



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

Tuesday 19<sup>th</sup> September 2017

To: All Members:  
Councillors R Pendleton (Mayor), Bartlett (Deputy Mayor), Barton, Burke, Davies, Egan, Freedland, Herschy, Lacey, Marsh, Norman, R Pendleton, Preece, Rosser, Rumsey and Thomas.

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 25<sup>th</sup> September 2017** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell  
TOWN CLERK

**PLEASE NOTE THAT A PRESENTATION WILL BE GIVEN TO TOWN COUNCILLORS AT 6pm.**

## 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. COUNCIL VACANCY

To formally receive the Declaration of Acceptance of Office from Cllr Connor Egan, who was duly elected on to Leominster Town Council on 7<sup>th</sup> September 2017. Vacancies exist on the Planning & Highways Committee and the Finance & General Purposes Committee and it is proposed that Cllr Egan be nominated to sit on these two Committees.



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

- 5. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**  
To receive questions and statements from members of the public.
- 6. MINUTES OF THE PREVIOUS MEETINGS**  
To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 24<sup>th</sup> July 2017.
- 7. CLERK'S REPORT**  
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.
- 8. COMMITTEE MEETINGS**  
To approve the minutes of the following meetings held and ratify any decisions and recommendations reached:
  - Planning & Highways Committee – 14<sup>th</sup> August, 4<sup>th</sup> & 18<sup>th</sup> September 2017;
  - Environment & Services Committee – 11<sup>th</sup> September 2017.
- 9. FINANCES**
  - (a) Accounts Paid Statement** – To receive the accounts paid to date statement for August and September 2017, which will be presented at the meeting.
  - (b) Financial Report** – To receive the interim Quarter Two Financial Report.
  - (c) Branding** – To consider adoption of the draft branding for Leominster following the presentation held at 6pm.
  - (d) Armed Forces Day** – Please see the attached report.
  - (e) CAB Update** – Please see attached update received from CAB Herefordshire.
- 10. REPORTS**  
To receive reports from:
  - Representative on Outside Bodies;
  - Herefordshire Council Ward Members.
- 11. MAYORAL APPOINTMENTS**  
To receive an update on Mayoral appointments attended by the Mayor.
- 12. DATE OF NEXT MEETING**  
The next Leominster Town Council meeting will be held on Monday 27<sup>th</sup> November 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.
- 13. CONFIDENTIAL ITEMS**  
Certain items are expected to include the consideration of exempt information and Full Council is, therefore, recommended to resolve "That, in accordance



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL MEETING

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) **Property Report** – Please see the attached update report.
- (b) **Grange Court** – A verbal update will be provided.
- (c) **Draft Budget Development** – Please see the attached report.

## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 24<sup>th</sup> July 2017 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors R Pendleton (Mayor), Bartlett (Deputy Mayor), Barton, Burke, Davies, Freedland, Herschy, Lacey, Marsh, A Pendleton, Preece, Rosser, Rumsey and Thomas.

**OFFICER PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Cllr Stone, a representative from the press and twelve members of the public.

### **46/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Norman (holiday).

### **47/17 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Lacey – Allotments (Personal)
- Cllr Rumsey – Leominster Business Group (Personal)

### **48/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **49/17 POLICE REPORT**

PCSO Adam Michniok, Leominster Safer Neighbourhood Team, was in attendance. The following report was noted:

- There have been a number of issues involving young people over the past few months including vandalism to Leominster in Bloom plantings;
- A Boxing club had been set up in partnership with the South Wye Boxing Academy Summer Training Camp, which was being hosted at the GP Martial Arts Centre on Croft Business Park, Leominster;
- There had been a number of issues, which were still ongoing, in Etnam Street. A meeting had been held and a further public meeting was currently being arranged;
- There had been a number of Housing Association property tenant issues which were currently in the process of being resolved;
- Concern was expressed regarding cycling on the pavements, travelling up the High Street and Broad Street the wrong way. These matters would be investigated. There was the option to issue fixed penalty notices but not to under sixteens;
- There were three PCSO's covering Leominster, which reduced over the holiday period;
- Two warrants had been executed regarding drug related intelligence;
- Residents were encouraged to report issues directly to the Police. A great deal of information was posted up on Facebook but the Police were

unable to react to this unless the matters were reported directly to them via email or 101.

Council thanked PCSO Michniok for attending.

**50/17 NHS COMMUNITY HEALTH AND CARE ENGAGEMENT**

Jade Brooks, Deputy Director of Operations, Herefordshire Clinical Commissioning Group, attended the meeting to outline the engagement process and seek Council views.

The Group would be carrying out a Listening Exercise to obtain views from the community on a range of medical services including surgeries, minor injuries unit and the community hospital.

Normally the NHS would develop a plan and then consult. However, this time they would be consulting prior to developing the plan. The consultation would be promoted on Facebook and Twitter and the first event would be held on 1<sup>st</sup> August 2017 at 1pm at Grange Court.

The results of the consultation would be collated and it was hoped that they could be presented to the Town Council in late September/early October 2017. The plan would then be drawn up in the Autumn and this would feed into the Sustainable Transformation Plan.

Among the concerns raised were the lack of an NHS dentist in Leominster and little support for mental health sufferers.

Council thanked Jade Brooks for attending.

**51/17 COUNCIL VACANCY**

Council noted that an election had been called and would be held on 7<sup>th</sup> September 2017. Following consideration, it was **RESOLVED** that Poll Cards be requested and sent out to the electorate.

**52/17 QUESTIONS FROM THE PUBLIC**

Twelve members of the public were present and the following representations were made:

- The agenda for this meeting had not been uploaded onto the Council website and there were a number of inaccuracies. It was agreed to investigate;
- Confirmation regarding the dates of the various Christmas events was requested. It was confirmed that the Lights Switch On, preceded by the Nativity Service, would now take place on 25<sup>th</sup> November 2017. This would be organised by the Jubilee Committee and the Priory respectively;
- Small Business Saturday would take place on 2<sup>nd</sup> December 2017 and would be organised by the Leominster Business Group. A road closure on Corn Square had been secured up until 6pm. The Town Council would not be organising an event on this day due to budget restrictions;

- The Victorian Street Market would take place on 9<sup>th</sup> December 2017 and would be organised by the Leominster Attractions Group. The Town Council would be holding a Christmas event at 11 Corn Square.

**53/17 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING**

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 13<sup>th</sup> May, 15<sup>th</sup> May and 26<sup>th</sup> June 2017 be agreed and signed as a correct record.

**54/17 CLERK'S REPORT**

Council **RECEIVED** the following report:

- (a) **August Staff Holidays** – Council noted that a number of staff holidays were being taken over the summer recess and a skeleton staff would be operating the Town Council Offices.
- (b) **Council Christmas Event** – Council noted that a Task & Finish Group had been appointed to organise a Council Christmas Event to be based at 11 Corn Square. Some initial ideas for the themed Christmas Event to be held on 9<sup>th</sup> December 2017 were presented.

Following discussion it was proposed by Cllr Bartlett, seconded by Cllr Rosser and **RESOLVED** to allocate a sum of £2,000 towards the cost of developing an event to take place on Saturday 9<sup>th</sup> December 2017. Part of this funding would be used to secure reindeer, subject to ensuring that the correct animal welfare was in place.

- (c) **Leominster Family Festival** – Members were requested to submit suggestions regarding potential commercial sponsors for this event. A sum of £500 was being requested from each sponsor.
- (d) **Youth Services** – Council noted that meetings had been held with a number of different parties including VENNTURE to secure youth provision in Leominster in 2018 onwards. The Mayor indicated that it was his ambition to set up a Youth Club for the young people of Leominster and was currently seeking support for this initiative.

