO1

In Leominster new development proposals will be encouraged where they:

- Maintain and enhance the viability and vitality of the town centre. Proposals for new retail, leisure or office development of over 400m² in gross floor space and located outside of the defined town centre will need to be supported by an impact assessment in accordance with the National Planning Policy Framework to determine whether there could be any adverse impacts on the vitality and viability of Leominster town centre;

- Ensure that developments do not exacerbate air pollution levels within the designated air quality management area at Bargates;
- Ensure that development does not undermine the achievement of water quality targets in accordance with Policy SD3 and SD4; and
- Has demonstrated engagement and consultation with the community including the town/parish council.

LANP9

In certain circumstances it may be appropriate for retail development to be outside or adjacent to the primary and secondary town centre retail area. Such proposals will be required to provide evidence that:

- a. the proposal meets the sequential testing requirements as set out in the National Planning Policy Framework (paragraph 24);
- b. the proposal would not have a significant adverse impact on the vitality and viability of Leominster Town Centre and is of a high design quality;
- c. An impact assessment for retail, leisure and commercial proposals outside the town centre to assess the impact on investment in the area and on vitality and viability of the town centre should be carried out in line with Policy E5 of the Herefordshire Core Strategy.

Herefordshire Core Strategy Policy E5 – Town centres (Section 5 General Policies Herefordshire Core Strategy)

Town centres will be the focus for retail, commercial, leisure, cultural and tourism uses. Proposals for such uses which contribute to the vitality and viability of the town centres of Hereford and the market towns will be supported provided that they:

1. Do not adversely affect the primary function of the town centres as shopping destinations; and
2. Are of a scale and design appropriate to the size, role, character and heritage of the centre.

Proposals for development outside the town centres will only be permitted if it can be demonstrated that the requirements of the sequential test, as set out in paragraph 24 of the NPPF, have been met and that the proposal would not have a significant adverse impact on the vitality and viability of the centres. An application will be refused if it fails the sequential test or an impact assessment.

The sequential test requires the above mentioned uses to be located within town centres. Where it is proven there are no available and suitable town centre sites, preference will be given to edge of centre sites before any out of centre site is considered. Where a sequential test adequately demonstrates that the only suitable and available site is an edge of centre or an out of centre location, preference will be given to sites that are well connected to the town centre and are easily accessible by sustainable transport modes.

An impact assessment for retail, leisure and commercial proposals outside of the town centres to assess their impact on investment in the

area and on vitality and viability of the town centre may be required depending on the scale and location of the proposal, as specified in the policies in the Place Shaping section.

PH08/18 THE HUM

The following update was noted:

- Herefordshire Council confirmed that its officers had been monitoring the noise at night time from the BPI factory and would shortly be in a position to meet again with all concerned and hopefully agree a way forward.
- It was suggested that a meeting in June be arranged. Leominster Town Council would chair and Cllrs Bartlett and Rumsey would attend.

PH09/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 23rd April 2018 be agreed and signed as a correct record.

PH10/18 PLANNING APPLICATIONS

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

- APPLICATION:** P181058
SITE: 15 Etnam Street, Leominster HR6 8AD
DESCRIPTION: Proposed removal of existing fascia and hanging signs with 1 no. externally illuminated fascia sign and 2 no. internally illuminated hanging signs.
COMMENT: No objection.
- APPLICATION:** P181078
SITE: 40 Caradoc Drive, Leominster HR6 8BQ
DESCRIPTION: Retrospective application for a shed.
COMMENT: No objection.
- APPLICATION:** P181203
SITE: 6 Lacy Way, Leominster HR6 9AY
DESCRIPTION: Removal of existing sheds and proposed single storey ancillary annexe for parents.
COMMENT: No objection.
- APPLICATION:** P181232
SITE: Walnut Tree Cottage, Brierley Lane, Brierley, Leominster HR6 0NU
DESCRIPTION: LBC – proposed timber frame repairs to main house and proposed replacement of current infills at front of house.
COMMENT: No objection subject to the views of the Conservation Officer.

APPLICATION: P181272
SITE: Land at Brick House Farm, Brierley, Leominster HR6 0NT
DESCRIPTION: Proposed erection of 2 semi-detached dwellings on plots 3 & 4 to replace 2 dwellings previously approved under application 179524.
COMMENT: It was agreed to respond to this via written representation.

APPLICATION: P181377
SITE: 9-11 High Street, Leominster HR6 8LZ
DESCRIPTION: Externally illuminated logo and letters/non-illuminated aluminium panel. External illuminated heritage projection sign. Internally illuminated ATM surround.
COMMENT: No objection.

APPLICATION: P181436
SITE: Land off Westcroft, Leominster
DESCRIPTION: Non-material amendment ref 171309. Amendments to elevations and floor plans.
COMMENT: Noted.

APPLICATION: P181448
SITE: Land at Morrisons Car Park, Barons Cross Road, Leominster
DESCRIPTION: Proposed erection of two storey restaurant with drive-thru, car parking, landscaping, play place and associated works. Installation of 2 no. COD (Customer Order Displays) with associated canopies.
COMMENT: See minute PH07/18.

APPLICATION: P181456
SITE: Barn at Lower Hyde, Hyde Ash, Leominster, HR6 0JR
DESCRIPTION: 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.
COMMENT: No objection subject to the following conditions:

- The hard standing proposed should be constructed of porous materials;
- Bat boxes must be installed to help support the existing bat population;
- Bird boxes should be installed;
- Hedgehog runs to be installed to help protect them.

