



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Wednesday 23rd November 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 28th November 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

Paul Russell
TOWN CLERK

AGENDA

- 1. CO-OPTION**
To formally confirm the co-option of Mr Jon Preece on to the Leominster Town Council and receive his Declaration of Acceptance of Office.
- 2. 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.
- 3. 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.
- 4. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 5. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public.
- 6. SGT ANDY SCOTT, SAFER NEIGHBOURHOOD TEAM**
Sgt Scott will introduce himself to members, provide an overview of current Leominster issues and take questions.



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7. POLICE & CRIME COMMISSIONER

Mr Dan Guerche would be in attendance to give a short presentation to outline the role of the Police and Crime Commissioner.

8. MINUTES OF THE PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 26th September 2016.

9. CLERK'S REPORT

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

10. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 10th October & 7th November 2016;
- Finance & General Purposes Committee – 24th October 2016;
- Environment & Services Committee – 14th November 2016.

11. FINANCES

(a) **Accounts Paid Statement** – To receive the accounts paid statement for November 2016 which will be presented at the meeting.

(b) **CCTV Revised Service Level Agreement** – To consider this Agreement which shall come into force on the 1st April 2017 and shall terminate on the 31st March 2020; or shall continue unless determined on notice as hereinafter provided.

(c) **Destination Leominster** – To receive an update regarding this initiative. The report will be presented at the meeting.

(d) **HVOSS Youth Project** – To receive an update regarding this project and a copy of the first quarter report which will be presented at the meeting.

(e) **Road Closure Charges** – To note the receipt of the response received from Herefordshire Council (Minute 59/16(b))

11. ALLOWANCE SCHEME

Following the review undertaken by the Herefordshire Council's Independent Review Panel (IRP) in 2014 regarding childcare and dependants' carers' allowance scheme being extended to parish councils if they wish to adopt such a scheme, due to the lack of interest shown to adopt the scheme, is Leominster Town Council minded to introduce an allowances scheme in the future?



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

12. OUTSIDE BODIES

To nominate a replacement Trustee for the Janice and Peter McCaull Charitable Trust following the resignation of Mr Gibson. Cllr Rumsey has expressed an interest.

13. REPORTS

To receive reports from:

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

To receive an update regarding Christmas events and the Great British High Street competition.

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 30th January 2017.

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".

17. PROPERTY REPORT

An update report will be presented at the Meeting.

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 26th September 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, Lacey, Marsh, Mifflin, Norman, Rosser and Taylor.

OFFICER PRESENT: Town Clerk.

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

53/16 APOLOGIES FOR ABSENCE

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

54/16 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Allotment plot holder.

55/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

56/16 QUESTIONS FROM THE PUBLIC

There were no questions submitted from members of the public.

57/16 MINUTES OF THE PREVIOUS MEETINGS

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

58/16 CLERK'S REPORT

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

- (a) City of Culture Bid** – Council noted that dates had been submitted to the Herefordshire City of Culture Board to give a presentation to the Council in either January or February 2017.
- (b) Posting of Agendas** – Council agreed to continue with electronic agenda distribution to all Members, with the proviso that Members could request the Office to post their agendas if required.
- (c) Police & Crime Commissioner Presentation** – It was confirmed that Mr Dan Guerche would attend the next Full Council meeting to be held on Monday 28th November 2016 to give a short presentation to introduce himself and outline the role of the Police and Crime Commissioner.
- (d) Remembrance Parade Meeting** – Cllrs Davies and R Pendleton would attend the meeting to be held at the Leominster Sports and Social Club on

South Street (the old British Legion) on Wednesday October 12th at 7:30pm to represent Council.

- (e) **Taster Session** – Council noted that the Archaeological 'Taster' session held on Saturday 24th September 2016 had been a considerable success.
- (f) **Flanders Field Poppy** – It was agreed to supporting this initiative and give £15 donation.
- (g) **Leominster in Bloom** – Council noted the judges' comments following this year's presentations. The comments would be considered more fully at the next Environment and Services Committee meeting.

59/16 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 8th August, 5th & 19th September 2016, and authorise the decisions and recommendations contained therein.
- (b) **Environment & Services Committee**– It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 12th September 2016, and authorise the decisions and recommendations contained therein.

Council expressed its thanks to the Office Manager for covering for the Clerk and her professionalism servicing the Committee.

Minute ES19/16: Council formally ratified the resolution regarding the increased road closure costs.

60/16 COMMITTEE DECISIONS REQUIRING RATIFICATION

Council discussed the following Committee decisions and recommendations that required specific Council approval and ratification:

- (a) **Etnam Street Car Park (PH56/16b)** – Council discussed reviewing the designation of this car park from short term to long term the possibility of requesting that this car park be asset transferred from Herefordshire Council to the Town Council.