**55/17 MINUTES OF COMMITTEE MEETINGS HELD**

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

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 22<sup>nd</sup> May, 5<sup>th</sup> June, 19<sup>th</sup> June, 3<sup>rd</sup> July and 17<sup>th</sup> July 2017 and authorise the decisions and recommendations contained therein.
- (b) **Environment & Services Committee** – It was **RESOLVED** to approve the minutes of the Environment & Services Committee meetings held on 22<sup>nd</sup> May and 10<sup>th</sup> July 2017 and authorise the decisions and recommendations contained therein.

- (c) **Communications & Events Committee** – It was **RESOLVED** to approve the minutes of the Communications & Events Committee meeting held on 12<sup>th</sup> June 2017 and authorise the decisions and recommendations contained therein.
- (d) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 26<sup>th</sup> June 2017 and authorise the decisions and recommendations contained therein.

#### **56/17 FINANCES**

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts for July 2017 amounting to £51,545.29, including VAT.
- (b) **Financial Report** – Following consideration, it was proposed by Cllr Rosser, seconded by Cllr Davies and **RESOLVED** to adopt the Quarter One Financial Report.

#### **57/17 REPORTS**

The following reports were received from the Representative on Outside Bodies:

- (a) **Leominster in Bloom** – Cllr Lacey reported that the Committee was in a positive mood following the recent visit from the Heart of England in Bloom judges.
- (b) **Hester Clarke Almshouses** – Cllr Davies reported that all units were now let.
- (c) **Shopmobility** – Cllr Rumsey informed Council that a collection at Morrison's had raised £600.
- (d) **Leominster Business Group** – Cllr Thomas reported that the group would be developing the Small Business Saturday event, following clarification of the event dates.
- (e) **HALC** – Cllr Pendleton had attended the recent HALC meeting. Among the issues raised was the issue of poor representation in local government by the ethnic population in Herefordshire. Work was being undertaken to try to improve this.

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

#### **Cllr Stone**

- Herefordshire & Worcester Fire & Rescue Service – No high rise tower blocks in Herefordshire had been identified as having insulation similar to that used at Grenfell Tower. Cllr Phillips had been elected Chair of the Fire Authority. It was hoped that all fire stations in the rural areas would be retained;

- Balfour Beatty – A new Locality Steward has been appointed for Leominster North. Resurfacing had been undertaken in New Street and part of Bridge Street as well as potholes filled in Osborne Place and Millers Close;
- He attended a meeting of the Friends of Leominster Library. The meeting was against a move from the current building to HALO leisure centre;
- The Poultry Shed application would be reviewed by the Herefordshire Council Planning Committee;
- Congratulations were extended to Leominster in Bloom and the Town Council for all their efforts;
- The aspiration for a youth club was welcomed;
- The Dementia Friendly funding would run out at the end of August 2017. Grant applications were currently being considered.

Council thanked Cllr Stone for his report.

***Cllr Bartlett***

- The Herefordshire Local Access Forum had met;
- Attended a Footpaths volunteer walkers and PFO meeting;
- Attended the Choral Society and Birmingham Philharmonic Orchestra events as part of the Leominster Festival;
- Liaised with BPI regarding the Leominster Hum and planned remedial work during shutdown
- Attended the Savernne Twinning Group welcome to Leominster at 11 Corn Square
- Attended the Armed Forces Day Flag Raising Ceremony in High Town, Hereford
- Attended the 2Gether NHS Council of Governors meeting
- Attended a town walk about with BBLP Locality Steward James Howell, Cllr Davies and a member of the public to better understand the BBLP procedure for reporting and fixing potholes and highway issues;
- Attended the Leominster in Bloom Judging Day, accompanied the judges around the judging route and the reception at 11 Corn Square
- Attended the Art From The Dark exhibition at Hereford Library, an exhibition of over 350 pieces of art work co-ordinated by Hereford MIND, 31 Broad Street Library Group and the Librarians
- The planning application for the chicken sheds on land at Eaton Hill had been called in to the planning committee
- Had chaired the meeting of the Friends of Leominster Library with Director of Communities, Natalia Silver, to consult on the possible futures of the library in Leominster and the expression of interest from HALO to run the library at a new build site adjacent to the Swimming Pool in Coningsby Road.

***Cllr Marsh***

- Had undertaken work on the recent Baron's Cross planning application;
- The Westcroft application had not been called in to Committee so was awaiting the outcome of the permission and conditions;
- There would be a litter pick in the Ridgemoor area on 8<sup>th</sup> August 2017;

- Attended the Priory Holiday Club

### **58/17 MAYORAL APPOINTMENTS**

The following Mayoral appointments had been attended by the Mayor:

- 14<sup>th</sup> May – Started the Leominster/Ludlow Car Rally – The Mayoralty started early on the day after the Mayor Making when the Mayor was asked, together with the Town Crier, to start the Rally.
- 17<sup>th</sup> May Day – Open new Café at the railway station, wonderful addition to the town called “Cuplings”
- 17<sup>th</sup> May Evening – Attended Kidderminster Mayor Making
- 22 May – Attended Royal Ordinance Factory Project at Saxon Hall.
- 23<sup>rd</sup> May – One of the Mayor’s favourite visits - Swan Brewery open day.
- 24<sup>th</sup> May Evening – Attended Ludlow Mayor Making
- 27<sup>th</sup> May – Attended Eardisland Town twinning, together with the High Sherriff and Deputy Lord Lieutenant.
- 30<sup>th</sup> May – Took part in Herefordshire Mayors meeting at Shire Hall.
- 1<sup>st</sup> June – Attended the Leominster Festival Reception at Grange Court. A great start to the Festival.
- 2<sup>nd</sup> June – Thoroughly enjoyed Jazz with Pizazz at Grange Court.
- 3<sup>rd</sup> June – Attended Leominster Festival Concert, a wonderful evening of uplifting music.
- 4<sup>th</sup> June – Attended the Festival Service at the Priory.
- 5<sup>th</sup> June – Attended the Ross on Wye Mayor Making.
- 16<sup>th</sup> June – Participated in Leominster/Saverne town twinning reception at 11 Corn Square. Even managed a speech in French.
- 16<sup>th</sup> June (Evening) – Attended Stourport Civic Reception.
- 17<sup>th</sup> June – Received a presentation of £1000 charity donation from Masonic Lodge on behalf of the previous Mayor.
- 24<sup>th</sup> June – Attended the Armed Forces Day at Shire Hall.
- 24<sup>th</sup> June – Attended the Violette Szabo museum commemoration event.
- 29<sup>th</sup> June – Attended the Funeral of Dennis Sampson (Former Mayor) at Hereford Crematorium
- 2<sup>nd</sup> July – Attended Kidderminster Civic Service.
- 4<sup>th</sup> July – Attended Cream Tea at Twyford Cookers.
- 5<sup>th</sup> July – Represented Leominster Town, as an onlooker only, at Herefordshire School Games.
- 8<sup>th</sup> July – Attended Ivington Fete. A wonderful Annual Event which raise £1750 for the Church.
- 13<sup>th</sup> July - Attended the Leominster Scout Troup AGM. 14<sup>th</sup> July – Accompanied the judges around Leominster for Leominster’s Heart of England in Bloom entry. The judges were very complimentary and the Mayor had high hopes.
- 14<sup>th</sup> July – Attended the Sheriff’s “at home” meeting with other Mayors and other dignitaries.
- Attended the Priory Holiday Club

**59/17 DATE OF NEXT MEETING**

Council noted that the next Leominster Town Council meeting would be held on Monday 25<sup>th</sup> September 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

**60/17 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.

- (a) **Property Report** – Council was presented with the update report outlining progress at 11 Corn Square and the additional projects being developed at present by the Town Council. Following consideration it was **RESOLVED**:
- That the report be noted;
  - That Lloyds Cooper be appointed as Town Council solicitors to act on its behalf in future;
  - That the progress at 11 Corn Square be noted and that additional funding from balances and the sale of 17 West Street be allocated to the project to enable the completion of the refurbishment;
  - That the transfer of the Westbury Street public conveniences be noted and the proposed refurbishment plans be adopted;
  - That delegated authority be given to the Town Clerk and his team to develop an application to the LEADER fund;
  - That a Task & Finish Group to oversee the LEADER fund application be appointed;
  - That Cllrs A Pendleton, R Pendleton and Thomas be appointed to the LEADER Task & Finish Group.
- (b) **Grange Court** – Following consideration it was proposed by Cllr Freedland, seconded by Cllr Davies and **RESOLVED**:
- That the report be noted;
  - To agree in principle to commence initial discussions with the LARC Trustees;
  - That a Working Group be appointed to represent Leominster Town Council;
  - That Cllrs Burke, Davies, Preece and Thomas be appointed to sit on the Working Group;
  - That delegated authority be given to the Working Group and the Town Clerk to commence discussions with the appointed LARC Trustees.