APPLICATION: P181464
SITE: Land adjacent to Petrol Filling Station, Safeway Service Road, Leominster HR6 8RH
DESCRIPTION: Various site signage including 1 no. height restrictor, 8 no. freestanding signs, 3 no. banner units, 1 no. side by

- COMMENT:** side directional and 12 no. dot signs.
See minute PH07/18.
- APPLICATION:** P181465
SITE: Land adjacent to Petrol Filling Station, Safeway Service Road, Leominster HR6 8RH
DESCRIPTION: Installation of 7 no. fascia signs.
COMMENT: See minute PH07/18.
- APPLICATION:** P181466
SITE: Land adjacent to Petrol Filling Station, Safeway Service Road, Leominster HR6 8RH
DESCRIPTION: The installation of a freestanding 12m double sided shared totem.
COMMENT: See minute PH07/18.
- APPLICATION:** P181490
SITE: Ashdown, 19 Barons Cross Road, Leominster HR6 8RL
DESCRIPTION: Proposed erection of studio/annexe to form ancillary accommodation.
COMMENT: Recommend refusal to this application as it is considered inappropriate development within a garden.
- APPLICATION:** P181511
SITE: Land at Westbury House, Ryelands Road, Leominster, HR6 8NZ
DESCRIPTION: Proposed town centre garden mews house to enhance the setting of a listed building.
COMMENT: Recommend refusal to this application as it is within the Conservation Area, will be detrimental to the existing dwelling, is considered over-development of the site, is inappropriate development within a garden and will be detrimental to the local environment.
- APPLICATION:** P181551
SITE: 1 Buckfield Place, Leominster, HR6 8QU
DESCRIPTION: Proposed two storey rear extension and alterations and proposed detached garage/car port.
COMMENT: Recommend refusal to this application as it will be detrimental to the Conservation Area and is considered inappropriate development within the curtilage of the dwelling.
- APPLICATION:** P181700
SITE: 1 Buckfield Place, Leominster, HR6 8QU
DESCRIPTION: LBC – Proposed two storey rear extension and alterations and proposed detached garage/car port.
COMMENT: Recommend refusal to this application as it is not registered on the Herefordshire Council website and no plans were available for consideration.

APPLICATION: P181689
SITE: 24 Caswell Rd, Leominster, HR6 8AZ
DESCRIPTION: Notification for a prior approval for a proposed larger home extension which will extend beyond the rear wall of the dwelling house by 4.7 metres. The maximum height of the enlarged part of the dwelling house is 3.0 metres and the height of the eaves of the enlarged part of the dwelling house is 3.0 metres.
COMMENT: No objection.

PH09/18 DECISIONS

Committee noted the following decisions made by Herefordshire Council:

APPLICATION: P180755
SITE: 1 Old Hall Cottages, Brierley, Leominster, HR6 0NU
DESCRIPTION: Replace 2 single casement metal windows on the ground floor and first floor with new single glazed double casement hard wood windows.
COMMENT: No objection.
DECISION: Approved with conditions

APPLICATION: P180756
SITE: 1 Old Hall Cottages, Brierley, Leominster, HR6 0NU
DESCRIPTION: Listed Building Consent – Replace 2 single casement metal windows on the ground floor and first floor with new single glazed double casement hard wood windows.
COMMENT: No objection.
DECISION: Approved with conditions

APPLICATION: P180943
SITE: 21 Radnor View, Leominster, HR6 8TF
DESCRIPTION: Alter an existing window to an Oriol window on the front elevation.
COMMENT: No objection.
DECISION: Approved with conditions

PH10/18 HIGHWAYS AND PARKING MATTERS

- (a) **Highway & Parking Matters** – It was noted that the Residents Parking Permit TRO proposals had not been included in the Annual Maintenance Plan but had been included in the list of requested TROs submitted by parish councils. The review of the TROs in the town centre would be part of the public realm initiative.

Concern was expressed regarding the recent traffic lights along Bargates. They had been in place for a period of 4 days. The work required was undertaken and completed in a day.

PH11/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that this was progressing to examination.

PH12/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 4th June 2018 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:20pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 4th June 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

ALSO PRESENT: Cllr Sutcliffe, Ward Cllr Stone and 1 member of the public.

OFFICER PRESENT: Town Clerk.

PH13/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bartlett (Mayoral duties), Davies (Illness) and Egan (personal).

PH14/18 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Rumsey (personal): Morrisons.

PH15/18 HEREFORDSHIRE COUNCIL MEMBERS

Committee **RESOLVED** that the participation of those Town Councillors who are also members of Herefordshire Council in both the debate and any subsequent vote on matters contained in this agenda was on the basis that the views expressed were preliminary views taking account of the information that was currently available to the Town Council and that County Councillors reserved their final views on all applications until they were in full possession of all relevant information both for and against.

PH16/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH17/18 QUESTIONS FROM THE PUBLIC

One member of the public was present. It was confirmed that the letter relating to Footpath ZC93 had been received. However, the issues raised within the letter would need to be submitted to Herefordshire Council as Leominster Town Council did not have the legal powers or responsibilities to address the matters raised. Committee further recommended that the resident raise the matters with Ward Cllr Marsh.

PH18/18 THE HUM

Committee noted that the contact at BPI had now been identified and a meeting would be arranged as soon as possible. This followed the recent update received from Herefordshire Council.

PH19/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 21st May 2018 be agreed and signed as a correct record.

PH20/18 PLANNING APPLICATIONS

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

APPLICATION: P181308
SITE: 45 The Meadows, Leominster HR6 8QY
DESCRIPTION: Proposed loft conversion and dormer extension to form lounge area, bathroom and bedroom.
COMMENT: No objection.

APPLICATION: P181490
SITE: Ashdown, 19 Barons Cross Road, Leominster HR6 8RL
DESCRIPTION: Re-consultation: Proposed erection of studio/annexe to form ancillary accommodation.
COMMENT: No objection.