It was **RESOLVED**:

- That the matter be deferred at present until Herefordshire Council publicises the next stage parking charge increases;
- That the transfer of the asset, whether all or part of the Etnam Street car park, continue to be pursued.

- (b) **Traveller Policy (ES23/16a)** – Council considered the adoption of the draft Traveller Policy as amended by the Environment & Services Committee. Following discussion it was proposed by Cllr Norman, seconded by Cllr Marsh and **RESOLVED**:

- To formally adopt the policy;
- That further restrictions to the use of the Council's open spaces be included in the byelaws currently being developed.

Four members abstained.

- (c) **Leominster Area Neighbourhood Plan** – Due to the response received from Herefordshire Council the proposal to submit the Plan to Herefordshire Council under Regulation 16 was deferred.
- (d) **Festive Lights** – The Festive Lights Task & Finish Group recommended that LITE be appointed as the contractor for Leominster's Festive Lighting for 2016, 2017 and 2018. It was proposed by Cllr Lacey, seconded by Cllr Mifflin and **RESOLVED** to accept the proposal from LITE to supply festive lights to Leominster on a three year contract at a cost of £12,000 per annum.

61/16 FINANCES

- (a) **Accounts Paid Statement** – Council considered the list of invoices paid during August (£35,544.32) and September 2016 (£23,952.40) and **RESOLVED** that they be formally ratified.
- (b) **Grant Application** – Council considered the grant application from the Royal British Legion to help fund the Remembrance Parade. Following discussion it was **RESOLVED** that a grant of up to £400 be awarded to the Leominster Branch of the Royal British Legion subject to the following conditions:
- A copy of the local Branch accounts be made available to the Town Council;
 - That confirmation be obtained regarding the cost of the musicians and the need to purchase additional hi-viz jackets and armbands.
- (c) **Destination Leominster** – Council noted the update report, the draft branding proposals and the draft questionnaire. It was agreed to commence a full public consultation on the branding proposals which would close on Friday 4th November 2016.

The Town Council **RESOLVED** to allocate up to £600 to developing vinyls to be erected in empty shop windows, subject to the following conditions:

- Leominster Town Council will have the final say on all vinyl designs;
 - The vinyls are to be low tack, to allow them to be reused;
 - Leominster Business Group will arrange necessary permissions with shop landlords.
- (d) **CAB Herefordshire** – Council considered the report regarding the proposal to support a CAB presence in Leominster up until 31st March 2017.

Following discussion it was proposed by Cllr Norman, seconded by Cllr Lacey and **RESOLVED** to support the provision of an enhanced CAB service to Leominster residents and award a grant of £5,000 subject to the following information being recorded:

- An overview of advice being delivered including the number of calls received from Leominster residents, the number that result in face to face interviews/casework, signposting and debt counselling. It is understood that CAB has a list of advice categories already in place and it has been requested that these categories be used;
- The number of calls relating to benefit advice and the additional value of benefits secured for local residents;
- To record postcode information to better understand the location of those requiring advice;
- The desire to see CAB working with other partners such as Age UK.

The above information would help develop an audit trail of advice provided to enable Council to assess the value for money the service was providing to local people. The first session would take place on Wednesday 12th October.

- (e) **HVOSS Youth Project** – Council considered the proposal to agree 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).

Clarification had been requested regarding a number of issues raised and a response was awaited from HVOSS. Following the receipt of satisfactory answers to the queries raised it was **RESOLVED** that the payment of up to £8,260 be met.

The Environment & Services Committee would reconsider the signing of the Service Level Agreement at its next meeting.

- (f) **Parish Council Budget & Precepting** – Council was provided with a report outlining the proposed development of the 2017 budget. Following consideration it was **RESOLVED** that the Finance & General Purposes Committee appoint a Budget Development Sub-Committee made up of Cllrs Marsh (Chair F&GP), Bartlett (Chair E&S) and R Pendleton (Chair P&H). The first meeting would be held on Friday 7th October 2016 at 10am at the Council Offices.

The Sub-Committee would have the following remit:

- To review budget performance to date;
- To review the current budget structure;
- To develop a draft budget for submission and discussion to F&GP;
- To develop a Committee work plan to ensure delivery of the budget and council services;
- To develop a Corporate Strategy outlining Council's aims and objectives, service and investment priorities, service delivery plan and a project delivery plan;
- To develop a project assessment toolkit for the Town Council which will scrutinise proposed projects, measure them against Council's aims and objectives, ensure the projects meet the laid down criteria and outline a project submission process.