The Mayor thanked everyone for their attendance and closed the meeting at 9.20pm.

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**MAYOR**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 14<sup>th</sup> August 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

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

**OFFICER PRESENT:** Town Clerk.

**PH46/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Bartlett (illness), Freedland (holiday) and Herschy (holiday).

**PH47/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PH48/17 HEREFORDSHIRE COUNCIL MEMBER DISPENSATIONS**

There were no County Councillors present.

**PH49/17 QUESTIONS FROM THE PUBLIC**

There were two members of the public in attendance. The following matters were raised:

Concern was expressed regarding the parking in Westfield Walk. Inconsiderate parking had resulted in a resident being blocked in to their drive and unable to exit. Parking for the pharmacy and doctors surgery was restricting access to property along the road.

There were also concerns regarding alleged drug dealing in the road, leaves on the road and pavement, the size of the tree and the lack of gritting during cold weather, bearing in mind the amount of traffic that used the road.

The residents were advised to raise the issues relating to drug misuse with the Police and the highway issues with Herefordshire Council. Committee agreed to raise the concerns above with the relevant organisations and request that some enforcement be undertaken to discourage illegal parking and obstruction.

**PH50/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 17<sup>th</sup> July 2017 be agreed and signed as a correct record.

**PH51/17 THE LEOMINSTER HUM**

No further update had been received.

**PH52/17 PLANNING APPLICATIONS**

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

**APPLICATION:** P172667  
**SITE:** Flats at 28 High Street, Leominster, Herefordshire, HR6 8LZ  
**DESCRIPTION:** Proposed flat.  
**COMMENT:** No objection

**APPLICATION:** P170275  
**SITE:** Land adjoining The Hop Pole, Bridge Street, Leominster, Herefordshire.  
**DESCRIPTION:** Proposed terrace of 3 cottages.  
**COMMENT:** Recommend refusal on the following grounds:

- The proposal was considered to be over-development of a small site;
- The proposal was not in keeping with a building of both historical interest and of architectural value;
- It was understood that the Hop Pole had now been listed and no Listed Building Consent application had been received;
- The proposal would create a terracing effect that would deter from the visual amenity of the street scene;
- The proposal would result in reducing the visual interest of the current street scene;
- There is historically significant architectural features in the existing building, in particular the medieval cruck roof and the entire timber framed structure, should be protected;
- Committee wished to reiterate its previous objections, noting that some effort had been made to store waste;
- Committee further requested that this application be considered by the Herefordshire Planning Committee due to the sensitivity of the site.

**APPLICATION:** P170276  
**SITE:** Land at The Hop Pole, Bridge Street, Leominster, Herefordshire  
**DESCRIPTION:** Proposed conversion of public house into 3 self contained residential units.  
**COMMENT:** Recommend refusal on the following grounds:

- The proposal would result in the loss of a commercial premises;
- The proposal was not in keeping with a building of

- both historical interest and of architectural value;
- It was understood that the Hop Pole had now been listed and no Listed Building Consent application had been received;
- Concern was expressed that the proposal could result in the destruction of a unique heritage feature of the town;
- There is historically significant architectural features in the existing building, in particular the medieval cruck roof and the entire timber framed structure, should be protected;
- Committee wished to reiterate its previous objections, noting that some effort had been made to store waste;
- Committee further requested that this application be considered by the Herefordshire Planning Committee due to the sensitivity of the site.

**APPLICATION:** P172551  
**SITE:** Crabtree Cottage, Hyde Ash, Leominster, Herefordshire HR6 0JR  
**DESCRIPTION:** Proposed conversion of building into ancillary living accommodation.  
**COMMENT:** No objection

**APPLICATION:** P172677  
**SITE:** 14 Church Street, Leominster, Herefordshire, HR6 8NQ  
**DESCRIPTION:** Works to willow and holly tree.  
**COMMENT:** No objection subject to the views of the local Tree Warden and Tree Officer.

**APPLICATION:** P172354  
**SITE:** 65 Etnam Street, Leominster, Herefordshire, HR6 8AE  
**DESCRIPTION:** Replacement window.  
**COMMENT:** No objection provided it was in keeping with the listed building.

**APPLICATION:** P172532  
**SITE:** Shops, 1-3 Castlefields, , Leominster, HR6 8BG  
**DESCRIPTION:** Proposed extension to Castlefield Stores.  
**COMMENT:** Request an extension to the consultation time as there was concern that this was a retrospective application and the plans provided were of extremely poor quality and very hard to read. Clearer plans would be requested. The Town Council had previously objected to a similar application at this site.

**APPLICATION:** P172793  
**SITE:** 414 Buckfield Road, Leominster, HR6 8SD  
**DESCRIPTION:** Proposed two storey extension to side of existing

house.  
**COMMENT:** No objection

Following consideration it was **RESOLVED** to request that P172135, Barons Cross Camp, Cholstrey, Leominster be considered by the Herefordshire Planning Committee and not decided under delegated authority.

**PH53/17 DECISIONS**

The following approvals were noted:

**APPLICATION:** P171264  
**SITE:** Land at Copper Beech Close, Leominster, Herefordshire, HR6 8LE  
**DESCRIPTION:** Proposed single storey dwelling.  
**COMMENT:** No objection provided the Arboricultural Impact Report findings are applied and that the comments from the Tree Officer are taking into consideration.  
**DECISION:** Approved with conditions

**APPLICATION:** P171673  
**SITE:** 43 Westgate, Leominster, Herefordshire, HR6 8SA  
**DESCRIPTION:** Proposed single storey extension to rear of dwelling.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

**APPLICATION:** P171638  
**SITE:** Land at Westfield Farm, Cobnash, Kingsland, Herefordshire  
**DESCRIPTION:** Proposed Funeral Directors.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

**APPLICATION:** P171860  
**SITE:** 94 Bargates, Leominster, Herefordshire, HR6 8QT  
**DESCRIPTION:** Proposed removal of existing conservatory and erection of an orangery.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

**APPLICATION:** P171903  
**SITE:** Vacant Site Adjacent To, 54 Green Lane, Leominster, Herefordshire, HR6 8QW  
**DESCRIPTION:** Proposed construction of a pair of semidetached dwellings.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

**APPLICATION:** P172157  
**SITE:** Sherbrook, Newlands Drive, Leominster, Herefordshire, HR6 8PR

**DESCRIPTION:** Single storey side and rear extensions with garage conversion.

**COMMENT:** No objection.

**DECISION:** Approved with conditions

**APPLICATION:** P171601

**SITE:** 8 School Lane, Leominster, Herefordshire, HR6 8AA

**DESCRIPTION:** Proposed conversion of upper floors into self-contained flat.

**COMMENT:** No objection.

**DECISION:** Approved with conditions

**APPLICATION:** P171749

**SITE:** 72 Bargates, Leominster, Herefordshire, HR6 8QS

**DESCRIPTION:** Proposed drive way parking to and dropped kerb to front of house.

**COMMENT:** No objection provided the tree identified is protected.

**DECISION:** Approved with conditions

**APPLICATION:** P172146

**SITE:** Crab Tree Workshop, Knoakes Lane To C1105, Hyde Ash, Herefordshire, HR6 0JS

**DESCRIPTION:** Variation to Condition 2 Reference 161259 (Proposed conversion; /alteration to form office. w.c. store and link lobby) - Replace 'link' flat roof with slated pitched roof and change rear (NE) roof covering and pitch.