APPLICATION: P181644
SITE: The Frere House, 15 Church Street, Leominster HR6 8NE
DESCRIPTION: Retrospective: Various external and internal works including taking away no structural modern walls, replacing cement based plaster and other mortar with lime based products. Adding traditional oak structural supports.
COMMENT: No objection.

APPLICATION: P181649
SITE: The Frere House, 15 Church Street, Leominster HR6 8NE
DESCRIPTION: Retrospective LBC: Various external and internal works including taking away no structural modern walls, replacing cement based plaster and other mortar with lime based products. Adding traditional oak structural supports.
COMMENT: No objection.

APPLICATION: P181645
SITE: Waverley House Care Home, Etnam Street, Leominster HR6 8AQ
DESCRIPTION: Proposed bedroom conversions and new car parking.
COMMENT: No objection.

APPLICATION: P181728
SITE: 5-6 Corn Square, Leominster HR6 8LR
DESCRIPTION: Proposed modification of front door.
COMMENT: No objection.

- APPLICATION:** P181915
SITE: 3 Ropewalk Avenue, Leominster, HR6 8LY
DESCRIPTION: Proposed works to a large ash tree. Tree roots appear to be now pressing against the back wall of house. Crack in mortar bond in centre of ground floor window would tend to indicate heave. Request permission to fell tree and grind out stump.
- COMMENT:** Following a visit by the Town Council's Tree Wardens Committee recommend refusal to this application for the following reasons:
- The tree was protected by a Tree Preservation Order;
 - The tree was sited some distance away from the area of the property that was allegedly being undermined by the tree roots;
 - There was no obvious evidence that the tree roots were actually causing any damage to the property;
 - It was recommended that consideration be given to reducing the crown by a maximum of 25% rather than fell it completely.

Committee thanked the Tree Wardens for their recommendations.

PH21/18 DECISIONS

Committee noted that there were no outstanding planning decisions made by Herefordshire Council to be reported.

PH22/18 HIGHWAYS AND PARKING MATTERS

- (a) **TRO Monkland Road (A44 & U93002)** – Committee noted that documents relating to a statutory consultation for a Traffic Regulation Order for Monkland Speed Limit review had been received and distributed to all members. Committee agreed to support this TRO.
- (b) **Highway & Parking Matters** – Committee noted the following issues: consider any additional parking and highway issues.
- Concern was expressed regarding cars parking on the pavement. This practice was making it very difficult for pedestrians, especially those with pushchairs and with restricted ability, to use the pavements safely;
 - A request to carry out a full review of the white lines in Leominster and identify all those that required repainting would be submitted to Balfour Beatty;
 - There continued to be a significant number of potholes requiring repair throughout the town. This would also be reported.

PH23/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the Examiner had requested that the Evidence Statement should undergo a six week consultation period. The revised

Statement would be submitted to Herefordshire Council as soon as possible. The additional six week consultation would inevitably delay the examination of the Plan further.

PH24/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 18th June 2018 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:45pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 25th June 2018 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

ALSO PRESENT: Cllr Sutcliffe.

OFFICER PRESENT: Town Clerk.

PH25/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Davies (Illness). Cllr Egan was absent.

PH26/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

PH27/18 HEREFORDSHIRE COUNCIL MEMBERS

Committee **RESOLVED** that the participation of those Town Councillors who are also members of Herefordshire Council in both the debate and any subsequent vote on matters contained in this agenda was on the basis that the views expressed were preliminary views taking account of the information that was currently available to the Town Council and that County Councillors reserved their final views on all applications until they were in full possession of all relevant information both for and against.

PH28/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH29/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

PH30/18 THE HUM

Committee noted that a meeting was taking place with BPI, Herefordshire Council, the Town Council and local residents on Wednesday 27th June 2018 at 10am. Cllrs Bartlett and Rumsey would be representing the Town Council.

PH31/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 4th June 2018 be agreed and signed as a correct record.

PH32/18 PLANNING APPLICATIONS

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

APPLICATION: P152544
SITE: Petrogas, Bargates, Leominster HR6 8EY
DESCRIPTION: Proposed integral illumination and screen to ATM fascia. Internally illuminated Free Cash withdrawals sign above the ATM fascia. Blue LED halo illumination to ATM surround.
COMMENT: No objection subject to the Leominster Area Neighbourhood Plan Policy LANP9 (I) Business premises should have appropriate signage – illuminated signs and lighting should be kept to a minimum and, when used, make a positive contribution to the street scene.

APPLICATION: P174097
SITE: Mile End, Broad Lane, Leominster HR6 0AL
DESCRIPTION: Re-consultation: Retrospective permission for the use of the land for wood chipping with wood storage yard and buildings to include; office building, chip stores, drying floor, fan house and boiler house with biomass plant to generate 80Kw of electricity.
COMMENT: Reiterate previous comments submitted.

APPLICATION: P174368
SITE: Brierley Court Hop Farm, Brierley, Leominster HR6 0NU
DESCRIPTION: Removal of condition 2 (DCNC2009/0167/F)
Application: (part retrospective) to allow for year round covering for permitted polytunnels.
COMMENT: No objection subject to the requirements set out in the Herefordshire Core Strategy and Policy LANP21 of the Leominster Area Neighbourhood Plan.

APPLICATION: P181772
SITE: 67 Osborne Place, Leominster HR6 8BW
DESCRIPTION: Proposed extension to existing dwelling.
COMMENT: No objection subject to the Leominster Area Neighbourhood Plan Policy LANP20.