61/16 COUNCILLOR VACANCY

Council **NOTED** that an election to fill the vacancy following the resignation of Mr Gibson had not been called. Council would therefore fill the vacancy by co-option. The following process was approved:

- Advertise vacancy throughout the Parish with immediate effect;
- The closing date for applications would be Friday 11th November 2016;
- Applicant interviews will be held on Monday 21st November 2016 at 7pm;
- Formal co-option would be at Full Council on Monday 28th November 2016.

62/16 EVERY STEP COUNTS

Council **NOTED** that Leominster had been selected to trial a project entitled Every Step Counts which was 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 was leading the project and Council extended its congratulations to those involved in securing the project.

63/16 REFUGEES & ASYLUM SEEKERS UPDATE

Council **NOTED** the briefing update received from Herefordshire Council. Leominster had been identified as the second location alongside Hereford to help house refugee and asylum seeker families.

64/16 REPORTS

Reports were received from the following Councillors:

- Cllr Bartlett had attended the LARC meeting. The LARC AGM would be held on 20th October 2016.

The following report was received from Cllr Stone:

- Fly Tipping – This was a growing problem and a number of incidents have been dealt with. People were encouraged to report fly tipping to Environmental Health on 01432 261761;
- GCSE Results – Congratulations to students, staff and families were offered;
- The Government's review of school funding had been postponed for a year;
- Bridge Street Leisure Centre – a grant of £250,000 had been secured to renew the artificial pitch;
- Congratulations were offered to Sascha Kindred for winning a second gold medal at the Rio Paralympics;
- Cllr Stone had attended the Peace Day Service in Hereford Cathedral representing SACRE;
- Cllr Stone paid tribute to Andy Gibson, following his resignation, and wished him well for the future;
- Cllr Stone thanked Cllr Rosser for all his efforts in helping to tackle the issue of dog fouling in the town.

The following report was received from Cllr Bartlett:

- She had attended a number of meetings and presentations over the last two months and had been involved with planning issues at Pinsley Road, Silurian Close and Mappenors Lane;

- The Friends of Leominster Library were concerned regarding the future of Leominster Library;
- She had attended a Children's Services update and a NHS Wye Valley Trust meeting regarding the Leominster Community Hospital, which is in a precarious situation;
- She had attended the very moving ELY memorial event;
- She had attended a briefing regarding the Nutrient Management Plan being developed in partnership with Powys. There was a significant issue regarding phosphate run off.

The following report was received from Cllr Norman:

- She had also been involved in the many planning issues over the summer;
- Concern had been expressed regarding the continued loss of green open spaces and it was imperative that the LANP was amended as soon as practicable;
- She had been pursuing the issue of road closure charges which had been levied by Balfour Beatty.

65/16 MAYORAL APPOINTMENTS

The following report was received from Cllr A Pendleton:

- A list of Mayoral engagements attended was provided to all members;
- She had attended the ELY memorial service, which had been very moving;
- She had attended the "Dying to Drive" seminar at Leominster Police station, which had been both moving and heart rending;
- She would be making a donation from the Mayor's Charity fund to the ELY Trust, which provided support for funeral costs;
- Discussions had commenced with BISYOC regarding plans to develop a cultural week in the area next year. The Deputy Mayor, Cllr R Pendleton, would be leading on this;
- Harvest festival would be held at Ivington on 9th October. All Councillors had been invited;
- The Annual Civic Service would be held on 23rd October at the Priory. Invites had been sent out;
- Remembrance Sunday was noted as being on 13th November. On 11th November at 11am there would be a memorial gathering at the War Memorial;
- A Polish Memorial Service would be held on Sunday 27th November at 12 noon in Leominster Cemetery. Councillors were invited to attend;
- The Mayor had completed Dementia support training and had become a Dementia Friendly Champion.

The Deputy Mayor had attended the inauguration of the Shobdon War Memorial.

66/16 DATE OF NEXT MEETING

Council **NOTED** that the next Full Town Council meeting would be held on Monday 28th November 2016.

67/16 CONFIDENTIAL ITEMS

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

68/16 CONFIDENTIAL MINUTES

Council **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 12th September 2016, and authorise the decisions and recommendations contained therein.

69/16 PROPERTY REPORT

Council considered the property report and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That authority for overseeing the project management of the refurbishment of 11 Corn Square be formally delegated to the Task & Finish Group appointed. This includes the authority to accept tenders and quotations;
- That quotations accepted to date be ratified;
- That the Design Brief presented to adopted and suitably qualified designers and architects be invited to submit proposals;
- That the rental charges as outlined in the report be formally adopted.

Council considered the request to draw down the remaining portion of the £500,000 loan awarded to the Council by the Public Works Loan Board. Detailed estimates were presented to Council regarding the projected cost of works required.

It was proposed by Cllr Rosser, seconded by Cllr Lacey and **RESOLVED** to draw down the remaining £150,000 from the Public Works Loan Board.

70/16 STAFF REPORT

Council considered the staff report and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That a Finance Assistant position be created and advertised for a minimum of 16 hours per week on a six month fixed contract at £8.54 per hour;
- That the position of Environmental Supervisor be made a full time position as from 3rd October 2016

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 21:45 hours.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 10th October 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, Lacey, A Pendleton, Rosser and Rumsey.

ALSO PRESENT: Ward Cllr McCaull.

OFFICERS PRESENT: Town Clerk.

PH67/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Bartlett, Freedland and Taylor.

Committee acknowledged that Cllr Bartlett had expressed a desire to step down from the Committee due to a conflict of interests.

PH68/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH69/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH70/16 QUESTIONS FROM THE PUBLIC

There were no members of the public present. Committee agreed to include The Hum on future agendas to enable regular updates to be provided until it was either resolved or proved to be irresolvable.

PH71/16 MINUTES OF PREVIOUS MEETING

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

PH72/16 PLANNING APPLICATIONS

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

APPLICATION: P162680

SITE: 40 Far Meadow Road, Leominster, HR6 9AB

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

COMMENT: No objection

APPLICATION: P162157

SITE ADDRESS: Walnut Tree Cottage, Brierley Lane, Brierley, Leominster, Herefordshire HR6 0NU

DESCRIPTION: Proposed replacement windows and doors.

COMMENT: No objection subject to the views of the Conservation Officer.

APPLICATION: P162432

SITE: 17 West Street, Leominster, Herefordshire, HR6 8EP

DESCRIPTION: Change of use to restaurant with alcohol licence, to include A3, A4 and A5 use.

COMMENT: For information. Noted. No comment submitted.

APPLICATION: P162925

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

DESCRIPTION: Work to 6 trees.

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

APPLICATION: P161189

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

DESCRIPTION: Amended application - residential development to create fifteen dwellings, a mix of affordable and market housing.

COMMENT: No objection but Council requested that the following items be considered when developing the Section 106 agreement:

- Additional spaces provided in the local primary school;
- Improvements to the highway to improve accessibility;
- A contribution to green spaces and play area improvements.

APPLICATION: P163003

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

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

COMMENT: No objection

APPLICATION: P162881

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

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

COMMENT: No objection

PH73/16 DECISIONS

The following decisions have been made by Herefordshire Council.

Grants/Approvals

APPLICATION: P162244

SITE: The Old Priory, The Priory, Leominster, Herefordshire.

DESCRIPTION: Work to eleven trees.

COMMENT: No objection.
DECISION: Approved.

APPLICATION: P162387
SITE: Fordene, Hereford Road, Ford Bridge, Leominster, HR6 0PB

DESCRIPTION: Proposed two storey extension.

COMMENT: No Objection

DECISION: Approved with conditions.

APPLICATION: P161753

SITE: Badgers Court, 27-31 South Street, Leominster, Herefordshire, HR6 8JQ

DESCRIPTION: Proposed pair of semi-detached dormer bungalows.

COMMENT: No Objection

DECISION: Approved with conditions.

APPLICATION: P162545

SITE: 8 Matilda Close, Leominster, Herefordshire, HR6 8SJ

DESCRIPTION: Demolition of existing garage and entrance porch.
Construction of two storey extension and entrance porch.

COMMENT: No Objection

DECISION: Approved with conditions.

APPLICATION: P162137

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

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

COMMENT: No Objection

DECISION: Approved with conditions.

APPLICATION: P162776

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

DESCRIPTION: Fell Hawthorne.

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

DECISION: Approved.

Refusals

APPLICATION: P162001

SITE: Land at Wharton, Leominster, Herefordshire.

DESCRIPTION: Reserved matters application for 10 dwellings.

COMMENT: No Objection

DECISION: Application refused

Committee noted the concerns raised by Leominster Scouts in regards to the above planning application, which was approved by Herefordshire Council on 13th May 2016.

PH75/16 HIGHWAYS

- (a) **BTpayphones Consultation** – Committee noted that BT Payphones have commenced a 90 day consultation on the removal of under used payphones in Herefordshire. Committee did not wish to submit any comments at present.
- (b) **Eaton Close traffic issues** – Concern was expressed regarding potential traffic issues in this area. However, the responsibility for the provision of parking for residents was Stonewater Housing.

PH76/16 DATE OF NEXT MEETING

It was **NOTED** that the next meeting would be held on Monday 7th November at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

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 7th November 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, Freedland, Lacey, A Pendleton and Rumsey.

OFFICERS PRESENT: Town Clerk.

PH77/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Rosser and Taylor.

PH78/16 DECLARATIONS OF INTEREST

The following Declarations of Interest was made:

- Cllr Lacey: Personal representation re P163211

PH79/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH80/16 QUESTIONS FROM THE PUBLIC

There was one member of the public present. No representations were received.

PH81/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 10th October 2016 be agreed and signed as a correct record.

Committee noted that the Tree Warden had visited the site related to P162925 and confirmed that the trees did require attention.

It was agreed to request Cllr Rosser to visit the residents of Eaton Close regarding Minute PH75/16(b).

PH82/16 THE LEOMINSTER HUM

No further information had been received following the completion of the noise survey. It was agreed to:

- Arrange a visit of the factory by Cllrs R Pendleton, Rumsey and Thomas as soon as possible;
- Request a copy of the final noise report from BPI;
- Request that a meeting between BPI, Herefordshire Council, Leominster Town Council and residents representatives be arranged as soon as possible.

PH83/16 PLANNING APPLICATIONS

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

APPLICATION: P163078

SITE: Petrol Filling Station, Morrisons Supermarket, Barons Cross Road, Leominster, Herefordshire, HR6 8RH

DESCRIPTION: Proposed side extension to an existing PFS Kiosk. The extension will provide additional retail space. The proposed materials to be brickwork to match the existing PFS Kiosk, air & vac relocated and 5no. new parking bays.

COMMENT: No objection

APPLICATION: P163211

SITE ADDRESS: Land off Ginhall Lane, Leominster.

DESCRIPTION: Proposed 22 no dwellings with garages and parking.

COMMENT: Recommend Refusal for the following reasons:

- 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.

Council also wished its previous outstanding objections to be taken into consideration:

- 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.

[If Herefordshire Council is minded to approve this application Leominster Town Council wishes the following items to be included in any S106 agreement negotiated:](#)

- S106 contribution to enhance the public footpath to the rear of the Buckfield Estate know as Ginhall

Green/Linear Park. Current estimates for the refurbishment of this footpath is in the region of £10,000;

- S106 contributions to the two play areas on Ginhall Green/Linear Park. Funding would be used to enhance the existing equipment, improve play value and safer surfacing;
- Improvements to the highway along Ginhall Lane including the implementation of a speed limit, relevant TRO and carriageway improvements;
- A contribution towards a pedestrian crossing along the A44 to improve access and safety to the local supermarket.

APPLICATION: P163043

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

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

COMMENT: No objection

APPLICATION: P163046

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

DESCRIPTION: Replacement of all windows and patio doors.

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

APPLICATION: P162801

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

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

COMMENT: No objection

APPLICATION: P163196

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

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

COMMENT: No objection

APPLICATION: P163197

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

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

COMMENT: No objection

APPLICATION: P163285

SITE: Brook Hall, 27 Broad Street, Leominster, Herefordshire, HR6 8BT
DESCRIPTION: Proposed conversion of ground and first floors into 4 self-contained flats.
COMMENT: Consideration of this application was deferred until a site visit had been undertaken.

APPLICATION: P163287
SITE: Brook Hall, 27 Broad Street, Leominster, Herefordshire, HR6 8BT
DESCRIPTION: Proposed conversion of ground and first floors into 4 self-contained flats.
COMMENT: Consideration of this application was deferred until a site visit had been undertaken.

PH84/16 DECISIONS

The following decisions have been made by Herefordshire Council.

Grants/Approvals

APPLICATION: P161680
SITE: 3 Hereford Road, Leominster, Herefordshire, HR6 8JS.
DESCRIPTION: Proposed ground floor extension.
COMMENT: No objection.
DECISION: Approved with conditions.

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.
DECISION: Approved with conditions.

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.
DECISION: Approved with conditions.

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

APPLICATION: P162537
SITE: The Toll House, 23 Ryelands Road, Leominster HR6 8PN

DESCRIPTION: LBC: Extension of existing dropped kerb by 4 metres.

COMMENT: No objection.

DECISION: Approved with conditions.

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.

DECISION: Approved with conditions.

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

DECISION: Approved with conditions.

Refusals

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.

DECISION: Application refused

PH84/16 HIGHWAYS

- (a) **Public Realm Improvements** – Committee was updated with progress to date. The Lead Member from Herefordshire Council had attended a meeting on 10th October 2016 along with a number of Balfour Beatty Traffic Engineers. The first draft proposal is still awaited from Balfour Beatty but it is hoped tis will be available soon.

It was noted that a request was being submitted to Herefordshire Council to request funding for this scheme from the Amey refund recently secured.

- (b) **ZC137/P141022** – A request for a meeting with the developer and Herefordshire Council had been requested to discuss the existing route of the footpath, possible access during construction and a variation. An initial response indicated that this may not be possible but the matter would be pursued.
- (c) **S106 Meeting** – Council noted that a meeting had been held with Yvonne Coleman to discuss the Town Council’s involvement in the development of S106 agreements on Monday 31st October 2016. A report was tabled which

was noted. It was agreed to distribute this report to all members of the Council.

It was agreed that in future the Committee would indicate what it would like to be considered as part of any S106 negotiations whether or not it supported the relevant application.

It was further agreed to put the proposal forward to Full Council regarding future maintenance of open spaces and play areas that may be developed as part of future developments in Leominster.

PH85/16 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 28th November at 18:00hrs. The venue was still to be confirmed but it would be held either in the Council Chamber, 17 West Street, Leominster HR6 8EP or 11 Corn Square, Leominster HR6 8YP.

There being no other business, the meeting closed at 8:05pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 24th October 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: Ward Councillor Stone.

FG11/16 APOLOGIES FOR ABSENCE

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

FG12/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Norman: Member of Leominster Museum.

FG13/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG14/16 QUESTIONS FROM THE PUBLIC

Cllr Stone congratulated the Mayor on a very successful and positive civic service held on Sunday 23rd October 2016.

FG15/16 MINUTES OF PREVIOUS MEETING

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

FG16/16 FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – Committee considered the financial report from April to June 2016. Following discussion it was **RESOLVED**:

- That the report be noted;
- That the quarter two payments made to date (including the total cost of purchase of 11 Corn Square for £283,239), amounting to £386,959 exclusive of VAT, be ratified;
- That the quarter two income received to date (including the PWLB advance of £350,000) amounting to £573,630 be ratified;
- That the current balance of £461,460.70 be noted;
- That the projected of approximately £7,000 be noted.

Committee raised no objection to the street trading request from the Morris Family to trade in Corn Square on Saturday 12th and 19th November and 3rd and 17th December 2016.

Following consideration of the expenditure related to open spaces
Committee **RESOLVED** to:

- Request a meeting with Balfour Beatty and Herefordshire Council to discuss the revised Highway and Grounds Maintenance contract for 2017/18;
- Clarify whether spraying the highway, car parks and other areas formed part of the revised contract;
- Clarification on what would and would not be provided as part of the revised contract;
- Clarify who monitored the contract on behalf of Herefordshire Council.

(b) Outstanding Accounts for Payment – Committee considered the list of outstanding accounts for payment for October 2016 amounting to £48,915.76, inclusive of VAT, and **RESOLVED** that they be ratified.

(c) Extension of Referendum Principles – Committee considered the report which outlined the proposed referendum principles. It was noted that there was some flexibility within the principles to avoid a referendum, even if the precept was raised by more than either £5 or 2% to cover additional works, subject to agreements being reached with the Principal Authority

Following discussion, it was **RESOLVED** to respond to the consultation as recommended, subject to a list of devolved services already taken on by Leominster Town Council being included.

It was further agreed to develop a formal response to the Boundary Commission on its proposals to review local parliamentary boundaries.

(d) Budget Sub-Committee Report – Committee considered the Budget Sub-Committee report which provided an update on discussions to date regarding the development of the 2017/18 budget. Following discussion, it was **RESOLVED** that the proposed timetable to develop the budget, a Corporate Strategy and an Action Plan as contained within the Sub-Committee's report be adopted.

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

- That the report be noted;
- That a request be submitted to Herefordshire Council to fund the public realm works being developed for Leominster town centre using some of the refund the Principal Authority had received from Amey following the relevant court action, as this money had previously been used for highway works;
- That further efforts be made to publicise the Destination Leominster branding project consultation to encourage a good response;

- That an update report regarding the Youth Services be provided when available;
 - That the asset transfers of the public conveniences be completed as soon as possible.
- (f) **Audit for Year Ended 31st March 2016** – Committee considered the Audit report and **RESOLVED** to adopt it and implement the actions recommended.

FG09/16 CONFIDENTIAL ITEMS

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

- (a) **Draft Budget** – Committee considered the Draft Budget Report which provided information regarding the development of the 2017/18 budget. Following discussion, it was **RESOLVED**:
- That the report be noted;
 - That Members submit proposals and suggestion for projects to the Town Clerk. These would then be considered and either included in the forthcoming budget or in the Corporate Plan for future consideration;
 - That the Lengthsman and P3 schemes costs be reviewed;
 - That options to develop open space income be developed;
 - That apprenticeship opportunities be developed.
- (b) **Grant Applications – Grant Applications** – Committee considered the Grant Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - That the following shop front grants be awarded:
 - Just for You: £250;
 - Howard Moseley Butchers: £250.

Committee **RESOLVED** to allocate £250 to develop a Christmas Window Competition. Prized would be £125 for first prize, £75 second prize and £25 for third prize. The remaining £25 would be used to fund certificates and frames.

Committee **RESOLVED** to allocate £100 to Leominster News for Marketing and up to £400 for the purchase of a laptop, which would remain the property of Leominster Town Council but be used to collate the Leominster News.

Committee **RESOLVED** to allocate up to £400 to fund the Remembrance Sunday Parade. £200 would be provided initially with the remaining element of the grant being paid upon confirmation of final expenditure.

Committee **RESOLVED** grant permission to Leominster Museum to use its previous grant funding to meet the costs of an insulation test and essential follow up work.

- (c) **Property Report** – Committee considered the Property Report updating Committee on progress relating to 11 Corn Square and 17 West Street. Following discussion, it was **RESOLVED**:
- That the report be noted;
 - That work continues to develop proposals for 11 Corn Square overseen by the appointed Task & Finish Group;
 - That the sale of 17 West Street continue to be monitored.
- (d) **Personnel Report** – Committee considered the Personnel Report. Following discussion, it was **RESOLVED**:
- That the report be noted;
 - That the incremental increase of one spinal point for the Office Manager, Administration Assistant, Environmental Supervisor and TIC Assistant be approved;
 - That the draft job description and person specification for the Financial Assistant be approved.

FG10/16 DATE OF NEXT MEETING

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

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

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 14th November 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

OFFICERS PRESENT: Town Clerk and the Market Officer.

ALSO PRESENT: Cllr Rumsey.

ES24/16 APOLOGIES FOR ABSENCE

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

ES25/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

ES26/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES27/16 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES28/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 12th September 2016 be agreed and signed as a correct record.

It was noted that work had not yet been completed on the audit of the existing dog and litter bins and the identification of underused bins. An update would be provided at the 16th January 2017 meeting.

ES29/16 CLERK'S REPORT

Committee noted that the following two items would be considered under the Committee report agenda item:

- An update on the ground rent for the allotment site;
- An update on asset transfers from the Town Council Solicitor.

ES30/16 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 Three Income (to date) of approximately £3,650.50 be noted;
- That the year to date income of £12,291, a £1,137 reduction from the previous year, be noted;
- That the decline in income equated to the income from approximately two stalls per week;
- That road closures for Farmers' markets and specialist markets would be applied for en-bloc;
- The St Edfrith Indoor Market had been a success, with the majority of traders submitting positive feedback;
- The Christmas Lights Switch On would take place on Saturday 26th November 2017 at 4.30pm, following the Nativity Service at the Priory. Members were invited to attend both events;
- The Christmas Window competition would be judged by the Mayor and Miss Teen UK on Saturday 10th December 2016, following the opening of the Victorian Street Market at 11am in Corn Square. Once again Members were invited to attend the opening of the VSM. It would be a robed event.

Concern was expressed regarding parking provision for both permanent and market traders in the town. It was agreed that this matter should be considered at a future meeting and potential solutions developed.

ES31/16 LEOMINSTER IN BLOOM

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

- That the report be noted;
- That Leominster in Bloom and Green Spaces Sub-Committee Terms of Reference be adopted subject to the following amendments;
 - The Sub-Committee would not have any devolved powers and would submit all its recommendations to the main committee for consideration and approval;
 - Only Town Council members of the sub-committee would have voting rights;
 - Up to five members of the Town Council and up to four representatives from local organisations would sit on the sub-committee;
- That the revised Terms of Reference be submitted to Full Council for adoption;
- That options to replace the pebbles under the Lady Baa Baa statue be considered

Committee noted that there was currently no officer capacity to service the sub-committee at present but this deficit should be rectified following the completion of the 11 Corn Square project.

It was formally requested by the Mayor, and agreed by Committee, that a request be submitted to Leominster in Bloom to remove all the shrubs from Mr Granger. The shrubs would be replanted in Sydonia.

ES32/16 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That quotations for various projects at Sydonia were currently being sought;
- The following update on the asset transfers was noted:
 - The applications to register Sydonia Park, land at the Priory, land at Linear Park (Ginhall Green) and 11 Corn Square was still with the Land Registry;
 - The execution of the purchase of the public convenience in Central car park was agreed;
 - A sum of £450 be agreed to commence the purchase of the public conveniences at Westbury Street.
- That the completion of The Grange Open Space on 10th June 2016 be noted, which included the Grange toilet block and the Pavilion. It was further noted that no lease for the Pavilion was disclosed prior to completion and no lease has been registered with the Land Registry. Further investigation into this matter was agreed;
- That further legal advice be sought from NALC regarding the demand to backdate from 2005 and 2008 respectively the ground rent increases for the two Allotment sites from the executors of the RMS Enterprises estate;
- That a meeting to discuss Footpath ZC137 was being held on Tuesday 15th November 2016 at 10am at the site;
- That a sum of £1,250 be allocated from this year's budget to purchase the equipment requested;
- That a sum of £4,500 for equipment and £1,200 for training be included in the 2017/18 budget;
- That replacement bollards at The Grange be purchased at a cost of £864.57;
- That the works to the trees in the Priory be carried out under the Lengthsman scheme;
- That the Community Asset submissions for the Hop Pole, Chequers, Barons Cross, Grape Vaults, Bell Inn and White Lion be ratified.

Committee **RESOLVED** to adopt the following timetable to undertake works to the War Memorial:

- Commence works on this project in March 2017;
- Confirm the works required to clean and repair the War Memorial;
- Confirm that the works required will attract funding from the War Memorials Trust. The Trust can fund up to 75% of the cost up to a maximum of £30,000;
- To obtain up to three quotations to carry out the works from approved suppliers;
- To assess the overall cost of the works required.

ES33/16 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.

ES34/16 PLAY AREA PROPOSALS

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

- That the report be noted;
- That the proposals as outlined in the report for The Grange be agreed in principle;
- That the proposals to develop the play area and other elements at Sydonia be agreed in principle.

Committee **RESOLVED** to adopt the following timescale for The Grange project:

- Initial discussions with Herefordshire Council and preliminary public consultation (December 2016, January/February 2017)
- Project agreement by Full Council – March 2017
- Invitation to tender – April 2017
- Commencement of initial designs and costings – June/July 2017
- Public consultation – September 2017
- Final design October/November 2017
- Installation of car park and new play area – March 2018
- Completion – April 2018

Committee **RESOLVED** to invite quotations from suitably qualified companies to help design and project manage the development of the site. The following work would be included:

- Assessment of the site;
- Drawing up initial proposals with zones for car parking, play areas (various ages) and picnic area;
- Assist with obtaining relevant planning permissions;
- Provide initial cost estimates for the work;
- Assist in a full public consultation with the town;
- Identify potential funding streams;
- Assist in development of the car park business plan income projections;
- Following consultation to draw up final design, obtain costs for equipment, safer surfacing and installation of the play area;
- Project manage the installation;
- Completion and sign off.

With regard to Sydonia, Committee **RESOLVED** that the following elements be included in the redevelopment of the site:

- Refurbishment of the play area;
- Refurbishment of the footpaths identified;
- New goal ends on the football field;
- Transfer of asset and refurbishment of the small garden area by the Leisure Centre;
- Outdoor gym;
- In the future, a refurbished skate park.

Committee noted that a sum of £30,229.22 was available from S106 funding, subject to agreement by Herefordshire Council. It was agreed that the entire sum be allocated to Sydonia so that the project could be fully developed. It was further agreed that additional funding be sought to enable additional works such as an outdoor gym to be delivered.

Committee **RESOLVED** to adopt the following timetable:

- Agree draft scheme and appoint contractor for play area on 16th January 2017;
- Public consultation to be carried out in February 2017
- Final design and costs submitted to Committee for approval on 13th March 2017
- Implementation of scheme – April 2017
- Completion – May 2017

ES35/16 COMPLAINT

Committee considered the Complaint Report in detail and, following discussion, it was **RESOLVED** that the report be noted.

ES36/16 YOUTH UPDATE REPORT

Committee noted that the meeting scheduled with HVOSS to discuss the youth project and the Service Level Agreement on Thursday 10th November 2016 had been postponed but was being rescheduled. It was noted that 50% of the 2016/17 fee amounting to £4,340 had been paid.

ES37/16 PUBLIC CONVENIENCE UPDATE REPORT

Committee noted that no further update was available. Quotations were awaited to refurbish The Grange and Central car park public conveniences.

ES38/16 DATE OF NEXT MEETING

Committee noted that the next meeting will be held on Monday 16th January 2017 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 9:26pm.

CHAIR:

DATE: