



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Wednesday 21st September 2016

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

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 26th September 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

Paul Russell
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

To receive questions and statements from members of the public as provided for in Standing Orders.

5. MINUTES OF THE PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 25th July 2016.



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6. CLERK'S REPORT

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

7. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 8th August, 5th & 19th September 2016;
- Environment & Services Committee – 12th September 2016.

8. COMMITTEE DECISIONS REQUIRING RATIFICATION

The following Committee decisions and recommendations require specific Council ratification:

- Etnam Street Car Park (PH56/16b)** – To consider the designation of this car park from short term to long term. Council may also wish to consider the possibility of requesting this car park as an asset transfer from Herefordshire Council.
- Traveller Policy (ES23/16a)** – To consider the adoption of the draft Traveller Policy. Please see the attached policy for consideration.
- Leominster Area Neighbourhood Plan** – To formally consider submitting the amended LANP to Herefordshire Council for examination. Please see Planning & Highways Minute PH65/16(c).
- Festive Lights** – To formally consider the Festive Lights Task & Finish Group's recommendation to appoint LITE as the contractor for Leominster's Festive Lighting for 2016, 2017 and 2018. Environment & Services Minute ES21/16.

9. FINANCES

- Accounts Paid Statement** – To receive the accounts paid statement for August 2016 which will be presented at the meeting.
- Grant Application** – To consider the grant request from the Royal British Legion. Please see the separate attachment for information.
- Destination Leominster** – To receive an update regarding this initiative. Please see the attached report.
- CAB Herefordshire** – Please see the attached report that has previously been distributed to Members and received support. Council is requested to formally agree to the grant of £5,000 and consider an additional £2,000 to provide this service until 31st March 2017.



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- (e) **HVOSS Youth Project** – To consider formally agreeing the payment of £8,620 for the provision of youth services from HVOSS and to formally sign the Service Level Agreement, as amended by the Environment & Services Committee (ES23/16b).
- (f) **Parish Council Budget & Precepting** – To note that a draft budget will be developed for initial consideration at the Finance & General Purposes Committee meeting on 24th October 2016 with final agreement being reached on 19th December 2016. The formal precept request will be considered by Full Council at its meeting on Monday 23rd January 2017.

10. **COUNCILLOR VACANCY**

To note that an election to fill the vacancy following the resignation of Mr Gibson has not been called. Council will therefore be required to co-opt a Councillor as soon as is practicable. The following process is recommended:

- Advertise vacancy throughout the Parish immediately;
- Closing date for applications – Friday 11th November 2016;
- Interview applicants – Monday 21st November 2016 @ 7pm;
- Formal co-option – Full Council – Monday 28th November 2016.

11. **EVERY STEP COUNTS**

To note that Leominster has been selected to trial a project entitled Every Step Counts which is aimed at getting inactive people more active by presenting a structured 12 week programme of walks lasting between 10 and 30 minutes. Mr Dennis Downey is leading the project.

12. **REFUGEES & ASYLUM SEEKERS UPDATE**

Please see the attached update briefing dated 17th August 2017 from Herefordshire Council. For noting.

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 Full Town Council meeting will be held on Monday 28th November 2016.

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



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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".

17. CONFIDENTIAL MINUTES

Please see the attached confidential minutes of the Environment & Services Committee meeting held on 12th September 2016.

18. PROPERTY REPORT

Please see the attached report.

19. STAFF REPORT

Please see the attached report.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 25th July 2016 commencing at 19:00 hours in the Council Chamber, 17 West Street, Leominster HR6 8EP.

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

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllrs McCaull and Stone, one press representative and three members of the public.

36/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Evans (illness), Gibson, (Illness), Norman (holiday), Rosser (personal), Taylor (work) and Thomas (holiday).

37/16 DECLARATIONS OF INTEREST

The following Declarations of Interest was made:

- Cllr Lacey: Allotment plot holder.

38/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

39/16 QUESTIONS FROM THE PUBLIC

There were no questions submitted from members of the public.

40/16 MINUTES OF THE PREVIOUS MEETINGS

It was proposed by Cllr Davies, seconded by Cllr Lacey and **RESOLVED** that the minutes of the Leominster Town Council meeting held on 14th May 2016 be agreed and signed as a correct record.

It was proposed by Cllr Davies, seconded by Cllr Rumsey and **RESOLVED** that the minutes of the Leominster Town Council meetings held on 16th May 2016 be agreed and signed as a correct record.

41/16 CLERK'S REPORT

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

- (a) **Refugee Crisis** – Council noted that the Leominster Refugee Crisis Collection organisers had been served notice to vacate the Old Mortuary with immediate effect. Following consideration it was agreed to allow the organisation to use the annex of 11 Corn Square, once completion of the purchase of the building had taken place, as a temporary storage area until alternative accommodation had been secured.

- (b) **Tennis Club Grant** – Council noted the correspondence thanking it for the grant to Leominster Tennis Club. The Club had run the first session for disabled adults, which had gone very well.
- (c) **Herefordshire Family Festival** – A request had been received to provide financial support for the participants and their families to attend the Family Festival Art exhibition. Following consideration it was proposed by Cllr R Pendleton, seconded by Cllr Davies and **RESOLVED** to provide a grant of up to £100 to help fund the transport.

Council also agreed to investigate the possibility of developing a family event in Leominster as part of the Festival, which would be taking place between 22nd and 30th October 2016.

Members noted that the Priory Holiday Club was currently taking place and an invitation to attend the final session on Friday 29th July 2016 had been received.

- (d) **Travellers Sites Development Plan** – Council **NOTED** that consultation had commenced on this Plan and would close on 19th September 2016. This matter would be considered by the Planning & Highways Committee.
- (e) **Food Fayre 3rd September 2016** – Council **NOTED** the request received from the Leominster Food Fayre Committee to help fund the road closure fee upfront, with the possible reimbursement if the Fayre attracted enough income to cover its costs. The Town Council was an organisation partner and provided insurance cover and other support for the Fayre.

Following consideration it was proposed by Cllr Rumsey, seconded by Cllr Freedland and **RESOLVED** to fund the required road closures for the Food Fayre to be held on Saturday 3rd September 2016.

42/16 COMMITTEE MEETINGS

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

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 6th and 27th June and 18th July 2016, and authorise the decisions and recommendations contained therein.
- (b) **Environment & Services Committee**– It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meeting held on 11th July 2016, and authorise the decisions and recommendations contained therein.
- (c) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meeting held on 27th June 2016, and authorise the decisions and recommendations contained therein.

43/16 FINANCES

- (a) **Financial Report** – Following consideration, it was **RESOLVED**:

- That the Quarter One Financial Report for the 2016/17 financial year be noted;
 - That all payments made during Quarter One amounting to £129,587.89 be ratified;
 - That income received, amounting to £248,203, including the precept and transitional grant, be noted;
 - That Petty cash expenditure amounting to £382.41 be noted;
 - That the balances at the bank amounting to £275,789 as at 30th June 2016, be noted;
 - That the projected income and expenditure for 2016/17, currently showing an £11,000 overspend, be monitored.
- (b) **Grant Application** – Following consideration by Council of the grant request received from the Bridge Street Sports Centre to help renew the artificial playing surface, it was **RESOLVED** to award a grant of £500, subject to the Sports Centre securing a grant from Sport England.
- (c) **Destination Leominster** – Council received the report from Orphans, Leominster, outlining the cost of developing Destination Leominster branding. Following consideration, it was **RESOLVED** to allocate a sum of £1,000 towards this project from the Corn Square Development Fund.
- (d) **CAB Herefordshire** – Council receives an update regarding the future of the CAB service in Herefordshire. It was noted that a meeting between Herefordshire Council, CAB and the Market Towns had been held on Wednesday 20th July 2016. Following that meeting, a request had been received to support the development of the Herefordshire Information and Advice Partnership.