APPLICATION: P182046
SITE: Orchard House, 3 Presbytery Close, Leominster, Herefordshire, HR6 8QP
DESCRIPTION: Proposed non-material amendment to planning permission ref 180808 (Two storey side extension and garden shed) – Please see application form for details.
COMMENT: No objection provided the shed is used for residential and not business purposes and the Leominster Area Neighbourhood Plan Policy LANP20.

APPLICATION: P182059
SITE: 5 The Rugg, Leominster HR6 8TE
DESCRIPTION: Proposed conversion of garage to provide annexe for parents to live in and be cared for.
COMMENT: Recommend refusal as the extension is not connected to the existing property and constitutes a separate dwelling. The Committee wished to submit the following advisories:

- If approved a condition must be included to ensure that the extension cannot be sold as a separate dwelling;
- Access should be provided from the main dwelling to the extension;
- The extension must be subject to building regulations.

APPLICATION: P182111
SITE: Townsend House, 15 Green Lane, Leominster HR68QJ
DESCRIPTION: One tree in the area hatched is clearly sick due to lack of water (T1) this will need to be removed along with other trees marked T2, T3 in this area, smaller trees (under 12" diameter) and brush will also be removed to improve light and water to ensure we can save the larger old trees pine trees and Large Yew Tree in this area. There will also be some remedial surgery to the larger pines in this area due to the branches that came down during the snow (as discussed with the tree preservation officer). A Portuguese laurel hedge will be planted along the wall to replace trees that have been removed. These will then be managed to ensure they do not take water from the other.
COMMENT: Committee wishes to object to this application for the following reasons:

- No documentation is available on the website to provide background information on the proposal;
- Some of the trees are subject to TPOs and references to T1, T2 and T3 require clarification.

Delegated authority was provided to the Tree Wardens to submit comments on the proposal following a site visit and liaison with the Herefordshire Council Tree Officer. A request to extend the deadline would be submitted.

(b) Update on P170052, Copper Beech Tree, Clifton Bingo Hall –
Committee noted that the replacement tree had been requested and that the applicants would be reminded of their obligations in late summer/early autumn by the Herefordshire Council Tree Officer.

- (c) **Mortimer Forest Holiday Park** – Committee noted the information that had been previously provided regarding the proposal to construct 68 luxury holiday chalets on Juniper Hill, Mortimer Forest. Following discussion it was **RESOLVED** that Committee would not consider this matter further until a formal planning application had been submitted.
- (d) **Pre-application Consultation request** – Committee noted that a fresh application for residential dwellings in Wharton (previous application P170354 was refused) was being developed. Following consideration it was agreed to invite the architect to provide pre-application information to Committee on 2nd July 2018 at 6pm, subject to availability. The formal Committee meeting would be cancelled.

PH33/18 DECISIONS

Committee noted the following planning decisions made by Herefordshire Council:

APPLICATION: P173506
SITE: Land at 15 Mill Street, Leominster, Herefordshire
DESCRIPTION: Proposed Cottage
COMMENT: No objection subject to the criteria regarding the development of gardens contained within the Leominster Area Neighbourhood Plan
DECISION Refused

APPLICATION: P180198
SITE: Land adjoining Glaslyn, Barons Cross Road, Leominster
DESCRIPTION: Proposed erection of 4 detached dwellings with new vehicular access.
COMMENT: Support this application.
DECISION Approved with conditions.

APPLICATION: P180470
SITE: Little Acre, Newtown Lane , Leominster HR6 8QD
DESCRIPTION: Proposed replacement dwelling.
COMMENT: No objection.
DECISION Approved with conditions.

APPLICATION: P180755
SITE: 1 Old Hall Cottages, Brierley, Leominster, HR6 0NU
DESCRIPTION: Replace 2 single casement metal windows on the ground floor and first floor with new single glazed double casement hard wood windows.
COMMENT: No objection.
DECISION Planning permission not required.

APPLICATION: P181017
SITE: Telephone Exchange, Rylands Road, HR6 8NZ
DESCRIPTION: Proposed external spiral staircase replacement.
COMMENT: No objection.

- DECISION** Approved with conditions.
- APPLICATION:** P181058
SITE: 15 Etnam Street, Leominster HR6 8AD
DESCRIPTION: Proposed removal of existing fascia and hanging signs with 1 no. externally illuminated fascia sign and 2 no. internally illuminated hanging signs.
COMMENT: No objection.
DECISION Approved with conditions.
- APPLICATION:** P181078
SITE: 40 Caradoc Drive, Leominster HR6 8BQ
DESCRIPTION: Retrospective application for a shed.
COMMENT: No objection.
DECISION Approved with conditions.
- APPLICATION:** P181377
SITE: 9-11 High Street, Leominster HR6 8LZ
DESCRIPTION: Externally illuminated logo and letters/non-illuminated aluminium panel. External illuminated heritage projection sign. Internally illuminated ATM surround.
COMMENT: No objection.
DECISION Approved with conditions.
- APPLICATION:** P181689
SITE: 24 Caswell Rd, Leominster, HR6 8AZ
DESCRIPTION: Notification for a prior approval for a proposed larger home extension which will extend beyond the rear wall of the dwelling house by 4.7 metres. The maximum height of the enlarged part of the dwelling house is 3.0 metres and the height of the eaves of the enlarged part of the dwelling house is 3.0 metres.
COMMENT: No objection.
DECISION Prior approved given.

PH34/18 HIGHWAYS AND PARKING MATTERS

- (a) **Highway & Parking Matters** – Committee noted that a request had been received from Herefordshire Council with regard to continued support for the 490 Bus Service.

Following consideration the Planning & Highways Committee agreed to support the 490 bus service and provide a contribution of £2,000. The contribution was subject to a review of the current timetable as it appeared that some buses ran very closely to each other. The Committee was keen to see a more even spread of the service if possible.

PH35/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the revised Evidence Statement had now been submitted and the additional Regulation 16 consultation commenced on

Monday 11th June 2018. Clarification regarding primary and secondary shop frontages had also been submitted with a clearer map..

PH36/18 DATE OF NEXT MEETING

Committee agreed to cancel the next meeting to be held on Monday 2nd July 2018. Committee noted that the next meeting would take place on Monday 16th July 2018 commencing at 18:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:06pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 16th July 2018 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

ALSO PRESENT: Ward Cllr Stone and Cllr Sutcliffe.

OFFICER PRESENT: Town Clerk.

PH37/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bartlett (work) and Davies (Illness). Cllr Egan was absent.

PH38/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

PH39/18 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Councillors present.

PH40/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH41/18 QUESTIONS FROM THE PUBLIC

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

PH42/18 THE HUM

Committee noted that the report of the meeting held on Wednesday 27th June 2018 was awaiting final corrections prior to publication. Once final amendments had been received the report would be made public,

PH43/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 25th June 2018 be agreed and signed as a correct record.

PH44/18 PLANNING APPLICATIONS

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

(a) Planning applications – The following applications have been received from the Planning Authority and require comment:

APPLICATION: P173650

SITE: Brierley Court Barns, Brierley, Leominster HR6 0NU

DESCRIPTION: Application variation of condition 2 of P162302/F seeking minor amendments to the building together with inclusion of 10mw biomass boiler.

COMMENT: No objection

APPLICATION: P181805

SITE: 2 Old Hall Cottages, Brierley, Leominster HR6 0NU

DESCRIPTION: LBS: Proposed single storey extension.

COMMENT: No objection on the proviso that it met with Policy LANP19 – New Building in Leominster.

APPLICATION: P182290

SITE: Land at Newlands Croft, Ryelands Road, Leominster HR6 8PN

DESCRIPTION: Proposed erection of 3 detached dwellings with the formation of an improved vehicular access.

COMMENT: No objection on the proviso that it met with Policy LANP20 – New Extensions.

APPLICATION: P182409

SITE: Land behind 67 Bargates, Leominster

DESCRIPTION: Proposed bungalow.

COMMENT: Recommend refusal for the following reasons:

- The proposal would adversely impact on the current traffic and highway issues being experienced in this area;
- There are concerns that the proposed access is inadequate for an additional dwelling;
- Parking provision is inadequate in an area which already suffers from a lack of parking provision;
- The proposal goes against the requirements of Policy LANP19 – New Building in Leominster as the design is inappropriate to the local context;
- The proposal is over-development of the site;
- The proposal will result in the loss of the garden amenity of the existing dwelling and is in essence backland development.

The following additional applications were considered

APPLICATION: P182111

SITE: Townsend House, 15 Green Lane, Leominster HR68QJ

DESCRIPTION: One tree in the area hatched is clearly sick due to lack of water (T1) this will need to be removed along with other trees marked T2, T3 in this area, smaller trees (under 12" diameter) and brush will also be removed to improve light and water to ensure we can save the larger old trees pine trees and Large Yew Tree in this area. There will also be some remedial surgery to the larger pines in this area due to the branches that came

down during the snow (as discussed with the tree preservation officer). A Portuguese laurel hedge will be planted along the wall to replace trees that have been removed. These will then be managed to ensure they do not take water from the other.

- COMMENT:** Committee wishes to submit the following comments:
- The crowns to be lifted by a maximum of 4.2 metres;
 - Adhering to the guidance of the Herefordshire Council Tree Officer remove all the dead wood;
 - The tops of the pine trees need to be made safe;
 - The Yew trees must be retained;
 - The views of the Herefordshire Council Tree Officer would be fully supported by the Town Council;
 - The Town Council requests that it be kept informed of progress.

- APPLICATION:** P182348
SITE: 17 Drapers Lane, Leominster HR6 8ND
DESCRIPTION: Proposed installation of a new condensing unit at building rear in the service yard.
COMMENT: No objection subject to the proposal meeting current noise restrictions and BS4142.

It was agreed to request an extension until 15th August 2018 to respond to Planning Applications P182023 and P182024 at Alba, Bargates, Leominster, as some concerns were expressed regarding this application and additional time was required to review the applications.

PH45/18 DECISIONS

Committee noted the following planning decisions made by Herefordshire Council:

- APPLICATION:** P170275
SITE: Land adjoining The Hop Pole, Bridge Street, Leominster
DESCRIPTION: Proposed terrace of 3 cottages
COMMENT: The following initial comments regarding the above application were agreed:
- That applications 170275, 170276 and 170277 should be submitted as a single full planning application as they all related to the same site;
 - Concern was expressed regarding the lack of space to store waste and further information regarding provision was requested;
 - An application to register the site as a Community Asset had been submitted in December 2016 and this should be considered during determination of the application;
 - The Committee fully supports the recommendation by West Mercia Police to design out crime and/or

fear of crime and to promote community safety within the scheme;

- There may be historically significant architectural features in the existing building (medieval cruck roof) which should be protected.

DECISION: Withdrawn

APPLICATION: P170277

SITE: Land fronting Mill Street at The Hop Pole, Bridge Street, Leominster

DESCRIPTION: Outline: Proposed site for housing development for up to 6 dwellings

COMMENT: The following initial comments regarding the above application were agreed:

- That applications 170275, 170276 and 170277 should be submitted as a single full planning application as they all related to the same site;
- Concern was expressed regarding the lack of space to store waste and further information regarding provision was requested;
- An application to register the site as a Community Asset had been submitted in December 2016 and this should be considered during determination of the application;
- The Committee fully supports the recommendation by West Mercia Police to design out crime and/or fear of crime and to promote community safety within the scheme;
- There may be historically significant architectural features in the existing building (medieval cruck roof) which should be protected.

DECISION Approved with conditions

APPLICATION: P173230

SITE: Listed Building Consent: Land fronting Mill Street at The Hop Pole, Bridge Street, Leominster,

DESCRIPTION: Proposed site for housing development Ref 170277/O

COMMENT: Recommend refusal for the following reasons:

- The Council wishes to reiterate its previous objections to this proposal submitted under Planning Application P170277;
- The proposal is designed to frustrate the requirements to make an S106 contribution;
- The proposal should be submitted as a single application alongside planning applications P170275 and P170276.

DECISION Approved with conditions.

APPLICATION: P173231

SITE: Listed Building Consent: Land adjoining The Hop Pole,

- DESCRIPTION:** Bridge Street, Leominster,
COMMENT: Proposed terrace of 3 cottages
DECISION: As above
Withdrawn
- APPLICATION:** P180198
SITE: Land adjoining Glaslyn, Barons Cross Road,
Leominster
DESCRIPTION: Proposed erection of 4 detached dwellings with new
vehicular access.
COMMENT: Support this application.
DECISION: Approved with conditions.
- APPLICATION:** P180784
SITE: Land at Glen Alva, 136A South Street, Leominster
DESCRIPTION: Outline – Site for erection of a single dwelling on part of
garden of Glen Alva.
COMMENT: No objection.
DECISION: Approved with conditions.
- APPLICATION:** P181272
SITE: Land at Brick House Farm, Brierley, Leominster HR6
0NT
DESCRIPTION: Proposed erection of 2 semi-detached dwellings on
plots 3 & 4 to replace 2 dwellings previously approved
under application 179524.
COMMENT: No objection
DECISION: Approved with conditions.
- APPLICATION:** P181436
SITE: Land off Westcroft, Leominster
DESCRIPTION: Non-material amendment ref 171309. Amendments to
elevations and floor plans.
COMMENT: Noted.
DECISION: Approved
- APPLICATION:** P181308
SITE: 45 The Meadows, Leominster HR6 8QY
DESCRIPTION: Proposed loft conversion and dormer extension to form
lounge area, bathroom and bedroom.
COMMENT: No objection.
DECISION: Approved with conditions.
- APPLICATION:** P181490
SITE: Ashdown, 19 Barons Cross Road, Leominster HR6 8RL
DESCRIPTION: Proposed erection of studio/annexe to form ancillary
accommodation.
COMMENT: Recommend refusal to this application as it is
considered inappropriate development within a garden.
DECISION: Withdrawn

APPLICATION: P181644
SITE: The Frere House, 15 Church Street, Leominster HR6 8NE
DESCRIPTION: Retrospective: Various external and internal works including taking away no structural modern walls, replacing cement based plaster and other mortar with lime based products. Adding traditional oak structural supports.
COMMENT: No objection.
DECISION Approved with conditions.

APPLICATION: P181649
SITE: The Frere House, 15 Church Street, Leominster HR6 8NE
DESCRIPTION: Retrospective LBC: Various external and internal works including taking away no structural modern walls, replacing cement based plaster and other mortar with lime based products. Adding traditional oak structural supports.
COMMENT: No objection.
DECISION Approved with conditions.

APPLICATION: P181772
SITE: 67 Osborne Place, Leominster HR6 8BW
DESCRIPTION: Proposed extension to existing dwelling.
COMMENT: No objection subject to the Leominster Area Neighbourhood Plan Policy LANP20.
DECISION Approved with conditions.

APPLICATION: P181728
SITE: 5-6 Corn Square, Leominster HR6 8LR
DESCRIPTION: Proposed modification of front door.
COMMENT: No objection.
DECISION Approved

APPLICATION: P182046
SITE: Orchard House, 3 Presbytery Close, Leominster, Herefordshire, HR6 8QP
DESCRIPTION: Proposed non-material amendment to planning permission ref 180808 (Two storey side extension and garden shed) – Please see application form for details.
COMMENT: No objection provided the shed is used for residential and not business purposes and the Leominster Area Neighbourhood Plan Policy LANP20.
DECISION Approved with conditions.

PH46/18 HIGHWAYS AND PARKING MATTERS

- (a) **Corporate Objectives** – Following consideration Committee **AGREED** to submit the Committee’s corporate objectives to Full Council for including in the emerging Corporate Strategy.

- (b) Highways & Parking Matters** – The following matter was raised:
- Update on the repairs of the barriers by the side of the dwelling by the level crossing – Negotiations were continuing with Network Rail and Balfour Beatty to agree a suitable time when no trains were running to undertake the works. The Committee agreed to support Cllr Stone’s request for this work to be undertaken as soon as possible;
 - Following on from the number of accidents on the Leominster stretch of the A49, including a recent fatality, it was agreed to request the Ward Councillors to include a request to implement a speed restriction along the A49 as part of their forthcoming meeting with Highway England. Leominster Town Council would fully support any speed restrictions along the most dangerous stretch which may help improve road safety and reduce accidents.

PH47/18 LICENCING MATTERS

Following consideration Committee **RESOLVED** to submit the following comments:

- That any variation must include the signing up by the premises to the Challenge 25 scheme;
- That an action plan to address potential litter issues that may be caused as a result of the variation be submitted by the applicant;
- That the premises be required to sign up as part of the HAND pubwatch scheme.

PH48/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that consultation on the Evidence Statement under regulation 16 would end on 23rd July 2018.