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

**DECISION:** Approved

**PH54/17 APPLICATION FOR GRANT/VARIATION OF PREMISES LICENCE**

Following consideration Committee **RESOLVED** to object to the application to vary the premises licence for The Ducker (formally The Ducking Stool), 11 South Street, Leominster, Herefordshire, HR6 8JA as there were concerns regarding potential public nuisance, public safety and crime and disorder.

**PH55/17 HIGHWAYS AND PARKING MATTERS**

- (a) **Proposed Meeting with Developer** – Committee agreed to organise a pre planning application meeting with a local developer to discuss outline development proposals.
- (b) **S106 Task & Finish Group** – Committee noted the report presented and agreed to add the following items to the asset list for consideration:
- The toilets at the bus station;
  - The bus station site;
  - To consider requesting an asset transfer of the bus station from Herefordshire Council to Leominster Town Council

- (c) **Barons Cross Speeding Issues** – Committee noted that a meeting with the Safer Roads Partnership and the Police had taken place to discuss traffic and speeding issues around Barons Cross. Data had already been collected near the Morrisons Supermarket. The Safer Roads Partnership would consider additional traffic counts and advise on other traffic reducing options.
- (d) **Additional Items for Information** – Committee noted the following additional items:
- Football Club – It was agreed to find out whether the additional land at the football club had now been formerly transferred to the Club from Herefordshire Council;
  - Bridge Street Bridge – concerns had been expressed regarding the standard of welding undertaken. This was currently being addressed;
  - Letters from Bill Wiggin MP and Jesse Norman MP had been received regarding the poor state of the highways in Herefordshire. A copy would be distributed to all members and an item included on the next agenda;
  - Members noted that the Minerals and Waste Local Plan Issues and Options consultation would run until 6<sup>th</sup> October 2017. This would be included on the next agenda;
  - Members noted the following road closures:  
A4111 Eardisley Village – Preparatory works: Monday, 21 August to Friday, 25 August with road closure 08.00 hours to 17.00 hours daily  
Resurfacing works: Tuesday, 29 August to Friday, 1 September  
Road closure – 08.00 hours to 17.00 hours daily. Please note that the road will be open on the bank holiday Monday.  
B4218 Walwyn Road, Colwall – Preparatory works: Wednesday, 16 August to Friday, 18 August, two-way traffic lights will be in operation – 08.00 hours to 17.00 hours daily  
Resurfacing works: Saturday, 19 August to Monday, 21 August  
Road closure – 08.00 hours to 17.00 hours daily

**PH56/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

There was no further update available.

**PH57/17 DATE OF NEXT MEETING**

Committee agreed to amend the date of the next meeting, which would now be held on Monday 4<sup>th</sup> September 2017 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 8:23pm.

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**CHAIR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 4<sup>th</sup> September 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Thomas (Chair), Bartlett, Barton, Davies, Freedland, Herschy, R Pendleton, Preece, Rosser and Rumsey.

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

**OFFICER PRESENT:** Town Clerk.

**PH58/17 APOLOGIES FOR ABSENCE**

All Committee members were present.

**PH59/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PH60/17 HEREFORDSHIRE COUNCIL MEMBER DISPENSATIONS**

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

**PH61/17 QUESTIONS FROM THE PUBLIC**

There was one member of the public in attendance. The following matter was raised:

*Development at Croft Business Park*

Committee received representations from a resident of Silurian Close, Leominster, regarding the development at Croft Business Park, Leominster. Planning Application P162594 has been considered and refused in 2016 by Herefordshire Council. However, works had continued and tenants were now occupying the offices.

Windows, which should have been opaque to reduce overlooking and maintain privacy, remain clear, resulting in a complete loss of privacy for residents of Silurian Close and significant overlooking issues.

Security lighting shines directly into dwellings creating both a nuisance and invasion of private space.

It appears that no action has been taken by Herefordshire Council to enforce the previous permissions granted on this site and ensure that no works were carried out following the refusal of planning permission.

Committee **RESOLVED** to:

- Formally establish what action Herefordshire Council had taken to date regarding the enforcement of planning permissions;
- What action Herefordshire Council had taken to date to ensure that no works outlined in P162594 were undertaken;
- Establish from Herefordshire Council why no action had been taken against the developer if the development had not adhered to planning permissions granted;
- Request that the Enforcement Officer attend a meeting of the Planning & Highways Committee to explain what actions, if any, had been taken to address the issues highlighted and to protect the quality of life for local residents.

**PH62/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 14<sup>th</sup> August 2017 be agreed and signed as a correct record.

Committee noted that with regard to P172677 the Tree Wardens had been unable to access the property to inspect the trees. However, the application had now been decided and permission had been granted for works to proceed.

**PH63/17 THE LEOMINSTER HUM**

The following update was **NOTED**:

- There had been a substantial amount of works carried out during the shutdown. The loud compressor/vacuum pump room has been acoustically insulated and the compressor (LDA) had been fitted with acoustic attenuator/baffles;
- The high level cowling and ductwork had been removed and a new attenuated cowling was currently being installed. This meant that noise at present would be worse at present;
- The low level fan still needed to be attenuated;
- Once all the works had been completed RPS would conduct a further noise survey.

**PH64/17 PLANNING APPLICATIONS**

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

**APPLICATION:** P172532  
**SITE:** Shops, 1-3 Castlefields, , Leominster, HR6 8BG  
**DESCRIPTION:** Proposed extension to Castlefield Stores.  
**COMMENT:** Request an extension to the consultation time as there was concern that this was a retrospective application and the plans provided were of extremely poor quality

and very hard to read. Clearer plans would be requested. The Town Council had previously objected to a similar application at this site.

**ADDITIONAL COMMENT:**

Recommend Refusal for the following reasons:

- Council wishes to reiterate its previous objections to planning applications related to this site;
- The proposal constituted inappropriate development in a residential area;
- The plans submitted were of poor quality and lacked detail;
- There was a potential overlooking issue with the proposal;
- The elevations of the proposal needed to be defined;
- The proposal was too close to neighbouring properties;
- Concern was expressed regarding the fire rating of the proposed wall to be constructed.

**APPLICATION:** P172634

**SITE:** The White House, 94 Bridge Street, Leominster HR6 8DZ

**DESCRIPTION:** Removal of side extension to the north and construction of a two storey replacement. The removal of rear extension and replacement with a two storey and a single storey flat roof extension.

**COMMENT:** No objection

**APPLICATION:** P170818

**SITE:** 29-31 West Street, Leominster, HR6 8EP

**DESCRIPTION:** Proposed conversion of attic into self-contained flat.

**COMMENT:** No objection although concern was expressed regarding storage facilities for refuse/waste.

**APPLICATION:** P170859

**SITE:** Land at Laundry Lane, Leominster, Herefordshire

**DESCRIPTION:** Variation of condition 2 of planning permission 140665 for change of site plan with tenure mix.

**COMMENT:** No objection

**PH65/17 DECISIONS**

The following approvals were noted:

**APPLICATION:** P170898

**SITE:** Workshop, Long Acre, Ebnall, Leominster, Herefordshire HR6 9AL.

**DESCRIPTION:** Proposed change of use of B8 commercial yard to B2, demolition of vehicle repair shop. Erection of a new workshop building and office, with associated landscaping and advertising.

**COMMENT:** Recommend refusal to this application on the following grounds:

- There is concern that the proposal could create a noise and nuisance issue;
- The proposal for change of use will potentially impinge on the amenity of neighbouring residents;
- The proposal does not include a Noise Management Plan which is essential prior to any decision being taken.

**DECISION:** Approved with conditions

**APPLICATION:** P171833

**SITE:** 24 Broad Street, Leominster, HR6 8BS

**DESCRIPTION:** Demolish and rebuild Victorian annex to rear of property. Installation of underfloor heating to rear ground floor room and other works detailed within the specification (Retrospective)

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

**DECISION:** Approved with conditions

**APPLICATION:** P172219

**SITE:** 24 Broad Street, Leominster, HR6 8BS

**DESCRIPTION:** Listed Building Consent: Demolish and rebuild Victorian annex to rear of property. Installation of underfloor heating to rear ground floor room and other works detailed within the specification (Retrospective)

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

**DECISION:** Approved with conditions

**APPLICATION:** P171574

**SITE:** 44 and 44a Etnam Street, Leominster, HR6 8AQ

**DESCRIPTION:** Number 44 – Change of use from commercial offices to a residential dwelling on 1<sup>st</sup> and 2<sup>nd</sup> floor and loft space with internal modifications. Number 44a – refurbishment of ground floor residential flat. Works to include demolition of outhouse to accommodate staircase from the upstairs balcony, replacement windows/doors to both properties. Possible vehicular access from adjacent property to rear.

**COMMENT:** Committee agreed that there was not enough clear information available to enable it to submit an informed comment. It was recommended that the applicant be requested to submit improved plans to clarify how the side access and front of the building would function. The views of the Conservation officer were also requested.

**DECISION:** Approved with conditions

**APPLICATION:** P171575  
**SITE:** 44 and 44a Etnam Street, Leominster, HR6 8AQ  
**DESCRIPTION:** Listed Building Consent: Number 44 – Change of use from commercial offices to a residential dwelling on 1<sup>st</sup> and 2<sup>nd</sup> floor and loft space with internal modifications. Number 44a – refurbishment of ground floor residential flat. Works to include demolition of outhouse to accommodate staircase from the upstairs balcony, replacement windows/doors to both properties. Possible vehicular access from adjacent property to rear.  
**COMMENT:** Committee agreed that there was not enough clear information available to enable it to submit an informed comment. It was recommended that the applicant be requested to submit improved plans to clarify how the side access and front of the building would function. The views of the Conservation officer were also requested.  
**DECISION:** Approved with conditions

**APPLICATION:** P172039  
**SITE:** Green Cottage, Upper Ivington, Leominster, HR6 0JN  
**DESCRIPTION:** Proposed alterations and extensions  
**COMMENT:** No objection.  
**DECISION:** Approved

## **PH66/17 PLANNING, HIGHWAYS AND PARKING MATTERS**

- (a) **Minerals and Waste Local Plan (MWLP) – Issues and Options Consultation** – Committee noted that the Minerals and Waste Local Plan Issues and Options paper was being consulted upon until Friday 6 October 2017. It was agreed not to submit comments.
- (b) **Meeting with Developer** – Committee received a verbal update following the site meeting regarding a potential residential development in Leominster. Initial proposals were for up to 200 dwellings with a further ten acres potentially available if required. A further proposal for an additional 100 dwellings had been shelved for the time being.

Initial provision for a community centre and possible doctors surgery had been included and if a further ten acres was developed then a site for a primary school could also be made available.

Committee noted that there would be significant issues regarding traffic and pollution at Bargates junction if development of up to 1,000 additional dwellings were constructed in this part of Leominster if a bypass was not provided.

- (c) **Traffic Regulation Orders** – Committee noted that the request to create a 30mph zone along Ginhall Lane was listed at 107 out of 110 due to its environment.

A meeting regarding other requests was being held with Herefordshire Council on 12<sup>th</sup> September 2017 and it was suggested that all the recent traffic survey information and statistics be collated to begin the development of a comprehensive traffic management study of Leominster.

- (d) Highway Matters** – Committee noted the response received from Jesse Norman MP regarding plans to improve the poor state of the highways in Herefordshire.

Following discussion it was **RESOLVED**:

- That a review be undertaken to identify all the available funding for highway improvements;
- That a draft scheme for a new southern bypass for Leominster be drawn up and submitted to Jesse Norman MP for consideration and submission to Central Government for inclusion into a new roads programme.

**PH67/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that the document had had to be further amended following draft proposals received and that a full consultation would be carried out as soon as possible. Numbers relating to development undertaken to date and permissions granted were still awaited from Herefordshire Council.

Committee **NOTED** that the Bell Inn, Leominster had been formally registered as an Asset of Community Value by Herefordshire Council.

**PH68/17 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting would be held on Monday 18<sup>th</sup> September 2017 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 8:10pm.

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

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

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 18<sup>th</sup> September 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

**ALSO PRESENT:** Ward Cllr Stone, Cllrs Burke and Egan, and four members of the public

**OFFICER PRESENT:** Town Clerk.

### **PH69/17 APOLOGIES FOR ABSENCE**

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

### **PH70/17 DECLARATIONS OF INTEREST**

The following Declarations of Interest was made:

- Cllr R Pendleton: P173082 (personal)

### **PH71/17 HEREFORDSHIRE COUNCIL MEMBER DISPENSATIONS**

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

### **PH72/17 QUESTIONS FROM THE PUBLIC**

There were four members of the public in attendance. The following matter was raised:

*P172845*

Committee received representations from local residents regarding the detrimental effects this planning application would have on the area.

Concerns included:

- The proposal was within 180-220 metres of seven listed buildings;
- The proposal was within 600 metres of the proposed housing development at the Barons Cross site;
- The potential emission of dust, odours, particulates and ammonia aerosol;
- The proposal would conflict directly with Policy LO1 of the Core Strategy and the draft Leominster Area Neighbourhood Plan;

- There would be a potential increase of 1,500 HGV movements per annum according to CPRE projections;
- North West Herefordshire has the highest density of these industrial style developments in the world;
- The development would have a detrimental effect on the local tourism and visitor industry;
- The proposal will cause environmental damage including nitrate and phosphate run off into water courses, increase in soil pollution and watercourses by heavy metals including lead, copper, zinc and arsenic;
- The proposal could cause atmospheric pollution through hydrogen, sulphide, carbon dioxide, nitrous oxide and ammonia.

It was agreed to bring forward consideration of the following planning application.

**APPLICATION:** P172845  
**SITE:** Stag Batch House, Monkland Rd, Leominster HR6 9DA  
**DESCRIPTION:** Proposed erection of two table chicken buildings and associated works.

Following discussion Committee **RESOLVED** to recommend refusal to this planning application on the following grounds:

- The proposal could result in environmental damage from nitrate and phosphate run off into water courses, lead to an increase in soil pollution and watercourses by heavy metals including lead, copper, zinc and arsenic;
- The proposal is located too close to neighbouring properties and would have a significant detrimental impact on the heritage value of those listed buildings in the area;
- The proposal would have a detrimental effect on the quality of life of neighbouring residents;
- The proposal would significantly impact on future residential development proposals in this area which have been identified in the Herefordshire Core Strategy;
- There are concerns regarding the proposed access and the number of vehicle movements projected;
- The proposal could have an impact on human health;
- The landscape mitigation proposed is inadequate due to the size of the proposed industrial units to be constructed;
- The proposal does not meet the criteria set out in the draft Leominster Area Neighbourhood Plan LANP21 policy relating to agricultural development and draft LANP22 Policy relating to Intensive Livestock Units;
- The Town Council wishes it to be recorded that it formally supports the objections submitted by local residents.

The Town Council wishes to formally request that this planning application be considered by the Herefordshire Planning Committee due to the potential impact it will have on local resident.

**PH73/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 4<sup>th</sup> September 2017 be agreed and signed as a correct record.

**PH74/17 THE LEOMINSTER HUM**

There was no further update available.

**PH75/17 PLANNING APPLICATIONS**

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

- APPLICATION:** P172499  
**SITE:** Land off Ebnal Close, , Leominster,  
**DESCRIPTION:** Proposed construction of 4 self contained flats with associated parking and gardens  
**COMMENT:** No objection
- APPLICATION:** P172745  
**SITE:** 43 Westcroft, Leominster HR6 8HF  
**DESCRIPTION:** Proposed two storey extension.  
**COMMENT:** No objection
- APPLICATION:** P172893  
**SITE:** 134 The Meadows, Leominster, HR6 8RE  
**DESCRIPTION:** Proposed single storey kitchen and dining room extension.  
**COMMENT:** No objection
- APPLICATION:** P173006  
**SITE:** 2a Caswell Crescent, Leominster, HR6 8BE  
**DESCRIPTION:** Proposed detached annexe ancillary to the main dwelling for accommodation for an elderly parent.  
**COMMENT:** Recommend refusal for the following reasons:
- The proposal constitutes over-development of the site;
  - The proposal is a detached property within the curtilage of an existing property. This constitutes back-land development and is against the adopted Core Strategy policies related to extensions of dwellings;
  - The proposal is to be sited against the fence of a neighbouring property without any gap which is unacceptable and may lead to overlooking issues and privacy issues;
  - The proposal is of poor design and is out of keeping with the area both in design and location.

- APPLICATION:** P173013  
**SITE:** Barn at Ivingtonbury, Ivington, Leominster, HR6 0JH  
**DESCRIPTION:** Conversion of outbuilding into residential accommodation (2no. – part retrospective)  
**COMMENT:** No objection
- APPLICATION:** P173014  
**SITE:** Barn at Ivingtonbury, Ivington, Leominster, HR6 0JH  
**DESCRIPTION:** Listed Building Consent: Conversion of outbuilding into residential accommodation (2no. – part retrospective)  
**COMMENT:** No objection
- APPLICATION:** P173082  
**SITE:** Land at Parkgate, Ivington, Leominster, HR6 0JX  
**DESCRIPTION:** Proposed erection of an agricultural workers' dwelling (part retrospective)  
**COMMENT:** No objection.
- APPLICATION:** P173230  
**SITE:** Listed Building Consent: Land fronting Mill Street at The Hop Pole, Bridge Street, Leominster,  
**DESCRIPTION:** Proposed site for housing development Ref 170277/O  
**COMMENT:** Recommend refusal for the following reasons:
  - The Council wishes to reiterate its previous objections to this proposal submitted under Planning Application P170277;
  - The proposal is designed to frustrate the requirements to make an S106 contribution;
  - The proposal should be submitted as a single application alongside planning applications P170275 and P170276.
- APPLICATION:** P173231  
**SITE:** Listed Building Consent: Land adjoining The Hop Pole, Bridge Street, Leominster,  
**DESCRIPTION:** Proposed terrace of 3 cottages  
**COMMENT:** Recommend refusal for the following reasons:
  - The Council wishes to reiterate its previous objections to this proposal submitted under Planning Application P170275;
  - The proposal is designed to frustrate the requirements to make an S106 contribution;
  - The proposal should be submitted as a single application alongside planning applications P170276 and P170277.
- APPLICATION:** P173232  
**SITE:** Listed Building Consent: Land at The Hop Pole, Bridge Street, Leominster,  
**DESCRIPTION:** Proposed conversion of public house into 3 self

**COMMENT:** contained residential units  
Recommend refusal for the following reasons:

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

**APPLICATION:** P173252  
**SITE:** 6 Barons Cross Road, Leominster HR6 8RS  
**DESCRIPTION:** Proposed single storey rear extension  
**COMMENT:** No objection

### **PH76/17 DECISIONS**

The following decisions were noted:

**APPLICATION:** P171574  
**SITE:** 44 and 44a Etnam Street, Leominster, HR6 8AQ  
**DESCRIPTION:** Number 44 – Change of use from commercial offices to a residential dwelling on 1<sup>st</sup> and 2<sup>nd</sup> floor and loft space with internal modifications. Number 44a – refurbishment of ground floor residential flat. Works to include demolition of outhouse to accommodate staircase from the upstairs balcony, replacement windows/doors to both properties. Possible vehicular access from adjacent property to rear.

**COMMENT:** Committee agreed that there was not enough clear information available to enable it to submit an informed comment. It was recommended that the applicant be requested to submit improved plans to clarify how the side access and front of the building would function. The views of the Conservation officer were also requested.

**DECISION:** Approved with conditions

**APPLICATION:** P171575  
**SITE:** 44 and 44a Etnam Street, Leominster, HR6 8AQ  
**DESCRIPTION:** Listed Building Consent: Number 44 – Change of use from commercial offices to a residential dwelling on 1<sup>st</sup> and 2<sup>nd</sup> floor and loft space with internal modifications. Number 44a – refurbishment of ground floor residential flat. Works to include demolition of outhouse to accommodate staircase from the upstairs balcony, replacement windows/doors to both properties. Possible vehicular access from adjacent property to rear.

**COMMENT:** Committee agreed that there was not enough clear

information available to enable it to submit an informed comment. It was recommended that the applicant be requested to submit improved plans to clarify how the side access and front of the building would function. The views of the Conservation officer were also requested.

**DECISION:** Approved with conditions  
**APPLICATION:** P171851  
**SITE:** 6 Rainbow Street, Leominster, HR6 8DQ  
**DESCRIPTION:** Proposed exterior works: To repair to windows and damaged masonry, to repair and replace damaged pipes and painting of walls, windows and doors.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

**APPLICATION:** P172677  
**SITE:** 14 Church Street, Leominster, Herefordshire, HR6 8NQ  
**DESCRIPTION:** Works to willow and holly tree.  
**COMMENT:** No objection subject to the views of the local Tree Warden and Tree Officer.  
**DECISION:** Approved with conditions

**APPLICATION:** P163735  
**SITE:** 2 Burgess Gardens, Burgess Street, Leominster, Herefordshire, HR6 8DG  
**DESCRIPTION:** (Retrospective) Timber framed side extension.  
**COMMENT:** No comment was agreed as there was insufficient detail provided of the work carried out.  
**DECISION:** Approved with conditions

**APPLICATION:** P172551  
**SITE:** Crabtree Cottage, Hyde Ash, Leominster, Herefordshire HR6 0JR  
**DESCRIPTION:** Proposed conversion of building into ancillary living accommodation.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

## **PH77/17 PLANNING, HIGHWAYS AND PARKING MATTERS**

**(a) Traffic Regulation Order Requests** – Committee was provided with an update on the various Traffic Regulation Order requests submitted, following discussions with Balfour Beatty. The following items had been discussed:

- There was a requirement to rationalise parking in Leominster. An initial proposal document was currently being developed but this had not as yet been received;
- It was acknowledged that there was an urgent need to develop a comprehensive Traffic Management Plan for Leominster;

- The junction opposite the Barons Cross Inn had been incorrectly installed following an upgrade
- The proposed roundabout on to the proposed housing development at Barons Cross needed to be sited in such a way as to ensure that there was adequate deflection to slow approaching vehicles down;
- The requested 30mph speed limit along Ginhall Lane was prioritised as 107 out of 110 TRO requests. This might become a greater priority once the proposed development at Cholstrey was completed;
- It was suggested that a traffic survey be carried out outside the schools to assess the speed of vehicles. It was agreed to contact the Safer Roads Partnership to request this;
- Options to encourage vehicles to slow down included a possible part time 20mph zone, although a great deal of signage was required. A review of the length of the proposed zone was suggested to assess the level of signage required;
- Other options included a review of school warning signs, installation of amber flashing lights, speed limit signs with yellow backing boards and red tarmac to indicate the suggestion of entering into a 20/30mph zone;
- The proposed provision of gateways at the entrances to Leominster was welcomed. It was suggested that unique Leominster features should be installed rather than the normal white gates to create entry features. A review of gateway signage would be undertaken;
- The provision of information boards in the car parks would be pursued.

**(b) Highway Matters** – Committee noted that the report to be submitted to Jesse Norman MP, as outlined under Minute PH66/17(d), had not yet commenced but would do so in the near future.

#### **PH78/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that final revisions to this document had now been completed. Following discussion it was **RESOLVED**:

- That the revised Leominster Area Neighbourhood Plan be formally submitted under Regulation 16;
- That no further amendments would be undertaken;
- That, following the Regulation 16 consultation, the document be submitted for inspection.

#### **PH79/17 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting would be held on Monday 2<sup>nd</sup> October 2017 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 8:10pm.

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

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

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 11<sup>th</sup> September 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Bartlett (Chair), Burke, Davies, Herschy, Lacey, Marsh, Norman, A Pendleton, R Pendleton and Thomas.

**OFFICERS PRESENT:** Town Clerk and the Environmental Supervisor.

### ES23/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece (holiday).

### ES24/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Leominster Allotment Association.

### ES25/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

### ES26/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

### ES27/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 10<sup>th</sup> July 2017 be agreed and signed as a correct record.

### ES28/17 CLERK'S REPORT

Committee was informed that a pre-order consultation regarding a diversion to Footpath ZC100#1 had been received. Following discussion it was agreed to request a site visit with the applicant to take place week commencing 25<sup>th</sup> September 2017.

### ES29/17 2017-18 WORK PROGRAMME

Committee reviewed the Work Programme for 2017/18 which had been developed from the Corporate Strategy. Following consideration it was **RESOLVED:**

- That the revised 2017/18 Work Programme be noted;
- That a report be submitted to committee at its November 2017 meeting outlining draft proposals to develop a direct labour force along with initial cost estimates;
- That, subject to the initial report findings, Committee would aim to implement the setting up of a direct labour force for April 2019;
- That the investigations into recycling of non-domestic waste continues with a renewed focus on providing economic benefit to the town;

- That the possibility of developing income generation through the tree maintenance programme be investigated;
- That funding to help towards the cost of the tree maintenance programme be investigated.

### **ES30/17 OPEN SPACES/PLAY AREA/BYELAWS REPORT**

Committee considered the report presented. Following discussion it was

#### **RESOLVED:**

- That the report be noted;
- That the development of implementing Byelaws for all the open spaces and play areas under the control of the Town Council be deferred at present as both dog control and alcohol control orders were being developed under the Public Spaces Protection Orders legislation by Herefordshire Council;
- That the revised play area proposals for Sydonia be formally adopted and implemented at a cost of £54,000, subject to securing the S106 funding from Herefordshire Council and attracting additional external funding;
- That £10,000 capital funding towards the Sydonia Play Area provided for the 2017/18 budget be released;
- That a Task & Finish Group be appointed to oversee the Grange Open Space tender process;
- That Cllrs Bartlett, Burke and Thomas be appointed to the Grange Open Space Task & Finish Group;
- That a licence agreement be developed and entered into with Halo to manage the two unmanaged areas at Sydonia, which were currently not being maintained;
- That CCTV provision in this area continued to be developed.

It was noted that extensive consultation had taken place whilst developing the proposals for Sydonia including provision of DDA compatible equipment.

It was further noted that a winter programme of works would be undertaken in Sydonia over the following months.

### **ES31/17 COMMITTEE UPDATE REPORT**

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

- That the report be noted;
- That options to attract sponsorship funding for community litter picks be investigated;
- That consideration be given to purchasing litter picking equipment by the Town Council so that it could be loaned to local voluntary groups;
- That Herefordshire Council be contacted expressing the Committee's concern regarding the recent works along Ginhall Lane to cut back vegetation;
- That clarification as to whether special dispensation could be included in the Public Spaces Protection Order for alcohol restrictions being developed by Herefordshire Council to enable community events to be

held in open spaces covered by the PSPO provided they were controlled.

It was noted that the Town Council had supplies of salt if any local community group required any. The Committee also wished to extend its thanks to Mr McEwan for the works he had carried out on the Priory steps.

**ES32/17 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) **Youth Report** – Committee considered the Youth Report and, following discussion, **RESOLVED:**
- That the report be noted;
  - That the youth initiative project, as outlined in the report, be developed;
  - That the £9,000 allocated in the 2017/18 budget to provide youth services be released to help towards the funding of this initiative;
  - That external funding opportunities continued to be identified and applied for to help fund youth projects in the town;
  - That capacity be allocated from the Office Manager’s role to enable her to manage and develop the youth project;
  - That a full data impact assessment is carried out and actioned on this project.
- (b) **Public Convenience Update Report** – Committee considered the report submitted and, following discussion, **RESOLVED:**
- That the report be noted;
  - That the draft specifications for the refurbishment of Central and Grange public conveniences be adopted;
  - That quotations be sought from local traders to carry out the works.

**ES33/17 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 13<sup>th</sup> November 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 9:07pm.

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

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



**Finance & General Purposes Committee**

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**Date:** 19<sup>th</sup> September 2017

**Title:** Quarter Two Interim Financial Report

**Purpose of the Report:** To provide Members with an interim Financial Report for the second financial Quarter of the 2017/18 financial year.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 To ratify the payments for Quarter Two to date amounting to £xx exclusive of VAT;
- 1.3 To note income received and current balances for the 2017/18 financial year as outlined in the report

**2. INTRODUCTION**

- 2.1 This Financial Report provides details of Leominster Town Council's financial activities for the first five months of the 2017/18 financial year.
- 2.2 The report provides details of current balances held at the bank and estimated projected expenditure for the remainder of the financial year based on current monthly income and expenditure.
- 2.3 It should be noted that all account transactions detailed below exclude VAT. VAT is claimed back every quarter by the Town Council. The Town Council is registered for VAT and is required to charge VAT on all vatable services.

**3. PAYMENTS MADE**

- 3.1 The table below outlines interim expenditure and income for Quarter Two:

<b>COST CENTRE</b>	<b>JULY</b>	<b>AUG</b>	<b>SEP</b>	<b>Q1</b>	<b>Total</b>
Administration Expenditure	£1,187	£1,490	£884	£15,072	£18,633
Administration Income	£0	£80	£0	£205,740	£205,820
Corporate Management	£8,004	£2,678	£19,724	£34,147	£64,553
Democratic Services	£476	£0	£0	£681	£1,157
Grants	£1,165	£2,625	£0	£18,006	£21,796
West Street Expenditure	£69	£4,227	£259	£717	£5,272

**AGENDA ITEM No: 8**

West Street Income	£0	£0	£0	£0	£0
Corn Square Expenditure	£14,266	£955	£105	£4,678	£20,004
Corn Square Income	£0	£0	£0	£0	£0
Rent Office Income	£476	£2,576	£0	£3,528	£6,580
TIC Spend	£5,971	£7,180	£2,779	£12,763	£28,693
TIC Income	£2,668	£2,687	£922	£5,133	£11,410
Open Spaces Expenditure	£5,407	£10,111	£4,097	£21,989	£41,604
Open Spaces Income	£0	£0	£0	£17,755	£17,755
Allotments Expenditure	£325	£140	£214	£1,172	£1,851
Allotments Income	£243	£170	£0	£4,305	£4,718
Markets/Events Expenditure	£380	£441	£0	£1,143	£1,964
Markets/Events Income	£916	£1,600	£267	£4,811	£7,594
Central Toilets	£498	£1,231	£154	£1,579	£3,462
Grange Toilets	£947	£437	£85	£1,820	£3,289
Westbury Street Toilets	£0	£0	£0	£0	£0
Toilet Investments	£0	£0	£0	£0	£0
Economic Development	£2,899	£7,214	£656	£5,188	£15,957
Capital Projects	£5,900	£13,605	£430	£58,224	£78,159
Capital Projects Income	£0	£168,488	£0	£0	£168,488
Transport Fund	£108	£129	£0	£409	£646
<b>TOTAL EXPENDITURE</b>	<b>£47,602</b>	<b>£52,463</b>	<b>£29,387</b>	<b>£177,588</b>	<b>£307,040</b>
<b>TOTAL INCOME</b>	<b>£4,303</b>	<b>£175,601</b>	<b>£1,189</b>	<b>£241,272</b>	<b>£422,365</b>

3.2 Listed below are the balances at the bank as at 30<sup>th</sup> September 2017:

<b>Bank Balances</b>	
As at 30 Sept 2017	
Current Account	£266,926
Petty Cash	£146
TIC Petty Cash	£155
Control A/C	£597
Creditors	-£31,481
Events Control	-£527
Membership Control	-£75
TIC Control	£8,364
Outstanding VAT Claim	£18,572
<b>Total Balances</b>	<b>£262,677</b>
Represented by:	
Current Year Fund	£63,804
General Reserves	£88,298
Earmarked Reserves	£110,575
<b>Total Balances</b>	<b>£262,677</b>

3.3 Outlined below is the current and projected income for 2017/18:

Income	Actual to Date	Projected	Budget
Precept	£211,074	£211,074	£422,148
Transitional Grant	£0	£0	£0
Interest	£0	£0	£0
Misc	-£5,334	£600	-£4,734
Corn Square	£0	£0	£0
Office rental	£6,580	£0	£6,580
TIC	£11,411	£10,000	£21,411
Open Spaces	£17,755	£0	£17,755
Allotments	£4,781	£200	£4,981
Markets	£7,594	£7,000	£14,594
Capital Receipt	£168,488	£0	£168,488
PWLB	£0	£0	£0
<b>TOTAL</b>	<b>£422,349</b>	<b>£228,874</b>	<b>£651,223</b>

3.4 Outlined below is the current and projected expenditure for 2017/18:

Expenditure	Actual to Date	Projected	Budget
Administration	£18,632	£26,000	£26,500
Corporate Management	£64,553	£114,000	£114,100
Democratic	£1,157	£10,000	£10,300
Grants	£21,796	£45,000	£46,000
West Street	£5,272	£0	£0
Corn Square	£20,004	£50,000	£52,932
TIC	£28,693	£70,000	£70,600
Open Spaces	£41,604	£110,000	£110,128
Allotments	£1,852	£4,500	£4,500
Markets/Events	£1,964	£4,000	£4,400
Central Toilets	£3,460	£8,800	£8,800
Grange Toilets	£3,288	£8,600	£8,600
Westbury St Toilets	£0	£4,000	£11,950
Investment Toilets	£0	£500	£500
Economic Development	£15,956	£29,000	£28,648
Capital Projects Equipment	£0	£20,000	£20,000
Capital Projects PWLB	£78,164	£80,000	£0
Planning & Highways	£646	£5,000	£10,000
<b>TOTAL</b>	<b>£307,041</b>	<b>£589,400</b>	<b>£527,958</b>

3.5 Current income is estimated at £6508,000 including precept and the sale of 17 West Street. Current expenditure, due to the overspend being incurred at 11 Corn Square, is estimated at just under £590,000. Therefore, initial end of year estimates suggest that there will be an overspend of around £62,000

against original budget projections. This includes the completion of the project at 11 Corn Square and all other expenditure budgeted for.

- 3.6 There was a shortfall of £18,000 when setting 2017/18 budget. Please see the table below:

	<b>2016/17</b>	<b>2017/18</b>
Gross Precept Requirement	£422,056	£440,148
Council Tax Support Grant	£35,986	£0
Funding From Balances	£0	£18,000
Net Parish Precept	£386,070	£422,148
Tax Base	3,525.99	3,565.36
Band D Council Tax	£109.49	£118.40

- 3.7 There are a number of projects currently being developed that require funding, including the toilet refurbishment. A full assessment of income and expenditure will be carried out at the end of the Quarter Two period and a report provided to the relevant Committee providing an overview of the Council's financial position. This report will also identify the cost of the projects being developed and outline funding sources.
- 3.8 In the meantime budgets will continue to be monitored and savings made where possible to ensure that expenditure does not exceed that budgeted. It is likely that there will be areas of overspend but hopefully these will be addressed by areas of underspend.

**ARMED FORCES DAY REPORT**

Report of the meeting held on 17<sup>th</sup> August 2017 regarding the possibility of holding Armed Forces Day 2018 in Leominster.

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**PRESENT:** Mike Smart, Andy Taylor, Penny Jones and the Town Clerk

**APOLOGIES:** Cllrs Bartlett and R Pendleton.

There was a desire to move Armed Forces Day around the County of Herefordshire rather than it mainly being Hereford focused. Four events had taken place in Hereford and the options to develop it were becoming more limited.

The event was normally organised through voluntary efforts with funding provided by the hosting venue. In 2017 £2,500 had been provided by Herefordshire Council with a further grant of around £5,000 being drawn down from the Armed Forces grant pot.

Hereford had events occurring both inside and out with gazebos erected for the outside element. There was no reason not to have the entire event taking place outside.

Attractions included military bands and a possible flypast. It was suggested that Shobdon could be included in 2018 along with the Army Cadets, Air Cadets, Town Cadets, the Rifles and a military vehicle display.

The Hereford Management Plan would be shared with Leominster along with assistance in applying for the Armed Forces Grant and help with publicising the event. A military band would also need to be booked

It was suggested that consideration be given to Leominster agreeing to enter the Armed Forces Corporate Covenant (<https://www.gov.uk/government/policies/armed-forces-covenant>) and commemorate this on Armed Forces Day 2018, which will take place on Saturday 23<sup>rd</sup> June 2018 from 10am to 3pm.

The flag would be raised for Armed Forces week which commences from 18<sup>th</sup> June 2018 at 11 Corn Square (and possibly the Priory). Banners would also be erected in Broad Street and Corn Square.

The venue would be The Grange and efforts would be made to include the schools to encourage young people to become involved. There might be an opportunity to hold a concert in the evening, possibly at The Priory.

In the past the Military Wives Choir had attended though there was a cost and Earl Mortimer College could also be involved. Radio Sunshine had also supported the event in the past.

It was suggested that a budget of approximately £5,000 be allocated from the Town Council along with a further £5,000 from grant aid with any additional being secured through sponsorship. The proposal would be placed before LTC for consideration.

## **CAB UPDATE REPORT**

For some time now Citizens Advice Herefordshire has been facing enormous pressures as it has tried to cope with a significant loss of funding. Sadly, it has become clear that it is no longer operationally or financially viable for the organisation to continue as an independent charity.

In recent months discussions have taken place with other members of the Citizens Advice network, primarily Worcester, South Worcestershire and Shropshire Citizens Advice. In principle, the other local offices have agreed to continue providing advice services in Herefordshire, using our existing accommodation, and with the help of volunteers, providing that our funders are happy to continue with this new arrangement.

The proposal is for Worcester Citizens Advice to take the lead on service delivery and to continue to operate a generalist advice service in the county and also offer some specialist advice (through contracts with Macmillan Cancer Support and the Money Advice Service). We are currently negotiating the transfer of these contracts and we are hopeful that we will obtain funder approval. With support from funders, Worcester Citizens Advice would be able to maintain a similar level of service to that currently provided due to the potential savings which can be made in terms of “back office” and management costs.

We are currently working with our partners in Shropshire and South Worcestershire Citizens Advice who could take over the delivery of the current outreach services in Ross, Leominster and Ledbury.

We aim to transfer service provision to Worcestershire Citizens Advice at the beginning of October. Our dedicated team of volunteers will continue to provide advice throughout this period, ensuring a smooth transition and continuity of service for our clients. The new delivery model would provide a sustainable service, have the capacity to recruit and train new volunteers and enable us to be in a stronger position to seek out new funding opportunities.

While Citizens Advice Herefordshire is no longer viable as an independent charity, we believe that with the support of funders, the new arrangements with our Citizens Advice colleagues would ensure that Herefordshire residents would still have access to free, independent and confidential advice.