Following consideration it was **RESOLVED** that a sum of £600 be awarded to the development of the Information and Advice Partnership, subject to further support being received from the other market towns in Herefordshire.

It was noted that further discussions would be held between Leominster Town Council and CAB to develop options to provide an advice service in Leominster through CAB. Further funding would be required.

44/16 LEOMINSTER AREA NEIGHBOURHOOD PLAN (LANP)

Council **NOTED** that final amendments to the LANP had been considered and agreed by the Steering Group. The amendments were currently being finalised before final submission to Herefordshire Council.

It was proposed by Cllr Freedland, seconded by Cllr Runsey and **RESOLVED** that the Town Council formally approve the final amended Neighbourhood Plan and submit it to Herefordshire Council for examination.

45/16 MOTION

The following motion was proposed by Cllr Bartlett and seconded by Cllr Barton:

This Council resolves that:

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

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

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

Council voted on the Motion which was approved unanimously.

46/16 REPORTS

Reports were received from the following Councillors:

- Cllr A Pendleton had attended the recent HALC meeting. The HALC AGM would be held on 12th November 2016;
- Cllr Bartlett had attended the recent LARC meeting. A new CEO had now taken over;
- Cllrs R Pendleton and Gibson had been liaising with the LDCA regarding a new business plan and positive progress was being made.

Council **NOTED** that a meeting had recently been held with the Saverne Twinning Association. Following discussion Council **RESOLVED** to provide administrative support to the Association to help maintain the Twinning links now and in the future.

The following report was received from Cllr McCaull:

- The Residents Parking Scheme in Ryelands Road was now in place and being enforced;
- The potholes in Southern Avenue had now been made safe. This road required resurfacing and this would be followed up;
- Tickbridge Lane had not been cut back previously, despite confirmation from BBLP that it had. However this had now been addressed and the Lane cut back and visibility improved.

The following report was received from Cllr Stone:

- Road patching had been carried out between the level crossing and Brightwells;
- Bins were being emptied on a more regular basis and litter picking undertaken in the laybys along the A49;
- A number of Neighbourhood Plans had been adopted, with further Plans being developed throughout Herefordshire. Cllr Stone was pleased that the Leominster Plan was now back on track;

- A consultation was being carried out regarding views on the future of the libraries;
- A workshop was being held by BBLP on 4th August 2016 regarding TROs;
- Cllr Stone offered his support of the motion agreed under minute 45/16.

The following report was received from Cllr Bartlett:

- Briefings have been held by Herefordshire Council regarding the delivery of the Core Strategy and the new schedule of charges being implemented by BBLP;
- Meetings had been attended regarding the A49, Bargates junction, Neighbourhood Plan, BPI and Broad Street car park;
- Meetings have also been held with residents regarding Neighbourhood Watch, flytipping, Pinsley Mill development, the Greenies Tea Party, the community litter pick and the Leominster in Bloom judging;
- Progress is being made with Norfolk House but there is still a long way to go.

47/16 MAYORAL APPOINTMENTS

Cllr A Pendleton provided a Mayoral report and had attended the following events:

- 18th May had a meeting, with the Secretary & Chair of Leominster Twinning Society, to discuss the Town's twinning with Saverne. Following this meeting, a letter was sent by the Mayor to the Mayor of Saverne.
- 20th May Mayor attended the Annual Meeting of Herefordshire Council.
- 21st May Attended the 90th Anniversary of Queenswood.
- 28th Mayor and Consort attended the 'Mayor making Ceremony' at Ludlow.
- 27th May attended Leominster Art Exhibition at Grange Court.
- 28th May The Leominster Choral Society Concert – Haydn at the Priory.
- 29th May Mayor, Consort & Deputy, attended the Leominster Festival Service at the Priory.
- 3rd June Mayor, Consort & Deputy - Mayoral Charity Concert – Fron Choir and Luke Doyle violinist.
- 5th June Mayor, Consort & Deputy - Philharmonic Orchestra concert at the Priory.
- 6th June Mayor & Consort attended the 'Mayor Making' Ceremony at Ross-on Wye.
- 11th June Mayor & Consort attended the celebratory services in honour of her Majesty the Queen's 90th birthday at the Priory and later that day at Hereford Cathedral.
- 17th June attended the open day at Waverley Care Home.
- 18th June Leominster Medieval Pageant Procession through the town and, in the evening, the Medieval Banquet held in the Priory.
- 19th June Mayor attended the 'Medieval Service' at the Priory.
- 20th June 'Fly a Flag' for Armed Forces, held at St. Peter's Square, Hereford
- 23rd June Open day at BUPA Residential Home.
- 23rd June St John Ambulance Service 'Rededication' at St Mary's Church, Ross-on- Wye.

- 25th June – Mayor and Deputy Mayor Ledbury – RBL Parade
- 25th June – attended the Hereford String Orchestra concert at The Priory
- 26th June Mayor attended Patronal Service at the Priory
- 27th June Civic Service Funeral – Molly Cooke. The Mayor thanked Members for their attendance at the recent funeral of Molly Cooke.
- 1st July Mayor and Deputy Mayor attended a performance at St Mays Church Yazor, in celebration of Her Majesty's Birthday.
- 3rd July Mayor and Deputy Mayor attended. 'Mayor Making' Ceremony at Kidderminster
- 8th July Mayor's Consort accompanied Heart of England in Bloom Judges around Leominster Town
- 9th July Mayor's Consort officiated at Ivington Fete

48/16 DATE OF NEXT MEETING

Council noted that the next Full Town Council meeting would be held on Monday 26th September 2016.

49/16 CONFIDENTIAL ITEMS

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

50/16 PROPERTY REPORT

Council received the Property report and, following discussion, **RESOLVED:**

- That the report be noted;
- That the property known as 17 West Street, Leominster be formally disposed subject to due diligence;
- That consideration of future investment proposals be considered and reviewed at a future meeting.

51/16 ANTISOCIAL BEHAVIOUR REPORT

Council received the Antisocial Behaviour report and, following discussion, **RESOLVED:**

- That the report be noted;
- That Council supported the setting up of an Action Group to help address the issues being experienced;
- That delegated authority be given to the Action Group to take minor decisions to help address antisocial behaviour;
- That Cllrs A Pendleton, Bartlett and Rumsey be appointed from the Town Council to sit on the Action Group.

52/16 LONDON BRIDGE

Council received the London Bridge report and, following discussion, **RESOLVED** that the report be noted.

AGENDA ITEM No: 5

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 21:14 hours.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

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

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

ALSO PRESENT: Cllr Rumsey, Ward Cllr Stone and five members of the public.

OFFICERS PRESENT: Town Clerk.

PH37/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (work), Rosser (holiday) and Taylor (work).

PH38/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH39/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH40/16 QUESTIONS FROM THE PUBLIC

There were five members of the public present and the following matters were raised:

- (a) **The Hum** – Concern was expressed regarding the scope and area to be covered by the proposed testing to be undertaken by BPI regarding the Hum. Issues raised included concerns that the testing would take place outside, not inside, the properties and the lack of clarity regarding the standards the test was to be assessed.
- (b) **Footpath ZC137** – Concern was expressed regarding the proposed closure of this footpath for up to two years whilst construction took place on the site next to the footpath. This section formed an important part of the disabled friendly trail which is used on a regular basis. Committee was asked if consideration could be given to erect a fence between the footpath and the construction site to enable the path to continue to be used during construction.

Following consideration, Committee agreed:

- To arrange a site visit with the developers, Signature Homes, to try to achieve access during the construction period;
- To engage with the Public Rights of Way Team at Herefordshire Council to support securing access.

PH41/16 MINUTES OF PREVIOUS MEETING

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

PH42/16 PLANNING APPLICATIONS

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

APPLICATION: P162053
SITE: 141 Bargates, Leominster, Herefordshire, HR6 8QS
DESCRIPTION: Pollard Weeping Willow
COMMENT: No objection.

APPLICATION: P162028
SITE: 70 Westcroft, Leominster, Herefordshire, HR6 8HG
DESCRIPTION: Proposed 2 storey side extension.
COMMENT: No objection.

APPLICATION: P161180
SITE: Land at Chipps House, Ivington, Leominster, Herefordshire, HR6 0JH
DESCRIPTION: Amended Plans: Alteration of Chipps House to create three apartments. Demolition of modern farm buildings and the conversion of and extension to the remaining barns to create four dwellings.
COMMENT: Committee noted that concerns had been raised by the Conservation Officer. It was agreed to support the application subject to the views and concerns of the Conservation Officer being fully addressed.

APPLICATION: P161181
SITE: Land at Chipps House, Ivington, Leominster, Herefordshire, HR6 0JH
DESCRIPTION: Amended Plans: Alteration of Chipps House to create three apartments. Demolition of modern farm buildings and the conversion of and extension to the remaining barns to create four dwellings.
COMMENT: Committee noted that concerns had been raised by the Conservation Officer. It was agreed to support the application subject to the views and concerns of the Conservation Officer being fully addressed.

APPLICATION: P162244
SITE: The Old Priory, The Priory, Leominster, Herefordshire
DESCRIPTION: Work to eleven trees.
COMMENT: No objection.

APPLICATION: P162248
SITE: Leominster Fire Station, Broad Street, Leominster, Herefordshire, HR6 8DD
DESCRIPTION: Non-material amendment to permission 151176 - Erection of 15m slim line aerial mast and demolition of existing

14m training tower (part of dangerous structure replacement programme) - reposition aerial mast at rear of fire station.

COMMENT: The Committee had no objection to the proposal provided it did not conflict with or encroach on to the route of the Bridges Footpath Walk currently being developed.

APPLICATION: P161937

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

DESCRIPTION: Proposed erection of a pair of semi-detached houses.

COMMENT: No objection.

APPLICATION: P162302

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

DESCRIPTION: Variation of a condition 2 of permission 150472 - substitution of plans for a repositioned building

COMMENT: No objection.

PH43/16 DECISIONS

The following decisions have been made by Herefordshire Council.

Grants/Approvals

APPLICATION: P161592

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

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

COMMENT: Noted.

DECISION: Prior approval not required.

APPLICATION: P161704

SITE: Brierley Wood, Ivington, Hereford

DESCRIPTION: Works to fell, thin and replant various trees within the woodland.

COMMENT: Noted.

DECISION: Approved with conditions.

APPLICATION: P161817

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

DESCRIPTION: Remove a Leylandii at front of property.

COMMENT: No objection.

DECISION: Approved with conditions.

APPLICATION: P161788

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

DESCRIPTION: Works to various trees.
COMMENT: No objection subject to ensuring that the cherry retains its balance, the lime is removed and that it is noted that work on the yew tree may be required.
DECISION: Approved with conditions

APPLICATION: P160811
SITE: Brierley Court Hop Farm, Brierley Lane, Brierley, Leominster, Herefordshire, HR6 0NU
DESCRIPTION: Proposed demolition two agricultural buildings and the erection of eight detached dwelling houses with new vehicular access to the highway, the diversion of a Public Right of Way and the installation of traffic calming measures at agreed points on the Public Highway to the east and west of Brierley Village. Pursuant to the making of a Traffic Regulation Order, reducing the speed limit from the national limit to 30mph.
COMMENT: No objection subject to the following conditions:

- Details of the proposed diversion of the public footpath be submitted to the Town Council for consideration and comment;
- That speed humps do not form part of the traffic calming measures due to the potential impact they have on emergency vehicle access and egress.

DECISION: Approved with conditions

APPLICATION: P61549
SITE: 1 Dishley Court, Newtown, Leominster, Herefordshire, HR6 8QD
DESCRIPTION: Single storey rear extension.
COMMENT: No objection.
DECISION: Approved with conditions

APPLICATION: P161550
SITE: 1 Dishley Court, Newtown, Leominster, Herefordshire, HR6 8QD
DESCRIPTION: Single storey rear extension.
COMMENT: No objection.
DECISION: Approved with conditions

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

APPLICATION: P162027
SITE: Stag Batch House, Monkland Road, Leominster, Herefordshire, HR6 9DA
DESCRIPTION: Proposed agricultural building.

COMMENT: No Objection
DECISION: Approved with conditions

PH44/16 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that further amendments had been made, specifically to the Settlement Boundary map. The final version would be submitted to Herefordshire Council prior to Regulation 16 assessment.

PH45/16 TRAVELLERS SITES DEVELOPMENT PLAN

Committee discussed the consultation document with specific focus on the temporary site being proposed at land at the A49 roundabout, Leominster. Other potential sites were also being requested.

Following an in-depth discussion it was agreed to defer consideration of this matter until the next meeting to be held on Monday 5th September 2016. Members were encouraged to submit personal comments if they so wished.

PH46/16 HIGHWAYS

(a) Parking Permits Update – Committee NOTED the following update which had been received:

- Arkwright Close, Bargates and Ryelands Road were now in place.
- South Street/Coningsby Road has had formal approval from Herefordshire Council and the works would be ordered up and the last elements of the legal process completed.
- Church Street/Pinsley Road was in process, the report was currently with Herefordshire Council awaiting approval prior to the scheme moving further forward.
- Etnam Street did not gain sufficient support from the local residents and therefore will not be progressed further. However, work is being undertaken to revise and sort out some of the parking restrictions round the junctions and crossings. A plan would be submitted to the Town Council for consideration

It was agreed to request Herefordshire Council to ensure that the safety measures drawn up as part of the Etnam Street proposals be retained and included in the revised plan for this area.

(b) Public Realm Update – Committee noted that the draft proposal for the public realm improvements in Leominster Town Centre had been submitted but no acknowledgement had been received. This would be pursued.

(c) Public Transport – Committee noted that Humber Ford & Stoke Prior Parish Council had agreed to provide a subsidy of up to £500 for the 427 bus service and Bodenham Parish Council had agreed a further subsidy of up to £500 for the first year of the service's operation, but with a review of the service every three months. A Service Level Agreement would now be drawn up prior to the implementation of the revised service.

PH47/16 THE HUM

Committee considered the request received from local residents regarding the proposed noise test scheduled for later this month. It was agreed to request the following:

- That the noise test include the assessment requirements of BS4142;
- That the area of the test includes all the residential areas that surround the factory perimeter including Caradoc Drive;
- That a site visit to the factory, with up to four Councillors attending, be arranged.

There being no other business, the meeting closed at 8:17pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 5th September 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

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

OFFICERS PRESENT: Town Clerk and Office Manager.

Prior to the commencement of the meeting Cllr Rumsey was formally elected on to the Planning and Highways Committee, after being proposed by Cllr Thomas and seconded by Cllr A Pendleton.

PH48/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Barton (work). Cllr Taylor was absent with no apology received.

PH49/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH50/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH51/16 QUESTIONS FROM THE PUBLIC

There were ten members of the public present and the following matters were raised:

- (a) It was requested that more conditions and obligations be attached to planning responses from the Town Council in respect of larger developments of over 10 dwellings. It was suggested that application rejection notifications should also include mention of conditions and obligations that the Committee feel should be applied if the application was approved either by Herefordshire Council or on appeal. It was agreed to include the development of a Community Asset List and Section 106 'wish list' on the agenda for the next meeting of the Environment and Services Committee.
- (b) It was agreed to bring forward planning application PH162594 from agenda item 6. A local resident presented comments regarding the impact of the industrial development on nearby homes. Specifically, it was argued that due to dumping of rubble on the site, the building was taller than outlined in the original planning permission documents. Changes to the roofline and elevation, including window placement, had led to problems with light

reflection and invasion of privacy for those living in nearby bungalows. Photographic evidence was provided.

Following consideration Committee **RESOLVED** to object to this application on the following grounds:

- The proposal would have a negative impact on local residents;
- The current construction does not conform to stipulations outlined in the original planning permission;
- The windows overlooking the residential development to the rear of the development should be opaque;
- All works should discontinue until the planning issues raised by the Town Council and the residents have been resolved.

- (c) It was agreed to bring forward agenda item 9, Travellers Site Development Plan. Committee received representations on the proposals contained within this document. A petition was handed into the Town Council objecting to the location of a site on the A49 Leominster.

Following consideration Committee **RESOLVED** to object to the proposal as the site was unsuitable for the use as a Traveller site for the following reasons:

- Part of the site was a Site of Special Scientific Interest (SSSI);
- Concerns were raised that the footpath running by the site would become inaccessible and unusable;
- Access to the site was poor from the A49 and unsuitable for caravans and larger vehicles;
- The site suffered from flooding issues which would be exacerbated if further development was carried out;
- The site had a water main running through it which would reduce the amount of the site available for development;
- There were a significant number of local objections that had been made to the Town Council.

PH52/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 8th August 2016 be agreed and signed as a correct record.

PH53/16 PLANNING APPLICATIONS

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

APPLICATION: P161692

SITE: 51 West Street, Leominster, HR6 8EP

DESCRIPTION: Change of use to three cottages and one new flat at first floor and retention of part of existing ground floor commercial unit.

COMMENT: The Committee had no objection to the proposal, provided that adequate provisions were made for parking and waste storage. Details of the external changes required

and proposed parking provisions needed to be confirmed prior to any development taking place.

APPLICATION: P162137

SITE: Unit 5, Southern Avenue, Leominster, HR6 0QF

DESCRIPTION: Realigning entrance gates, new smoking shelter and new bicycle shelter.

COMMENT: No objection.

APPLICATION: P162212

SITE: The Corner Barn, Widgeon, Hill Barns, Hamnish, Leominster HR6 0QN

DESCRIPTION: Installation of a new lounge window and bedroom rooflight

COMMENT: No objection.

APPLICATION: P162359

SITE: Land to rear of Howard Cottage, Barons Cross Road, Leominster

DESCRIPTION: Proposed erection of 2 houses with garages.

COMMENT: No objection.

APPLICATION: P162387

SITE: Fordene, Hereford Road, Ford Bridge, Leominster, HR6 0PB

DESCRIPTION: Proposed two storey extension.

COMMENT: No objection.

APPLICATION: P162556

SITE: Land west of Eaton Hill, Leominster

DESCRIPTION: Erection of two poultry units, feed bins, widening of existing access, new access track and associated development.

COMMENT: Concerns were raised regarding the following points:

- The proposal constitutes an industrial process and should therefore be sited in a more appropriate location;
- The proposal will inevitably impinge on the visual and historic amenity of Eaton Hill;
- Potential for run-off from the site to cause contamination of local waterways and woodlands, with particular reference to the fact that the River Lugg is a designated SSSI;
- Possible impact on local residents due to noise and odours;
- Lorry access along existing public footpaths would constitute a potential safety hazard;
- Positive impact on local employment opportunities is likely to be minimal, given low staffing requirements for the facility;

- Leominster Town Council recommends that a full Environmental Statement be required for the development.

The Committee agreed to defer the decision until their next meeting on Monday 19th September, following a site visit on Friday 9th September.

APPLICATION: P162594
SITE: Units 15 to 20 Croft Business Park, Leominster
DESCRIPTION: (Retrospective) Link building and slight alterations to elevations.
COMMENT: This application was considered previously under minute PH51/16. Committee resolved to object to this retrospective planning application, due to the negative impact on local residents and concerns that the building does not conform to stipulations outlined in the original planning permission.

APPLICATION: P162536
SITE: The Toll House, 23 Ryelands Road, Leominster HR6 8PN
DESCRIPTION: Extension of existing dropped kerb by 4 metres.
COMMENT: No objection.

APPLICATION: P162537
SITE: The Toll House, 23 Ryelads Road, Leominster HR6 8PN
DESCRIPTION: Extension of existing dropped kerb by 4 metres.
COMMENT: No objection.

APPLICATION: P162545
SITE: 8 Matilda Close, Leominster |HR6 8SJ
DESCRIPTION: Demolition of existing garage and entrance porch.
Construction of two storey extension and entrance porch.
COMMENT: No objection.

APPLICATION: P162547
SITE: Land at Copper Beech Close, Leominster HR6 8LE
DESCRIPTION: Proposed single storey dwelling.
LINK: The Committee had no objection to the proposal, provided that no concerns were raised after review by the Council's Tree Warden.

PH54/16 DECISIONS

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

Grants/Approvals

APPLICATION: P150052/O
SITE ADDRESS: Land at, and West of West Winds, Cholstrey Road,
Leominster, Herefordshire
DESCRIPTION: Proposed 12 dwellings with garages and car spaces.
TYPE: Outline

- COMMENT:** Committee RESOLVED to object to this planning application on the following grounds:
- The application is premature to the adoption of the Herefordshire Core Strategy and the Leominster Area Neighbourhood Plan which specifically designate land suitable for development;
 - The application is sited in the Strategic Green Corridor as identified within the Green Infrastructure Plan adopted by Herefordshire Council and is therefore contrary to local planning policy;
 - There are major concerns regarding highway safety and the proposed access and egress routes.

DECISION: Approved with conditions

APPLICATION: P160812

SITE : Land at West Winds, Cholstrey Rd, Leominster HR6 8RT

DESCRIPTION: Outline – Proposed 23 dwellings with garages and car spaces

- COMMENT:** Recommend refusal for the following reasons:
- The application contains incorrect information regarding the number of dwellings proposed;
 - The development of this site, which is not within the built up area of Leominster, has not been identified in the Neighbourhood Development Plan and will exacerbate air pollution levels at Bargates. Accordingly the proposal is contrary to the provisions of Policy L01 of Herefordshire Local Plan – Core Strategy
 - The proposed access onto Cholstrey Road is considered dangerous and would create a significant traffic hazard;
 - The proposal goes against Policy LD3 of the adopted Herefordshire Core Strategy which requires the retention of existing Green Infrastructure corridors and linkages;
 - The proposal is sited directly in the Green Corridor as designated by both the Adopted Core Strategy and the emerging Leominster Area Neighbourhood Plan;
 - The proposal goes against Policy LANP 10 of the emerging Leominster Area Neighbourhood Plan, currently at Regulation 16 Stage;
 - The proposal goes against Policy LANP 11 of the emerging Leominster Area Neighbourhood Plan, currently at Regulation 16 Stage;
 - The Leominster Area Neighbourhood Plan supports the adopted Herefordshire Core Strategy especially with regard to the protection of the Green Infrastructure Corridor.

Leominster Town Council also wishes to support the decision of the Herefordshire Planning Committee which refused planning application P150053 on this site.

DECISION: Approved with conditions

APPLICATION: P161801

SITE: Co-operative Stores, Dishley Street, Leominster HR6 8PX

DESCRIPTION: Various signage

COMMENT: No Objection

DECISION: Approved with conditions

APPLICATION: P162053

SITE: 141 Bargates, Leominster, Herefordshire, HR6 8QS

DESCRIPTION: Pollard Weeping Willow

COMMENT: No objection.

DECISION: Trees in Conservation Area: Works can proceed

APPLICATION: P162028

SITE: 70 Westcroft, Leominster, Herefordshire, HR6 8HG

DESCRIPTION: Proposed 2 storey side extension.

COMMENT: No objection.

DECISION: Approved with conditions

APPLICATION: P162248

SITE: Leominster Fire Station, Broad Street, Leominster, Herefordshire, HR6 8DD

DESCRIPTION: Non-material amendment to permission 151176 - Erection of 15m slim line aerial mast and demolition of existing 14m training tower (part of dangerous structure replacement programme) - reposition aerial mast at rear of fire station.

COMMENT: The Committee had no objection to the proposal provided it did not conflict with or encroach on to the route of the Bridges Footpath Walk currently being developed.

DECISION: Approved

APPLICATION: P161473

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

DESCRIPTION: Conversion of existing yard area to pub garden

COMMENT: No objection

DECISION: Approved with conditions.

Withdrawal of Appeal

P150053 - West Winds, Cholstrey Road, Leominster HR6 8RT

PH55/16 PLANNING APPLICATION 161486 (NORTH MAPPENORS LANE)

Council noted that this application was considered at a Herefordshire Council Planning Committee meeting on Wednesday 24 August 2016. A site inspection was conducted on Tuesday 23rd August 2016. Following consideration the Committee granted permission to this outline application.

PH55/16 TRAVELLERS SITES DEVELOPMENT PLAN

This item was considered previously under minute PH51/16.

PH56/16 HIGHWAYS

- (a) Footpath ZC137** – A request had been submitted to the PROW Officer to arrange a site meeting with the developers, Signature Homes. A response was awaited and would be followed up.
- (b) Etnam Street Car Park** – Following consideration it was agreed to defer discussion of the designation of this car park for debate at Full Council.
- (c) Consultation on Bus Services** – Committee noted that the consultation on spending for passenger transport services over the next three years was being carried out by Herefordshire Council. It was agreed not to send a Town Council response.
- (d) Replacement 427 Bus Service** – Committee noted that the new service commenced on 2nd September 2016.

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

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

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

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

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

OFFICERS PRESENT: Town Clerk.

PH57/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bartlett, Freedland, Lacey,

PH58/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH59/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH60/16 QUESTIONS FROM THE PUBLIC

There were three members of the public present and the following matters were raised:

- (a) **P162594** – Further concerns were raised regarding the development that had been undertaken on this site including the alleged loss of a footpath, overlooking and nuisance issues relating to nearby properties. The issues were supported by photographic evidence. The Town Council reiterated that it had objected to the application and it was noted that the Ward Councillor was aware of the issues.
- (b) **P162556** – Concerns were expressed regarding the potential impact of this proposal especially with regard to the discharge of effluent and the visual impact.

PH61/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 5th September 2016 be agreed and signed as a correct record.

PH62/16 PLANNING APPLICATIONS

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

APPLICATION: P161766

SITE: 1 Hope Cottages, Aldermans Meadow, Leominster, Herefordshire HR6 8LB
DESCRIPTION: Freestanding garage converted to be used for a dog grooming parlour and utility/laundry area (Retrospective).
COMMENT: No objection.

APPLICATION: P162378
SITE ADDRESS: Westgate House, Westgate, Leominster HR6 8SA
DESCRIPTION: Removal of the current rear upvc conservatory and extend the kitchen by 3 metres to the side, into the currently occupied conservatory area. The remaining area of the removed conservatory will be returned to garden space. Small log store. Veranda across the front of the house. Fully landscaped garden area.
COMMENT: No objection.

APPLICATION: P162775
SITE: Grange House, The Grange, Leominster, Herefordshire, HR6 8AE
DESCRIPTION: Works to Trees in a Conservation Area - fell Silver Birch.
COMMENT: No objection.

APPLICATION: P162776
SITE: Garden Cottage, Etnam Street, Leominster, Herefordshire, HR6 8AE
DESCRIPTION: Works to Trees in a Conservation Area – fell Hawthorne.
COMMENT: No objection subject to the views of the Parish Tree Warden

APPLICATION: P161696
SITE: 39 Broad Street, Leominster, Herefordshire, HR6 8DD
DESCRIPTION: Proposed conversion of existing building to 3 residential units. Rear extension to first and second floor. Roof alteration to provide top covering to extension. Remove existing chimney stacks.
COMMENT: No objection provided adequate storage was provided for waste.

APPLICATION: P161697
SITE: 39 Broad Street, Leominster, Herefordshire, HR6 8DD
DESCRIPTION: Proposed conversion of existing building to 3 residential units. Rear extension to first and second floor. Roof alteration to provide top covering to extension. Remove existing chimney stacks.
COMMENT: No objection provided adequate storage was provided for waste.

APPLICATION: P162556
SITE: Land west of Eaton Hill, Leominster

DESCRIPTION: Erection of two poultry units, feed bins, widening of existing access, new access track and associated development.

COMMENT: Following a site visit by members of the Committee it was recommended that no objection to this planning application be submitted on the condition that no effluent was discharged into the nearby watercourse.

A vote was taken, the result being: For: 3, Against: 1, Abstention: 1. The recommendation was duly carried.

63/16 DECISIONS

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

Grants/Approvals

APPLICATION: P161456

SITE ADDRESS: 26 High Street, Morris Mews, Leominster.

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

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

DECISION: Approved with conditions

APPLICATION: P162212

SITE: The Corner Barn, Widgeon Hill Barns, Hamnish, Leominster, HR6 0QN

DESCRIPTION: Installation of a new lounge window and bedroom rooflight.

COMMENT: No objection.

DECISION: Approved with conditions

APPLICATION: P162302

SITE: Brierley Court Barns, Brierley Lane, Brierley, Herefordshire, HR6 0NU

DESCRIPTION: Variation of a condition 2 of permission 150472 - substitution of plans for a repositioned building.

COMMENT: No Objection

DECISION: Approved with conditions

Determination as to whether prior approval is required (changes of use)

APPLICATION: P161729

SITE: Benedict Court, Southern Avenue, Leominster, Herefordshire, HR6 0QF

DESCRIPTION: Proposed change of use of existing B1 offices (single and 2 storey) to 6 x 2 bedroom flats and 7 x 1 bedroom flats.

DECISION: Prior approval is required.

64/16 THE HUM

Committee noted that the survey had now been completed.

It was agreed to follow up the visit to the site and to confirm the date of the next update meeting

65/16 HIGHWAYS

- (a) **Footpath ZC137** – A request had been submitted to arrange a site visit with the PROW Officer, Signature Homes and the Town Council to discuss options to secure additional access along this footpath during construction works.

Additional Items

- (b) **Neighbourhood Plan Update** – Committee **NOTED** that a response had now been received from Herefordshire Council following the amendments made to the Regulation 16 Leominster Area Neighbourhood plan.

Following discussion it was **AGREED**:

- To contact the Planning Consultants, Kirkwells, regarding the further comments made to clarify why there appeared to be so many policy gaps;
 - To request assistance in developing the missing policies identified by Herefordshire Council;
 - Subject to the required amendments to be made, the drawing up of a timeframe to enable the amendments to be implemented and the drawing up of estimated costs, to request Leominster Town Council to submit the revised Regulation 16 Plan to Herefordshire Council for public consultation.
- (c) **P162547** – The Parish Tree Warden informed Committee that she had visited the site to assess the impact of the proposed development on the Copper Beech Tree. It was agreed that subject to assurances that a full programme of service and maintenance to the Copper Beech Tree is drawn up and implemented, no objection would be raised against this planning application.

66/16 DATE OF NEXT MEETING

It was **NOTED** that the next meeting would be held on Monday 10th October at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business, the meeting closed at 7.49pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 12th September 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

OFFICERS PRESENT: Officer Manager, Office Administrator, Environmental Services Supervisor and the Market Officer.

ALSO PRESENT: Cllr Wayne Rosser

ES13/16 APOLOGIES FOR ABSENCE

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

ES14/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

ES15/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES16/16 QUESTIONS FROM THE PUBLIC

The following representation was received:

- (a) **Dog Fouling** - It was agreed to bring forward consideration of recommendation 1.9 from agenda item 9 (Committee Update Report). Cllr Wayne Rosser reminded the Committee that he currently sourced dog waste bags which were provided free of charge to the Council and members of the public, so there was no need for additional bags to be purchased as part of the Council's measures to address dog fouling. Cllr Rosser, as Dog Warden for the Council, expressed support for all other measures outlined in items 7 and 8 of the Committee Update Report. The Committee requested that Cllr Rosser liaise with the Town Clerk to discuss how these proposals can best be implemented.

The Environmental Supervisor updated the Committee on work already underway to address dog fouling, including conducting a full audit of all existing bins (both dog waste bins and general waste bins) to identify under-used bins and areas that require better provision. Cllr Norman requested that further information on the results of the audit and timescale for provision of new and/or relocated bins be provided to the Committee when it became available.

It was additionally **RESOLVED** that:

- No funding be allocated to purchase dog waste bags (either branded or otherwise) while a supply of complimentary bags was available;
- That £247.84 be allocated for the purchase of dog parking hooks and signs on behalf of the Leominster Business Group;
- That a maximum funding allocation of £1,000 be allocated to fund a campaign to address dog fouling.

ES17/16 MINUTES OF PREVIOUS MEETING

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

ES18/16 CLERK'S REPORT

In the absence of the Town Clerk, the Office Manager updated Committee on recent developments regarding an encampment of travellers on Sydonia Park. Committee was informed that the padlocked chain securing the gate to the overflow car park at Leominster Leisure Centre had been cut to allow access to the park. This was considered to be matter of criminal damage. After discussions with West Mercia Police and the Herefordshire Council Traveller Department, a Direction to Leave had been drafted notifying the Travellers that they were required to vacate the site by 10:00 hours on Thursday 15th September 2016. They were further banned from re-entering this land for a period of 3 months following receipt of the letter. The Direction to Leave would be delivered to the Travellers by the Office Manager, Environmental Supervisor and a member of the West Mercia Police Force at 09:30 hours on Tuesday 13th September 2016. The Committee was informed that should the Travellers fail to leave Sydonia by the specified time, the West Mercia Police had confirmed that they would take action to enforce the Direction to Leave under Section 61 of the Criminal Justice and Public Order Act 1994.

ES19/16 FRIDAY MARKET

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

RESOLVED:

- That the report be noted;
- That Quarter Two Income (to date) of approximately £3,184 be noted;
- That road closures for Farmers' markets were already in place for the rest of the 2016 calendar year;
- That due to increased road closure costs, enquiries were currently being made into the possibility of holding Farmers' markets and other Community markets at an alternative off-road venue;
- That increased road closure costs continued to have a significant detrimental impact on plans for community events and markets in Leominster, and that no reply or acknowledgement had been received in response to a letter sent by the Council to Cllr Rone and Mr Hughes on 20th July 2016;

Committee was informed that Cllr Norman wrote to Herefordshire Council on behalf of the Ward Councillors expressing their concerns regarding the

increased road closure costs. A reply was received, however it was unsatisfactory.

Following discussion it was **RESOLVED:**

- That the Town Clerk register an official complaint with Herefordshire Council regarding the fact that no reply or acknowledgement had been received in response to the Council's letter of 20th July 2016;
- That the Council continued to protest against the additional road closure costs, with support from local businesses and community groups where appropriate;
- That dispensation for the closure of Corn Square without charge be pursued on the grounds that the purchase of 11 Corn Square and the transfer of the Friday Markets had been conducted on the understanding that the square could be fully utilised for community events without rent or hindrance;
- That the Finance & General Purposes Committee consider the allocation of funds to help subsidise road closure costs for town events in the future.

Committee commended the Market Officer for his work in developing the Leominster Markets and for building up an excellent rapport with local traders.

ES20/16 LEOMINSTER IN BLOOM

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

- That the report be noted;
- That a Sub-Committee be set up to provide a forum for effective communication between Leominster Town Council and volunteers working on Leominster in Bloom and green space projects in Leominster;
- That the Leominster in Bloom and Green Spaces Sub-Committee be chaired by Cllr Lacey, with Cllr Norman and Cllr Thomas also appointed members;
- That the Leominster in Bloom and Green Spaces Sub-Committee meets with the Town Clerk to agree the terms of reference for the Sub-Committee and the composition of the Sub-Committee membership.

The Committee expressed its appreciation regarding the outstanding work that the Leominster in Bloom volunteers undertook in the community. Concerns were voiced over whether Leominster in Bloom was able and willing to fulfil the expectations and responsibilities outlined in the draft Service Level Agreement (SLA), as an inability to meet the terms of the SLA would have a significant impact on the workload of the Council's Environmental Team. Following discussion, it was **RESOLVED:**

- That the draft SLA be amended so that point 1 and point 4 read 'for all **agreed** tubs, planters, baskets, barrels and other public plantings...'
- That the terms of the SLA be discussed with Leominster in Bloom to establish whether the outlined expectations and responsibilities were realistic and feasible;

- That this item be readdressed at the next Environment and Services meeting on 14th November 2016.

ES21/16 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That appropriate replacement bins should be provided for the children's play area on the Grange, as it set a positive example for younger members of the community;
- That the Finance & General Purposes Committee should consider options for meeting the cost of replacing bins for the children's play area on the Grange;
- That funding be allocated towards the provision of a height barrier at Sydonia, subject to further information regarding costs and that costs must be shared with HALO;
- That the Byelaws Task & Finish Group liaise with the Town Clerk to agree a date for its next meeting;
- That the Town Clerk clarify whether Councillors who are not members of the Environment & Services Committee are able to sit on the Byelaws Task & Finish Group;
- That the Festive Lights Task & Finish Group's recommendation to appoint LITE as the contractor for Leominster's Festive Lighting be noted and ratified;
- That the Town Clerk clarify the Council's policy on Councillor membership of external community groups;
- That a decision on the allocation of funding towards the purchase of a ride-on mower be deferred until information on additional purchase options becomes available;
- That quotes for the restoration of the War Memorial continue to be pursued;
- That additional funding options are explored for the restoration of the War Memorial, Cllr A. Pendleton would liaise with the Town Clerk and Cllr Davies would contact local British Legion representatives.

ES22/16 COMMUNITY ASSET & S106 WISH LIST

Committee considered the Community Asset & S106 Wish List Report in detail and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That a Task & Finish Group be appointed to oversee the development of a Community Asset & S106 Wish List;
- That the Community Asset & S106 Wish List Sub-Committee be Chaired by Cllr Bartlett, with Cllr Davies and Cllr Thomas also joining as members;
- That all Councillors are requested to send the Task & Finish Group suggestions for additions to the Community Asset & S106 Wish List;
- That members of the Destination Leominster group are requested to send the Task & Finish Group suggestions for additions to the Community Asset & S106 Wish List.

ES23/16 CONFIDENTIAL ITEMS

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

(a) Traveller Policy – The draft Traveller Policy was considered in detail and, following discussion, it was **RESOLVED**:

- That it be noted that the Policy may need to be reviewed subject to future decisions by Hereford Council regarding the provision of approved Traveller sites in Leominster and the surrounding area;
- That the Policy be adopted, subject to point 1 being amended to read 'stationed for a period of less than 14 days'.

(b) Youth Update Report – The Youth Update Report was considered in detail. Following discussion, it was **RESOLVED**:

- That the report be noted;
- That the Service Level Agreement with HVOSS be accepted, subject to resolution of outstanding issues regarding service provision, further development of the first quarter Youth Provision Report, and clarification of terms outlined in the final paragraph.
- That the cost of youth provision totalling £8,620 be accepted, subject to resolution of outstanding issues regarding service provision, further development of the first quarter Youth Provision Report, and clarification of terms outlined in the final paragraph of the Service Level Agreement.

(c) Public Convenience Report – the Public Convenience Report was considered in detail and, following discussion, it was **RESOLVED**:

- That the report be noted;
- That the amended specifications be ratified subject to additional information being included on the handles and locks supplied for public use;
- That the Task & Finish Group meets once quotations have been received to recommend a suitable contractor.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 9:10pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

UNAUTHORISED ENCAMPMENTS PROCEDURE ON TOWN COUNCIL OWNED OR ADMINISTERED LAND

1. Subject to the satisfactory assessment of the following factors, Leominster Town Council will not normally pursue an order for the removal of vehicles from any land on which they are stationed for a period of less than 14 days.
2. We will undertake an assessment of the welfare needs of persons, during normal office hours when visited.
3. For the purpose of this policy “Traveller” means persons of nomadic habit of life, whatever their race or origin, who wander or travel but does not include members of an organised group of travelling showmen or of persons engaged in travelling circuses, travelling together as such.
4. Travellers, will normally be allowed to stay on sites when the following conditions are met:
 - The maximum number normally acceptable will be 3 caravans or motorhomes or other moveable dwellings such as tents or benders in any one group although slightly larger groups may be permissible in locations remote from residential or commercial premises.
 - The distance between groups of Travellers shall be distinct as determined by officers of the Gypsies and Traveller's Service.
 - The occupation of any land shall not have a serious effect on the amenities or otherwise cause nuisance to, the occupants of any adjacent property.
 - No damage shall be caused to any property, fences, trees etc. on that or adjacent land.
 - The behaviour of the Travellers to other people shall be acceptable i.e. no intimidation especially where this constitutes a hazard to public health, nor any stockpiling of materials.
 - No fires shall be lit on any land.
 - Vehicles shall be parked, and any animals kept, in such a manner so as to cause no inconvenience or affect the safety of users of the adjacent or nearest highway.
 - The occupation of local authority or other statutory authority land or agricultural land shall not impede its necessary operational use or, insofar as parkland or other public open space is concerned, shall not detract from its amenity value.
 - Once the agreed period of occupation has elapsed then the distance moved must be a least two miles from the site occupied. Re-occupation of the same site must not take place within three months.
5. In turn the Council will:
 - Provide refuse sacks
 - Will identify places where water supplies can be accessed.

AGENDA ITEM No: 8(b)

- Provide Travellers with a copy of the Code.
 - Will inform appropriate Statutory Bodies, the Gypsy Traveller Education Service of the existence of the encampment.
6. The Council will not secure evictions from council owned or administered land where there is a long and established history of occupation without complaint.
 7. The Council will not secure evictions from private land.
 8. Where the Council takes enforcement action in relation to Council owned land, the action will be approved by a Service Manager.

DESTINATION LEOMINSTER

UPDATE REPORT

1. DECISIONS REQUIRED:

1.1 To note the report;

1.2 To consider allocating £600 towards the funding of 3 shop window vinyls to help support local traders;

1.3 To adopt the proposed branding consultation timescale.

2. UPDATE REPORT

2.1 The next Destination Leominster meeting is being held on Wednesday 21st September 2016 at 2:00pm in the John Abel Room, Grange Court, which follows on from the previous meeting held in July 2016.

2.2 There is now contact between the Leominster Business Group and the Town Council and the dog hook initiative has already received support from the Town Council with a grant of around £260 being awarded towards the cost.

2.3 Projects currently being developed include the Leominster Branding project (Orphan's Press) and the development of vinyls to be erected in empty shop windows.

2.4 The Vinyl Project does require funding and the Town Council is asked to consider allocating up to £600 for the following elements:

- Initial basic artwork to design the vinyl - £150;
- Each vinyl costs £75 per linear metre;
- 3 x 2 linear metre vinyls - £450;
- Cost per vinyl is £150 plus £50 for artwork.

2.5 The retailers busy period in the run up to Christmas commences around the second week of October and it has been requested that if Council agrees to help provide funding from its grant budget (approx. £7,000 remaining), then 3 vinyls can be placed in strategic shops (including the empty D'arcy Café) to help improve the image of the town centre by 15th October 2016.

2.7 The draft questionnaire regarding the branding project is being developed. Images and straplines have not been included but will be available at the meeting

1. a) Which of the images above do you feel best represents Leominster?

- 1 2 3 4

b) Please provide a brief explanation of why you feel that this is the case.

2. Which of the colour schemes used above do you feel is most effective?

1 2 3 4

3. Which of the fonts used above do you feel is most effective?

1 2 3 4

4. a) Which of the straplines used above do you think best summarises what Leominster has to offer?

1 2 3 4

b) If you have any alternative suggestions for straplines, or any other comments on branding for Leominster, then please include them here:

2.8 Suggested timescale for the consultation on the new branding is as follows:

- Initial launch – 21st September 2016;
- Consultation to run until 4th November 2016;
- Collation of responses contained in report to be considered by Full Council at its meeting on Monday 28th November 2016;
- Adoption of branding to enable development of tourism leaflets, town map, events calendar and other publicity.

LEOMINSTER TOWN COUNCIL

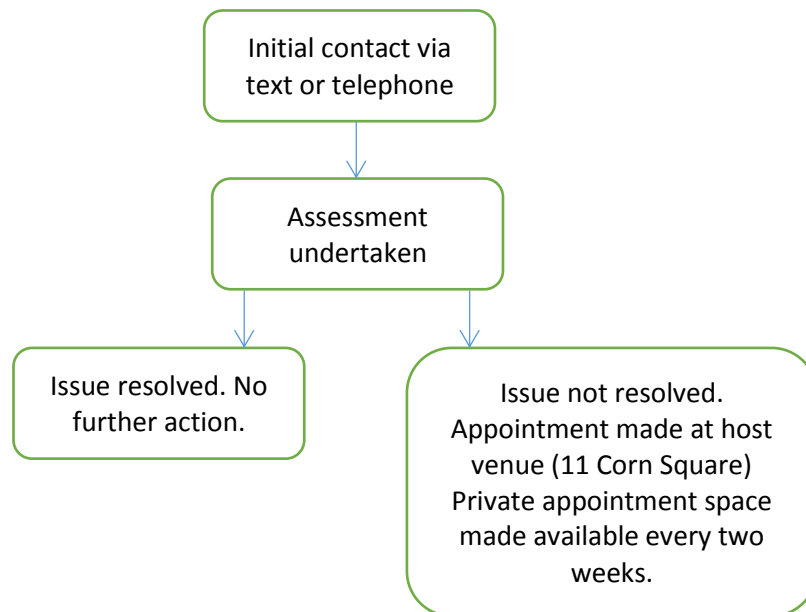
CAB LEOMINSTER PROPOSALS

1. INTRODUCTION

- 1.1 This document outlines an initial proposal to provide locally accessible advice to be provided in Leominster by the Herefordshire Citizens Advice Bureaux.
- 1.2 Following the official closure of the Open Door service on 24th June 2016 a telephone advice service is being provided but will close on 31st March 2017 unless alternative funding for a service is identified and secured.
- 1.3 The interim proposals outlined in the report continue to use telephone/texting as the first point of access but with the additional option of providing face to face interviews, by appointment, in Leominster.
- 1.4 The initial cost of providing this service for the final 6 months of the 2016/17 financial year would be £5,000. Additional funding of £2,000 is recommended to ensure sustainability.

2. THE PROPOSAL

- 2.1 The proposed service to be provided is as follows:



- 2.2 Initial contact will be made via telephone or text to CAB. CAB will then make contact with the client and carry out an assessment. If the issue can be resolved over the telephone then it will be. If not, an option will be provided to Leominster residents to make an appointment with an advisor at 11 Corn Square.
- 2.3 The service will be promoted in Leominster through the Town Council, its website, the Library and the current TIC service.

- 2.4 Appointments will be available every two weeks initially. If the demand increases appointments will be available on a weekly basis.
- 2.5 Subject to the completion of the purchase of 11 Corn Square, space will be made available, free of charge, to CAB to carry out face to face interviews and assessments.
- 2.6 The requirement will include a fairly private waiting area for clients whilst waiting for their appointment.
- 2.7 The cost to Leominster Town Council for this service for the remaining six months of the 2016/17 financial year will be £5,000.
- 2.8 However, it is recommended that a further £2,000 be made available if required to ensure that the service remains sustainable.
- 2.9 Additional costs will include the provision of broadband access, free office space and provision of a waiting area.

3. FINANCES

- 3.1 It is recommended that funding be drawn down from a combination of the budget headings outlined below. Initially £4,000 from the Travel Fund, £2,000 from Grants and £1,000 from contingency:

BUDGET HEADING	BUDGET	EXPENDITURE	BALANCE
101/4900 Contingency	£2,500	£100	£2,400
115/4235 Grants	£15,000	£8,000	£7,000
300/4240 Travel Fund	£10,000	£3,500	£6,500
TOTAL			£15,900

- 3.2 As part of the 2017/18 budget considerations the Town Council will need to consider the inclusion of a separate fund to support the CAB provision in Leominster. Initial assessments would suggest that a minimum sum of £10,000 per annum will be required with a maximum ceiling of £15,000.
- 3.3 The above figures will be subject to negotiations and discussions with CAB Herefordshire and the willingness of the other market towns to provide a level of funding to CAB in 2017 and beyond.
- 3.4 Subject to ratification by Full Council, Members are initially requested to indicate whether they support this proposal or not. If the proposal is supported then the provision of the service needs to be organised as a matter of urgency so that it could potentially be in place by September 2016.

Refugees and asylum seekers Update briefing 17 August 2016

Purpose of briefing

This briefing is to provide an up to date picture of the position in Herefordshire in relation to Syrian refugees, general asylum dispersal and unaccompanied asylum seeking children (UASC). Please see previous briefing notes for further background detail.

If you require any further clarification please get in touch via the Refugee Support email refugeesupport@herefordshire.gov.uk.

Overview

Syrian refugee programme

Herefordshire is continuing preparation to receive a total of 60 Syrian refugees. The council and its partners are now getting ready for their arrival. The government has changed the schedule of charter flights to the West Midlands and so Herefordshire now expects to receive around 30 refugees in late November 2016 and a similar number around early March 2017.

The procurement process for an orientation and support service for Syrian refugees has concluded and a formal announcement will be made in mid-August. The service will provide wraparound support to families from the moment they arrive and intensively for some months, then gradually tapering off. The service will take a “team around the family” approach using key workers and will follow the government’s statement of requirements guidance. Its role will be to help orientate refugees to their new life, connect them to key services and promote community inclusion and cohesion. The service will liaise closely with all public sector partners and voluntary, community and faith organisations, with the aspiration to develop these partners over 12 months to enable a continuous service to be provided after the withdrawal of the procured orientation and support service.

It is expected that all Syrian refugees will be housed in either Hereford or Leominster and it remains the expectation that all refugees will be accommodated in private sector accommodation.

A dedicated website for dealing with refugee enquiries and offers of support has now gone live. The web address is www.herefordshire.gov.uk/refugees.

Asylum dispersal scheme

The government is expecting councils, including Herefordshire, to join the asylum dispersal scheme and is seeking agreements with increasing urgency. We are contacting the Home Office to express our interest in exploring how Herefordshire can address the particular challenges in relation to dispersal in a rural county and the associated practical challenges in more detail.

Unaccompanied asylum seeking children (UASC)

The council is planning for the arrival of further unaccompanied asylum seeking children over the 12 months to August 2017, increasing the number of UASC it looks after to 25 by next summer. There is the expectation that further requests may be made by the Home Office in future years.

Co-ordination and project management

The council has established an officer working group across all departments and incorporating representation from Herefordshire CCG, Wye Valle NHS Trust, 2gether NHS Trust, West Mercia Police, community, voluntary sector and faith organisations. The lead council director for the programme is Martin Samuels, director for adults and wellbeing.

Working groups will continue to meet around the following topics:

- Health
- Children
- Housing
- Communities and voluntary and faith sectors
- Community safety and policing
- Employment and benefits

A full time co-ordinator post has being created for 12 months as a secondment opportunity. Amy Whiles has started phasing into this role and will be fully started by mid-September. There is significant ongoing work required in liaising with government departments, the West Midlands Strategic Migration Partnership and other West Midlands councils to ensure a proactive and efficient regional approach.

Ewen Archibald

Lead officer for refugees and asylum seekers