PH49/18 DATE OF NEXT MEETING

The next meeting will be held on Monday 13th August 2018 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 6:54pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 25th June 2018 commencing at 19:45 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Norman, Rumsey and Thomas.

OFFICERS PRESENT: Town Clerk.

FG01/18 ELECTION OF CHAIR

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

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

FG02/18 ELECTION OF VICE CHAIR

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

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

FG03/18 APOLOGIES FOR ABSENCE

Cllr Egan was absent.

FG04/18 DECLARATIONS OF INTEREST

There were no declarations of interest made. It was noted that Cllrs Norman, Rumsey and Thomas were appointed by the Town Council as Trustees of the Janice & Peter McCaull Trust.

FG05/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

FG06/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG07/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 30th April 2018 be agreed and signed as a correct record.

FG08/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Herefordshire Armed Forces Week** – Committee noted that Leominster was hosting Herefordshire Armed Forces week in Leominster commencing Monday 25th June 2018 at 11.15am with the flag raising ceremony and culminating on Saturday 30th June 2018 with a full day of celebration commencing at 10am.

FG09/18 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Quarter One Interim Financial Report up to 31st May 2018 and **RESOLVED**:
- That the report be noted;
 - That the payments for April 2018 amounting to £35,950, exclusive of VAT, and May 2018 amounting to £42,200, exclusive of VAT, be ratified;
 - That the current balances up to 31st May 2018 amounting to £467,803 be noted;
 - To note that currently a small deficit is being projected at the end of the 2018/19 financial year.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for June 2018, which amounted to £71,963.94, inclusive of VAT. This included annual grants of £25,000 to the Community Centre, LARC and CAB.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - That the outstanding sum of £987.96 regarding the outstanding funeral costs of the late Mr McCaull be met;
 - That a response be submitted to the Police & Crime Commissioners parish and town council survey on behalf of the Town Council.

FG10/18 CONFIDENTIAL ITEMS

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

- (a) **Grants Report** – Committee **RESOLVED** to make the following award in respect of applications received:
- Hope Support Services - £840 subject to a report being provided at the end of the project, what the future outcomes of the project were expected to be and whether the project would be able to continue.
- (b) **Project & Staffing Report** – Committee considered the Project & Staffing Report and, following discussion, **RESOLVED**:

- That the contents of the report be noted;
- That the statement from HAGS regarding the delays experienced at the Sydonia Play Area be noted;
- That a report be submitted to the Environment & Services Committee following the meeting held with Herefordshire Council on 22nd June 2018 outlining the next steps to secure a depot for the Team;
- That a new post to provide additional staffing resource for the Environmental Team be created. The position would be reviewed in six months time (December 2018);
- The temporary position will be for between 12-15 hours per week and the salary scale would be SCP12;
- That the Town Clerk continues in full time employment with Leominster Town Council;
- That the position of Maintenance Foreman be reinstated as agreed under the 2018/19 budget and that Mr McEwan be appointed;
- That the “Through the Wardrobe” event be held again this year. It was recommended that the Reindeer be booked as soon as possible;
- To seek sponsorship for the event from a local organisation.

Committee noted that issues were still being experienced regarding the request for a Public Works Loan to help fund the various projects outstanding. Support was offered from the Ward Councillors to help move this forward.

(c) Youth Report Update – Committee considered the Youth Update Report in detail and, following discussion, **RESOLVED:**

- That the report be noted;
- That the proposed projects be supported as outlined in the report;
- That Vennture be invited to attend a meeting to provide a detailed update on the progress of the Street Presence for Leominster.

With regard to funding Committee **RESOLVED:**

- To allocate £3,000 be allocated from the Youth Services Budget towards the development of the inclusive Duke of Edinburgh programme for Leominster in 2018/19 and a further £1,050 be allocated in 2019/20.

Committee noted that the proposed number of projects outlined in the report ready for development was considerable and concern was expressed regarding the capacity within the Council to be able to meet these targets. Regular update reports would be provided and only priority projects would be developed initially.

(d) Museum Report – Committee noted the report submitted by the Museum Curator. The partnership was proving positive and regular update reports would be submitted to Committee for review. An initial review of the partnership would be undertaken in September 2018.

FG11/18 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 3rd September 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP. There being no other business the meeting closed at 9:12pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 21st May 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Norman (Chair), Herschy (Vice-Chair), Bartlett, Lacey, Marsh, Sutcliffe and Thomas.

OTHERS PRESENT: Ward Councillor Stone.

OFFICER PRESENT: Town Clerk.

ES01/18 ELECTION OF CHAIR

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

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

Cllr Norman indicated that she would be stepping down from being Chair of the Communications & Events Committee to which she was recently elected.

ES02/18 ELECTION OF VICE CHAIR

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

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

ES03/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Davies (illness).

ES04/18 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey: Allotment holder.

ES05/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

ES06/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present. Cllr Stone congratulated Cllrs Norman and Herschy on the election as Chair and Vice Chair of the Committee.

ES07/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 16th April 2018 be agreed and signed as a correct record.

It was agreed to try to organise the visit to the recycling plant as agreed in April 2018. The Plant would be contacted to find out available dates.

It was agreed to request an update regarding the replacement tree which was a planning condition of the consent to fell the Copper Beech Tree at the Bingo Hall, Planning Application P170052.

ES08/18 CLERK'S REPORT

The Clerk presented an update report regarding the devolvement of the grounds maintenance services and responsibilities throughout the town from Herefordshire Council and Balfour Beatty to Leominster Town Council. The following matters were noted:

- The formal licence between the parties had been entered into on 1st April 2018;
- The licence allowed either party to terminate without notice;
- The Town Council was currently using its Lengthsman contractor to carry out grass cutting. This was being supported by the Environmental Team who were carrying out grass cutting duties in the play areas;
- No further progress had been made to secure a depot, although Herefordshire Council was investigating some options;
- Due to a review of governance and procurement procedure the equipment Herefordshire Council had identified as potential asset transfers had now been sold at auction and was no longer available;
- A grant fund was currently being set up by Herefordshire Council for town and parish councils to apply to for help to offset equipment and service costs. This grant fund had not yet been finalised.

Following discussion Committee **RESOLVED** to:

- Continue to deliver the open spaces maintenance work whilst on-going negotiations continue with Herefordshire Council and its agent, Balfour Beatty;
- Subject to the outcome of the negotiations to consider terminating the licence between the parties if insufficient progress regarding funding, equipment and a suitable depot is not achieved by September 2018;
- To request that the four Ward Councillors raise the issue with the relevant Director and the Scrutiny Committee;
- Carry out a full review of the Town Council's maintenance responsibilities with full costings. This will be reported back to Committee in September 2018;
- That consideration be given to developing a Biodiversity Plan for the maintenance of open spaces in Leominster if the Town Council agrees to continue with the Licence requirements;
- To provide a progress report at the Committee meeting on 16th July 2018.

ES09/18 TASK & FINISH GROUPS

Committee considered the appointment of Committee Members to the following Task & Finish Groups. Following discussion it was **RESOLVED** to appoint the following Councillors

- Toilet Refurbishment Task & Finish Group: Cllrs Lacey and Thomas;
- The Grange Open Space Task & Finish Group: Cllrs Bartlett, Sutcliffe and Thomas
- Allotment Inspection Team: Cllrs Lacey and Norman.

ES10/18 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That a sum of £200 be allocated to undertake a lighting design for Sydonia open space;
- That proposed equipment purchases be identified as part of the grounds maintenance review and submitted to the Finance and General Purposes Committee for consideration;
- That the appointment of the Maintenance Foreman position be agreed in principle and placed before the Personnel Sub-Committee for ratification;
- To contact Herefordshire Council to request that an emergency contact number be displayed at the Bus Station public conveniences.

ES11/18 CONFIDENTIAL ITEMS

There were no confidential items for consideration.

ES12/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 16th July 2018 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 8:52pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 16th July 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Herschy (Chair), Bartlett, Lacey, Marsh, Sutcliffe and Thomas.

OTHERS PRESENT: Ward Councillor Stone.

OFFICER PRESENT: Town Clerk and the Environmental Supervisor.

ES13/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness) and Norman (work).

ES14/18 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey: Allotment holder.

ES15/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

ES16/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present. Cllr Stone congratulated Cllrs Norman and Herschy on the election as Chair and Vice Chair of the Committee.

ES17/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 21st May 2018 be agreed and signed as a correct record.

Minute ES08/18 – Committee noted the clarification to this minute that the Ward Councillors would be raising the matter of relationships between Herefordshire Council and towns and parishes within the County via the Scrutiny Committee and not the specific issues relating to Leominster Town Council.

ES18/18 CLERK'S REPORT

Committee Members were provided with a copy of the commitments developed by the Earl Mortimer Collage and Sixth Form Centre to support Leominster's Armed Forces Community and the Armed Forces Covenant. This was welcomed by the Committee and a letter of thanks would be sent to Earl Mortimer College.

ES19/18 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- To note that the judging for Leominster in Bloom took place on Friday 6th July 2018;
- That Committee Members submit any amendments, additional and other comments to the draft Corporate Objectives by Friday 7th September 2018 so that the final Objectives could be formally agreed;
- That negotiations with Herefordshire Council continue as outlined in Section 5 of the report;
- That the possible lease of the Westbury Street public conveniences and ticket office be pursued but not as a priority;
- That consideration be given to combining the visit to the waste plant with a visit to the waste energy plant in Worcestershire.

Committee **RESOLVED** to express its disappointment and concern to Herefordshire Council regarding the lack of communication between it and the Town Council regarding the impending termination of the Interserve cleaning contract for public conveniences. A new contract has been awarded to Balfour Beatty who will not be providing additional services to other organisations including the Town Council.

Two public conveniences were asset transferred to the Town Council in 2016 alongside the cleaning contract, which at the time was being undertaken by Interserve Ltd. The cost of the cleaning service was affordable and on the same basis as the costs previously incurred by Herefordshire Council, as Interserve Ltd had the contract for all of Herefordshire's public conveniences.

The consequence of this decision by Herefordshire Council to award the new contract to Balfour Beatty will be a potentially significant increase in the cleaning costs directly to the Town Council. The Town Council took the assets over in good faith on the understanding that there would continue to be partnership working between it and Herefordshire Council

ES20/18 HEREFORDSHIRE SUSTAINABLE ROUTE MAP

Committee received a brief overview of the Herefordshire Sustainable Route Map Brightspace Foundation Pilot project proposal for Leominster. Following discussion it was agreed to invite Brightspace Foundation to give a presentation to the Committee prior to its meeting on Monday 17th September 2018.

ES21/18 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 would involve the likely disclosure of exempt information, as defined in the respective paragraph

of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(a) Sydonia Update – Committee considered the report presented and, following discussion, **RESOLVED:**

- That the report be noted;
- To ensure that the issues highlighted in the report and the post installation report were addressed and the site was safe to use;
- To agree a cost reduction due to the additional issues the Town Council has had to address and the additional works undertaken by the Town Council;
- To secure safer surfacing for the remaining unit as part of the cost reduction agreement;
- That an opening ceremony be fully funded by HAGS.

ES22/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 17th September 2018 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 8:45pm.

CHAIR:

DATE: