



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Wednesday 24th February 2016

To: All Members:
Councillors Norman (Mayor), A Pendleton (Deputy Mayor), Bartlett, Barton, Davies, Evans, Freedland, Gibson, Lacey, Marsh, Mifflin, R Pendleton, 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 29th February 2016** commencing at **18:30 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP. Please note that the formal Full Council Meeting will commence at **19:00 hours**.

Paul Russell
TOWN CLERK

PRESENTATION FROM POLICE INSPECTOR SEMPLER AT 18:30hrs

Prior to the commencement of the formal Full Council Meeting at 19:00hrs Inspector Sempler will be present to address the Council. Please note that due to the sensitive nature of the information to be imparted the Public and Press will be excluded.

AGENDA

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

3. REQUESTS FOR DISPENSATIONS

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

4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

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



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FULL COUNCIL MEETING

5. MINUTES OF THE PREVIOUS MEETINGS

To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 25th January 2016 and 9th February 2016. **(attached).**

6. CLERK'S REPORT

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

7. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 1st and 22nd February 2016;
- Estates, Markets & Environment Committee – 15th February 2016;
- Finance Committee – 22nd February 2016.

8. FINANCES

Accounts Outstanding – A final list of outstanding accounts relating to February 2016 will be presented at the meeting for approval.

9. TOURISM LEOMINSTER COMMUNITY INTEREST COMPANY

To formally discuss and resolve bringing the operation of the Tourist Information Service in-house from Monday 4th April 2016 as agreed in Council Minute 159/15.

10. MAYOR AND DEPUTY MAYOR ELECT

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

11. HIGH STREET AND CORN SQUARE

Concern has been expressed regarding the poor state of repair of the High Street and Corn Square. Cllr Thomas will speak to this item.

12. OPEN SPACES ASSET TRANSFERS

Subject to successful negotiation in resolving the issues relating to the overage clause as outlined in Finance Committee minute F63(a) to formally resolve to sign the asset transfers of Ginhall Green, Sydonia, Pinsley Mead and The Grange.

13. CIVIC AND OUTSIDE BODIES

- Leominster Museum – To consider the appointments of two Trustees to sit on the Leominster Museum Charitable Trust for a period of 3 years following constitutional change.

14. REPORTS

To receive reports from:

- Representative on Outside Bodies;



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

- Herefordshire Council Ward Members.

15. MAYORAL APPOINTMENTS

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

16. DATE OF NEXT MEETING

Council is requested to ratify the change of date of the next Full Town Council meeting which will be held on Monday 25th April 2016.

Please see the attached report outlining the dates of the next meetings and the Council Committee structure as formally recommended by the Finance Committee. Please note that this will be subject to resolution at the Annual Town Council Meeting to be held on 14th May 2016 with the follow on meeting taking place on Monday 16th May 2016.

A date for the Annual Town Meeting needs to be agreed. It is suggested that it be held in April on either Tuesday 12th or 19th.

17. 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".

18. CONFIDENTIAL COUNCIL MINUTES

To receive and approve as a correct record the confidential minutes of the Leominster Town Council meeting held on 9th February 2016.

19. CIVIC MATTERS

To consider proposed nominations for the Civic Awards which will be held prior to the Mayor Making Ceremony on Saturday 14th May 2016.

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LEOMINSTER TOWN COUNCIL

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

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

OFFICERS PRESENT: Town Clerk and Deputy Clerk.

ALSO PRESENT: Ward Cllrs McCaull and Stone.

ALSO PRESENT: 1 press representative and 4 members of the public.

138/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Evans (illness), Gibson (work), Marsh (holiday) and Rumsey (work).

139/15 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

140/15 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

141/15 QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

142/15 MINUTES OF THE PREVIOUS MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 14th December 2015 be agreed and signed as a correct record.

143/15 CLERK'S REPORT

The following report was **RECEIVED**:

- (a) **Change of Meeting Dates** – Council **RESOLVED** to formally agree the following meeting date amendments and additions:
- 1st February 2016: Footpath Walkers Meeting at 6pm;
 - 1st February 2016: Planning & Highways meeting at 7pm;
 - 8th February 2016: Cancel Personnel meeting;
 - Tuesday 9th February 2016: Special Confidential Council Meeting at 7pm.
- (b) **Museum Update** – Members **NOTED** correspondence received from the Museum informing Council that the Museum Charity would become a “charitable incorporated organisation” called Leominster Museum on 9th July 2015.

The Town Council would continue to have the ability to appoint two Trustees under a 3 year renewable term. The two positions would be formally appointed at the Full Council meeting on 29th February 2016.

- (c) **Redevelopment of West Street** – Council **NOTED** that a request had been made to hold a Consultation Day on Saturday 13 February 2016 in the Council Offices, 17 West Street from 10.00 am until 4.30pm regarding the proposed development of the vacant site in West Street. Council agreed to grant permission subject to a donation being made to the Mayor's Charity.
- (d) **Defibrillator Cabinet** – Council **NOTED** that the cabinet had been ordered and would be erected outside the Co-operative Supermarket. Cllr Thomas informed Council that it had originally been agreed to place the defibrillator outside Wetherspoons but this had proved difficult to achieve. An alternative location had been agreed with the Co-op Supermarket manager.
- (e) **Market Towns Forum** – Council **NOTED** that the next meeting would be held on Wednesday 27th January 2016 at 7pm in Hereford.
- (f) **Lengthsman Scheme/P3 Update** – Council **NOTED** that the scheme had been closed temporarily for new applicants. Briefings were being held in February and the Clerk would be attending the Briefing at 2pm at Rotherwas on Thursday 4th February 2016.
- (g) **Re-greening Leominster Green Spaces** – Council **NOTED** that a meeting to launch this scheme was being held on Thursday 11th February 2016 between 5pm and 7pm at Grange Court.
- (h) **Wine Tasting, Grange Court** – Council **NOTED** that this event would be taking place from 6pm to 8pm on Thursday 4th February 2016 to raise funds for Leominster in Bloom.
- (i) **Gala Lights** – Council **NOTED** that a meeting had been arranged for 2nd February 2016 at 11.30am to discuss the issue raised by the Finance Committee with Gala Lights.

144/15 COMMITTEE MEETINGS

Council **RESOLVED** to approve the minutes of the following meetings held and authorise the decisions and recommendations:

- Planning & Highways Committee – Council **RESOLVED** to approve the minutes of the meetings held on 14th December 2015 and 11th January 2016 respectively and ratify the decisions contained therein;
- Estates, Markets & Environment Committee – Council **RESOLVED** to approve the minutes of the meeting held on 11th January 2016 and ratify the decisions contained therein;
- Finance Committee – Council **RESOLVED** to approve the minutes of the meeting held on 18th January 2016 and ratify the decisions contained therein.

145/15 FINANCES

- (a) **Accounts Outstanding** – Council **RESOLVED** to approve the outstanding accounts presented relating to January 2016 amounting to £2,927.71.
- (b) **PWLB Loan Drawdown** – Council considered the recommendation from the Finance Committee to draw down £350,000 of the agreed £500,000 loan from the Public Works Loan Board to fund the purchase, fees and initial refurbishment of the premises known as 11 Corn Square, Leominster.

Following discussion it was proposed by Cllr R Pendleton and seconded by Cllr Thomas that a sum of £350,000 be drawn down from the Public Works Loan Board to be used as outlined.

A recorded vote was requested, the result being:

FOR: Cllrs Bartlett, Freedland, Lacey, Mifflin, Norman, A Pendleton, R Pendleton, Rosser and Thomas.

AGAINST: Cllrs Barton, Davies and Taylor.

The Motion was carried.

146/15 BUDGET & PRECEPT 2016/17

Council considered the adoption of the draft Budget for 2016/17 and the recommendation from the Finance Committee that a precept of £404,062 be requested from Herefordshire Council for 2016/17.

Following the presentation of the budget it was proposed by Cllr Thomas and seconded by Cllr R Pendleton that the budget for 2016/17 as presented be adopted and that a Precept of £404,062 be requested from Herefordshire Council.

A recorded vote was requested, the result being:

FOR: Cllrs Bartlett, Freedland, Lacey, Mifflin, Norman, A Pendleton, R Pendleton, Rosser and Thomas.

AGAINST: Cllrs Barton, Davies and Taylor.

The Motion was carried.

147/15 MAYOR AND DEPUTY MAYOR ELECT

Council **RESOLVED** to defer the consideration of appointing the Mayor and Deputy Mayor elect for 2016/17 until the Full Council meeting to be held on Monday 29th February 2016.

148/15 CIVIC AND OUTSIDE BODIES

- (a) **Janice and Peter McCaull Trust** – Council **NOTED** that a meeting of the Trustees had taken place on 4th January 2016.

Council **RESOLVED** to appoint Cllrs Gibson & Taylor to become Trustees of the Janice and Peter McCaull Trust. The appointments would be confirmed at the next meeting to be held at 6pm on Monday 29th February 2016

- (b) **Open Space adjacent to Osborne Place, Leominster** – Council **NOTED** that Herefordshire Council had received a request to purchase this open space. There had been no feedback received from residents and following discussion the Town Council **AGREED** that not to object to this request subject to a restrictive covenant being placed on the land that it remained an open space and was not developed in the future.
- (c) **Leominster in Bloom** – Council **NOTED** that Cllr Davies wished to step down from this Committee as a Task & Finish Group had been appointed by the Town Council. It was agreed that the Task & Finish Group would remain the link for the immediate future but that representatives would be appointed once the Task & Finish Group had completed its remit.

149/15 REPORTS

Council **NOTED** the following reports:

Ward Cllr Stone gave the following report:

- Herefordshire Council would set its budget on Friday 5th February 2016. Savings of £28 million needed to be found over the next four years. The proposal is to increase the Council tax by 3.9%. 2% related to the additional funding for adult social care;
- The Lengthsman & P3 Schemes were now temporarily closed. Funding for the existing parishes would remain the same in 2016/17 as it was in 2015/16. In future it is expected that town and parish councils will have to contribute more;
- A litter and fly tipping campaign is being planned by Herefordshire Council to encourage more litter picking events to deter fly tipping. Cost of collection is around £1 million;
- There had been no major flooding incidents reported in the area;
- The one-off grant for the Ludlow to Leominster Bus Service will be discontinued after 9th April 2016. Alternative funding sources were required;
- Horse racing was returning to Hereford Racecourse in the Autumn;
- Grassroots football was struggling with fixtures due to the inclement weather and water logged pitches.

Ward Cllr McCaull gave the following report:

- The Community Champions Awards had been launched by Herefordshire Council;
- Plans for the Queen's birthday were being drawn up with a Clean for the Queen initiative and various competitions. Street parties were also being encouraged.

Ward Cllr Bartlett gave the following report:

- The Local Transport Plan (LTP4) consultation closed on 29th January 2016;

- She had been involved in finalising the Leominster Area Neighbourhood Plan ready for submission to Herefordshire Council;
- She had attended a Treasury Management Brief setting out Herefordshire Council's budgetary process and financial constraints;
- She had attended the Etnam Street Residents meeting along with the Police who provided advice on anti-social behaviour and traffic measures;
- The fly-tipping issue in Etnam Street had been actioned and the charity bin sealed as the company had gone into administration;
- The blocked gulley and broken streetlamp in Ryelands Road had been reported and an inspection of the footpath behind Caradoc Road had been carried out with the Locality Steward;
- She had attended the LARC Trustees meeting.

150/15 MAYORAL APPOINTMENTS

The Mayor of Leominster, Cllr Norman, informed Council that it had been quiet following Christmas. She had attended two Carol services and the Royal British Legion County AGM which had reflected on the previous year's events. It was agreed to update the website with the various events taking place in Herefordshire.

151/15 DATE OF NEXT MEETING

Council **NOTED** that the next Full Town Council meeting would be held on Monday 29th February 2016.

152/15 CONFIDENTIAL ITEMS

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

153/15 CIVIC AWARDS

Council **RESOLVED** to defer consideration of this matter until its meeting to be held on Monday 29th February 2016.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 20:34 hours.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council meeting held on Monday 9th February 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

OFFICERS PRESENT: Town Clerk.

ALSO PRESENT: Mr Chris Rolley, Chris Rolley Associates.

154/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barton, Freedland, Gibson, Rumsey and Taylor.

155/15 DECLARATIONS OF INTEREST

There were no declarations of interest made.

156/15 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

157/15 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

158/15 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information 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.

159/15 ORGANISATIONAL AND STAFFING REVIEW REPORT

Mr Rolley presented the confidential Draft Organisational Review and Staffing Restructure report to Council.

The recommended staffing restructure and Council restructure was outlined in detail. Leominster Town Council was probably in the top 1% of the 10,000 Parish and Town Councils in the country in respect of size and turnover. It was facing significant changes to service delivery with Herefordshire Council driving rapid change over a short period of time due to austerity.

Due to the rapid changes to the delivery of Local Government Services short, medium and long term timescales would be as follows:

Short Term	Medium Term	Long Term
Within 4 months	Within one year	One year plus

Following an in-depth discussion of the report it was proposed by Cllr Norman, seconded by Cllr R Pendleton and unanimously **RESOLVED** that the recommendations contained within the report be adopted in principle subject to the agreed amendments.

It was further noted that Council would consider bringing the Tourist Information Centre in-house at the beginning of the new financial year. This matter would be formally discussed at the Full Council meeting scheduled to take place on Monday 29th February 2016.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 8:50pm.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 1st February 2016 commencing at 18:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors R Pendleton (Chair), Bartlett, Barton, Davies, Gibson Lacey and Thomas. Rumsey (work) and Taylor (work).

OFFICERS PRESENT: Town Clerk and Deputy Clerk

PH106 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Marsh (work) and Rosser (illness).

PH107 DECLARATIONS OF INTEREST

There were no declarations of interest made.

PH108 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH109 QUESTIONS FROM THE PUBLIC

There were no questions raised.

PH110 MINUTES OF PREVIOUS MEETING

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

PH111 PLANNING APPLICATIONS

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

APPLICATION: P150052

SITE : Land at, and West of West Winds, Cholstrey Road, Leominster, Herefordshire

DESCRIPTION: Outline: Proposed 10 dwellings with garages and car spaces.

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 background papers continue to refer to the Urban District Plan which has now been superseded by the recently adopted Herefordshire Core Strategy;
- 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.

APPLICATION: P150053

SITE: Land at, and West of West Winds, Cholstrey Road, Leominster, Herefordshire

DESCRIPTION: Outline: Proposed 25 dwellings with garages and car spaces.

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 background papers continue to refer to the Urban District Plan which has now been superseded by the recently adopted Herefordshire Core Strategy;
- 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.

APPLICATION: P152653
SITE: 34 Etnam Street, Leominster HR6 8AQ
DESCRIPTION: Proposed remove bay window and install French doors. Extend kitchen and convert out-house into a holiday let.
COMMENT: No Objection

APPLICATION: P153685
SITE: 59 Bargates, Leominster HR6 8EY
DESCRIPTION: Proposed 1 storey extension comprising of 1 no. bedroom flat.
COMMENT: No Objection

APPLICATION: P153763
SITE: Leominster Construction Company, Southern Avenue, Leominster, Herefordshire HR6 0QF
DESCRIPTION: Proposed extension to fabrication building.
COMMENT: Support the application

APPLICATION: P160081
SITE: Hoarstone Coppice and Walway Wood, Ivington Park, Leominster
DESCRIPTION: Proposed routine woodland thinning to various trees
COMMENT: No Objection

APPLICATION: P160160
SITE: Unit 34b, Southern Avenue, Leominster HR6 0QF
DESCRIPTION: Proposed one bay extension for storage purposes
COMMENT: Support the application.

PH112 DECISIONS

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

Grants/Approvals

APPLICATION: P150352
SITE: 3 Bridge Street, Leominster HR6 8DU
DESCRIPTION: Proposed replacement roof tiles and lead flashing around chimney. Erection of single storey conservatory (retrospective)

COMMENT: No objection in principle subject to the agreement of the Conservation Officer with regard to the suitability of the materials being proposed.

DECISION: Approved with conditions

APPLICATION: P150353

SITE: 3 Bridge Street, Leominster HR6 8DU

DESCRIPTION: Listed Building Consent. Proposed replacement roof tiles and lead flashing around chimney. Erection of single storey conservatory (retrospective)

COMMENT: No objection in principle subject to the agreement of the Conservation Officer with regard to the suitability of the materials being proposed.

DECISION: Approved with conditions

APPLICATION: P153307

SITE: 23 Pump Piece, Leominster HR6 8HR

DESCRIPTION: Proposed two storey side extension.

COMMENT: No Objection

DECISION: Approved with conditions

APPLICATION: P153326

SITE: 2a Rainbow Street, Leominster HR6 8DQ

DESCRIPTION: Proposed conversion of first floor flat into 2 self-contained one bed flats

COMMENT: Recommend refusal for the following reasons:

- Overdevelopment in an area that already has a high density of development;
- The proposed internal standards and space is considered inadequate;
- There is no provision indicated for the safe storage and disposal of waste.

DECISION: Approved with conditions

APPLICATION: P153560

SITE: 16 Church Street, Leominster

DESCRIPTION: Proposed projecting sign and two brass plaques.

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

DECISION: Approved with conditions

APPLICATION: P153562

SITE: 16 Church Street, Leominster

DESCRIPTION: Listed Building Consent: Proposed projecting sign and two brass plaques.

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

DECISION: Approved with conditions

APPLICATION: P153576
SITE: Land at Ebnal Close, Leominster HR6 8SL
DESCRIPTION: Proposed removal of hard landscape for former play area and the provision of 12 no. parking spaces with SUDS drainage, five new trees and turfed landscape area.
COMMENT: No Objection.
DECISION: Approved with conditions

APPLICATION: P150975
SITE: Grass verge outside Benedict Court, Southern Avenue
DESCRIPTION: Advertisement Consent: Proposed permanent double sided monolith site signage.
COMMENT: No objection
DECISION: Refused

APPLICATION: P143631 (Appeal Decision)
SITE: Ground floor at, 18 Burgess Street, Leominster, HR6 8DE
DESCRIPTION: Proposed change of use of ground floor commercial use to form four residential flats.
COMMENT: No Objection
DECISION: Refused

PH113 NEIGHBOURHOOD PLAN

Committee **NOTED** that the LANP had been submitted to Herefordshire Council for consultation which would close on 2nd March 2016.

PH114 HIGHWAYS

- (a) **Consultation: Draft Herefordshire Local Transport Plan 2016-31 –** Committee **RESOLVED** to ratify the official response submitted on behalf of Leominster Town Council.
- (b) **Local Transport Initiatives –** Committee **NOTED** that a meeting with neighbouring parishes was being held on Tuesday 2nd February 2016 to discuss local transport initiatives.
- (c) **Variation to Licence –** Committee was informed that a variation to the Licence for Shooters Bar Ltd, Burgess Street had been submitted. It was agreed to defer consideration of this variation whilst additional information regarding the variation had been obtained.

PH115 DATE OF NEXT MEETING

Committee **NOTED** that the next meeting would be held on Monday 22nd February 2016 at 18:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business the meeting closed at 7.52pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 22nd February 2016 commencing at 18:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

OFFICERS PRESENT: Town Clerk.

ALSO PRESENT: One member of the public.

PH116 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Marsh (work), Rosser (work) and Rumsey (holiday).

PH117 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Barton: Resident of Orchard Lane (personal)

PH118 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH119 QUESTIONS FROM THE PUBLIC

Concern was expressed that there were a number of unadopted and unregistered roads in Leominster such as Orchard Lane which public rights of access may be extinguished from if they were not registered formally by 2026 due to a change in legislation. It appeared that Herefordshire Council was expecting the town and parish councils in Herefordshire to register all unadopted roads and paths. It was agreed to bring forward agenda item 9(c) for discussion.

Following discussion it was **RESOLVED:**

- To support the request to encourage Herefordshire Council to register all unadopted highways within the County of Herefordshire and;
- To submit a direct request to Herefordshire Council to proactively register all the unadopted roads and paths in Herefordshire as part of its role as Highway Authority.

PH120 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 1st February 2016 be agreed and signed as a correct record.

It was noted that Cllr Thomas would be attending the Herefordshire Council Planning Meeting being held on Wednesday 24th February 2016 to

represent Leominster Town Council with regard to planning applications P150052 and P150053.

PH121 PLANNING APPLICATIONS

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

APPLICATION: P160204

SITE : Brierley Court Hop Farm, Brierley Lane, Brierley

DESCRIPTION: Distribution of previously excavated soil from the creation of new reservoirs to 3 field areas on the same holding.

COMMENT: Noted that prior approval was not required.

APPLICATION: P160226

SITE : Land adjacent 87 Bridge Street, Leominster HR6 8EA

DESCRIPTION: Proposed two storey dwelling.

COMMENT: Recommend Refusal for the following reasons:

- The proposal was inappropriate in design;
- The design was out of keeping and character with the existing street scene.

APPLICATION: P160228

SITE : Agricultural building at Field 5251, north east of A44 and A49 Roundabout Leominster, Herefordshire

DESCRIPTION: Notification of prior approval for a change of use of an agricultural building to a dwelling house (Use Class C3) and for associated operational development.

COMMENT: Recommend Refusal for the following reasons:

- The proposal does not meet any of the requirements contained in Policy RA3 of the Herefordshire Core Strategy;
- The proposal goes against the emerging Leominster Area Neighbourhood Plan Policy LANP5 – New Homes in the Countryside which states that new development in the countryside will not be allowed unless it is essential for an agricultural worker to live permanently at or near their place of work.

APPLICATION: P160229

SITE: 6a South Street, Leominster HR6 8JB

DESCRIPTION: Notification for a proposed change of use of a building from Class A2 to a dwelling house (Class C3) under Class M(a) only.

COMMENT: No objection

APPLICATION: P160312

SITE : Lugg View, Mill Street, Leominster HR6 8EG

DESCRIPTION: Proposed variation of condition 2 of planning permission 151692 – amended to the approved plans to allow

repositioning of solar panels and increased ridge height of new barn.
COMMENT: No objection
APPLICATION: P160338
SITE : Martin Croft, Upper Ivington, Leominster HR6 0JN
DESCRIPTION: Proposed single storey side extension.
COMMENT: No objection

PH122 DECISIONS

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

Grants/Approvals

APPLICATION: P151820
SITE: Pattys Cross Cottage, Leominster, Herefordshire, HR6 8DD
DESCRIPTION: Propose to replace single glazing to some windows with double glazing
COMMENT: No objection subject to the views of the Conservation Officer and that the proposal is sympathetic to the character of the building.
DECISION: Approved with conditions

APPLICATION: P152439
SITE ADDRESS: West Eaton Residential Home, Leominster HR6 0QJ
DESCRIPTION: Proposed 62 bedroom residential dementia nursing care community on two floors with associated landscaping.
COMMENT: No objections raised.
DECISION: Approved with conditions

APPLICATION: P153323
SITE: 55 Etnam Street, Leominster HR6 8AE
DESCRIPTION: Works to trees in a Conservation Area
COMMENT: No Objection subject to the views of the tree officer.
DECISION: Approved

APPLICATION: P153357
SITE: 1 Brook Hall Mews, Vicarage Street, Leominster HR6 8FP
DESCRIPTION: Works to trees in a Conservation Area. Lime Tree
COMMENT: No Objection.
DECISION: Approved

APPLICATION: P153519
SITE: 93 Bridge Street, Leominster HR6 8EA
DESCRIPTION: Proposed demolition of single storey brick extension and erection of conservatory (Retrospective).
COMMENT: No Objection
DECISION: Approved with conditions

APPLICATION: P153520
SITE: 93 Bridge Street, Leominster HR6 8EA
DESCRIPTION: Listed Building Consent: Proposed demolition of single storey brick extension and erection of conservatory (Retrospective).
COMMENT: No Objection
DECISION: Approved.

APPLICATION: P153669
SITE: Hivron, 29 Barons Cross Road, Leominster HR6 8ERL
DESCRIPTION: Proposed 2 storey rear extension
COMMENT: No Objection.
DECISION: Approved with conditions

APPLICATION: P153758
SITE: The Woodlands, Ryelands Road, Leominster HR6 8PN
DESCRIPTION: Works to various trees.
COMMENT: Approved.
DECISION: Approved.

APPLICATION: P160018
SITE: 193 Ridgemoor Road, Leominster HR6 8UJ
DESCRIPTION: Works to various trees.
COMMENT: Approved.
DECISION: Approved.

Appeal Decision

APPLICATION: P150013 Outline
SITE: Towns End Cottage, 10 Hereford Road, Leominster, Herefordshire, HR6 8JU
DESCRIPTION: Site for proposed residential development.
COMMENT: Request deferral of the determination of this application until the legal position has been confirmed regarding the possible obstruction the proposal will have to the footpath that runs alongside the property has been fully resolved and the ownership of the access is fully resolved. Council expressed concern that power cables run alongside the property so it may prove difficult and expensive if the footpath needs to be diverted.
DECISION: Refused

PH123 NEIGHBOURHOOD PLAN

There was no further update available. Consultation on the Neighbourhood Plan would close on 2nd March 2016.

PH124 HIGHWAYS

- (a) **Local Transport Initiatives** – Committee **NOTED** that a meeting with neighbouring parishes would take place on Tuesday 1st March 2016 at 7pm at the Council Offices.

- (b) Cycle Training** – Committee **NOTED** that Herefordshire Council offered free cycle training and was working with both Earl Mortimer College and Leominster Primary School.

It was further **NOTED** that the S&A Group had been in discussions with the Adult Cycle Training Department at Herefordshire Council with a view to providing training to its seasonal workers.

- (c) Unrecorded Rights of Way** – This matter has been discussed under Minute PH119.

PH125 LICENSING

- (a) Shooters Bar Ltd** – Committee noted the amendments to the current premises licence.

PH126 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 14th March 2016 at 18:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business the meeting closed at 6.45pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Minutes of the Estates, Markets & Environment Committee meeting held on Monday 15th February 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Bartlett, (Chair), Barton, Gibson, Lacey, Mifflin, Norman, Rumsey and Thomas.

OFFICERS PRESENT: Town Clerk, the Market Officer and the Deputy Clerk.

ALSO PRESENT: Ward Cllr McCaull.

EM67 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (holiday), Freedland (work), A Pendleton (holiday) and Rosser (illness).

EM68 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey – Allotments

EM69 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

EM70 QUESTIONS FROM THE PUBLIC

There were no questions submitted.

EM71 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Estates, Markets & Environment Committee meeting held on 11th January 2016 be agreed and signed as a correct record subject to the agreed amendment.

EM72 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;
- It was further noted that a full year's trading had now been completed. Turnover was £19,898;
- The Home and Garden Markets are being fully publicised;
- An invoice was expected from Mr Griffiths for the 24 stalls. He would continue to store them until the Town Council had secured additional storage;
- Further discussions regarding the rules and regulations relating to the Farmers Market were under way. It was suggested that the rules may be relaxed to encourage additional traders to support the market;

- It was noted that the Good Friday market would be held in Etnam Street car park due to the Passion Play, which was held every four years, being performed at 11am in Corn Square. Half rent would be charged.

EM73 LEOMINSTER IN BLOOM

Committee **NOTED** that a meeting between Leominster in Bloom and the Task & Finish Group would be arranged as soon as possible.

A meeting to discuss Re-greening Leominster was held at Grange Court on 11th February. It had been very well attended and plans for various areas were currently being drawn up. The areas identified for improvement included the Millennium Green, Ginhall Green, the Nut Grove, Sydonia and the Hospital Garden.

EM74 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That the Annual Maintenance Plan for the Lengthsman and P3 Schemes for 2016/17, as submitted to BBLP, be ratified;
- That the update relating to the Asset Transfers and the overage clause be noted and fully discussed at the Finance Committee meeting on Monday 22nd February 2016;
- That a meeting with Geoff Hughes, Herefordshire Council, be arranged to discuss the various asset transfers as well as other matters relating to Leominster;
- That a Festive Lights Task & Finish Group be appointed to develop the festive lights for 2016. Cllrs Lacey, Mifflin and Thomas were nominated;
- It was noted that the Booth Garden was on permanent loan to the Town Council from Dales.

EM75 ALLOTMENTS

Committee considered the Allotment Report and following discussion it was **RESOLVED** that the report be noted.

EM76 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information the Estates, Markets and Environment 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) **Toilets Upgrade** – Committee noted that a meeting of the Task & Finish Group to develop options for the upgrading of the public conveniences in Leominster following acceptance of budget provision would be held on Thursday 25th February at 2pm.

(b) Grounds Tender – Committee considered the Grounds Tender report in detail and following discussion it was **RESOLVED:**

- That the report be noted;
- That D C Gardening Services be appointed as Grounds Contractor to Leominster Town Council for the next 3 years;
- That D C Gardening Services be appointed Leominster Town Council's Lengthsman for the next 3 years;
- That a detailed brief for Ginhall Green be developed in partnership with local residents due to the sensitivity of the site.

(c) Youth Report – Committee considered the Youth report in detail and following discussion it was **RESOLVED:**

- That the report be noted;
- That it be recommended to Full Council to enter into an agreement with HVOSS to deliver the youth services as outlined in the report subject to clarification being sought regarding the Youth work support and guidance costs;
- That a sum not exceeding £8,880 be allocated from the 2016/17 budget to fund the youth services;
- That opportunities to draw down additional funding be pursued as part of the agreement by both HVOSS and the Town Council.

There being no other business the Chair thanked members for their attendance and closed the meeting at 20:55pm

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on Monday 22nd February 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Norman (Chair), R Pendleton (Vice Chair), Bartlett, Barton, Evans, Gibson, Marsh and Rosser.

OFFICERS PRESENT: Town Clerk.

F57 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (family), A Pendleton (meeting) and Rumsey (holiday)

F58 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

F59 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

F60 QUESTIONS FROM THE PUBLIC

There were no questions raised.

F61 MINUTES OF PREVIOUS MEETING

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

F62 FINANCIAL MATTERS

(a) Financial Report – Committee considered the financial report for January 2016 and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That the payments made in January 2016 amounting to £17,651.52 inclusive of VAT be ratified;
- That income received in January 2016 amounting to £4,752.13 be ratified;
- That Petty Cash transactions for January 2016 amounting £58.53 be ratified;
- That the current balance as at 31st January 2016 of £231,913 be ratified;
- That the projected budget underspend for 2015/16 of approximately £1,000 be noted.
- That the revised Asset Register would be available for consideration at Committee's next meeting to be held on Monday 14th March 2016;
- That the Internal Controls Document be formally adopted. It was noted that this would need amending once the new Council Structure had been implemented in May 2016.

AGENDA ITEM: 7

Concern was expressed regarding how expenditure was allocated under various budget headings as this was not made clear in the financial reports provided. The budget monitoring report provided outlined the overall expenditure and income under budget headings but it was acknowledged that the 2015/16 budget lacked detail. However, the 2016/17 budget would be much more detailed and easier to both monitor and understand.

With regard to the Lengthsman and P3 Scheme expenditure it was agreed to review the upgrade of Footpath ZC137 and to establish whether any accessible footpath funding was still available.

- (b) **Outstanding Accounts for Payment** – Following consideration Committee **RESOLVED** to pay all the outstanding accounts to date for February 2016 amounting to £28,904.55 inclusive of VAT.
- (c) **New Audit Regime** – Committee **RESOLVED** to opt in to the recently established audit procurement services set up by NALC. It was noted that NALC has set up a company to procure audit services on the Council's behalf.

F63 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance 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) **Council & Staffing Review** – Committee **RECEIVED** a report outlining the draft implementation timetables of the various projects identified within the Organisational and Staffing Structure Review report developed by Chris Rolley Associates.

Following detailed discussion of the report Committee **RESOLVED**:

- That the report be noted;
- That the Town Clerk be authorised to continue the negotiations with Herefordshire Council regarding the asset transfers of the Open Spaces subject to absolute clarification and assurance that any future potential overage payment would not be triggered until the implementation rather than the granting of any planning permissions that may be granted in the future on any of the land in question;
- That the draft time line for the purchase of 11 Corn Square as outlined in the report be adopted;
- That the quotation from Stuart Wilbur, Microshade Business Consultants Ltd, amounting to £1,025 + VAT be accepted;
- That a Steering Group consisting of the current members of the Corn Square Task and Finish Group (Cllrs Bartlett, Evans, Gibson, Norman and R Pendleton appointed on 20th July 2015) be formally appointed to develop proposals to upgrade 11 Corn Square to enable it to deliver the services identified;

AGENDA ITEM: 7

- That additional people with expertise be invited to sit on that Steering Group as required including Mr Baines (LARC) and at least two TIC Volunteers;
- That the draft time line to implement the revised staffing structure be adopted and implemented as outlined in the report;
- That the revised Council structure proposals, Committee names and draft Schedule of Meetings be adopted;
- That all policies, person specifications and other relevant documentation be reviewed and agreed by the Finance Committee at future meetings;
- That the date of the Mayor Making being confirmed as soon as possible.

F64 DATE OF NEXT MEETING

It was **NOTED** that the next Finance Committee meeting would be held on Monday 14th March 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 8:47pm.

CHAIR:

DATE:



Full Council

Date: 24th February 2016

Title: Council Structure and Meeting Date Report

Purpose of the Report: To provide Members with details of the revised Council structure and meeting dates for the 2016/17 Civic Year.

Contact Officers: Paul Russell

RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That the revised Committee Structure be recommended for adoption by Full Council at its Annual Town Council meeting to be held on 16th May 2016;
- 1.3 That the meeting date schedule be formally adopted subject to the conditions outlined in 1.2 above.

2. INTRODUCTION

- 2.1 At its meeting held on Monday 22nd February 2016 the Finance Committee considered the Council and Committee restructure proposals as outlined in the Organisational report produced by Chris Rolley Associates.
- 2.2 This report provides information on the new structure in table form and proposed meeting dates.

3. THE COUNCIL AND COMMITTEE RESTRUCTURE PROPOSALS

- 3.1 The following table outlines the new Committee structure and its monthly meeting schedule.

Committee	Proposal	Schedule
Full Council	Meetings once every two months on the last Monday of the month	July, September, November, January and March.
Annual Town Council Meeting	In 2016 Mayor Making will take place on the 14 th May with the follow-on meeting on 16 th May. In 2017 it is suggested that Mayor Making takes place	May

	on 13 th May with the follow on meeting on 15 th May	
Planning & Highways	Meets once every three weeks with at least one meeting a month commencing at 7pm to allow for full discussion. Continue with back to back meetings commencing at 6pm on a Monday when necessary.	Throughout the year with just one meeting at the beginning of August.
Environment & Services Committee	Meets once every two months.	July, September, November, January and March.
Finance & General Purposes Committee	Meets once every two months.	June, October, December, February and April

3.2 For March and April 2016 the following meeting schedule has been agreed:

March 2016	MEETING	TIME
Monday 7 th	Estates, Markets & Environmental Committee	7:00pm
Monday 14 th	Planning & Highways Committee	6:00pm
Monday 14 th	Finance Committee	7:00pm

April 2016	MEETING	TIME
Monday 4 th	Planning & Highways Committee	7:00pm
Monday 11 th	Estates, Markets & Environmental Committee	7:00pm
Monday 18 th	Planning & Highways Committee	6:00pm
Monday 18 th	Finance Committee	7:00pm
Monday 25 th	Full Council	7:00pm

3.3 Following adoption of the new Council structure at its Annual Town Council follow-on meeting on Monday 16th May 2016 the following revised meeting dates have been proposed:

May 2016	MEETING	TIME
Monday 9 th	Planning & Highways Committee	7:00pm
Saturday 14 th	Mayor Making	7:00pm
Monday 16 th	Follow-on Annual TC Meeting	7:00pm

June 2016	MEETING	TIME
Monday 6 th	Planning & Highways Committee	7:00pm
Monday 27 th	Planning & Highways Committee	6:00pm
Monday 27 th	Finance & General Purposes Committee	7:00pm

July 2016	MEETING	TIME
Monday 11 th	Environment & Services Committee	7:00pm
Monday 18 th	Planning & Highways Committee	7:00pm

AGENDA ITEM: 15

Monday 25 th	Full Council	7:00pm
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August 2016	MEETING	TIME
Monday 8 th	Planning & Highways Committee	7:00pm

Sept 2016	MEETING	TIME
Monday 5 th	Planning & Highways Committee	7:00pm
Monday 12 th	Environment & Services Committee	7:00pm
Monday 19 th	Planning & Highways Committee	7:00pm
Monday 26 th	Full Council	7:00pm

October 2016	MEETING	TIME
Monday 10 th	Planning & Highways Committee	7:00pm
Monday 24 th	Finance & General Purposes Committee	7:00pm

Nov 2016	MEETING	TIME
Monday 7 th	Planning & Highways Committee	7:00pm
Monday 14 th	Environment & Services Committee	7:00pm
Monday 28 th	Planning & Highways Committee	6:00pm
Monday 28 th	Full Council	7:00pm

December 2016	MEETING	TIME
Monday 19 th	Planning & Highways Committee	6:00pm
Monday 19 th	Finance & General Purposes Committee	7:00pm
January 2017	MEETING	TIME
Monday 9 th	Planning & Highways Committee	7:00pm
Monday 16 th	Environment & Services Committee	7:00pm
Monday 23 rd	Planning & Highways Committee	6:00pm
Monday 23 rd	Full Council	7:00pm

February 2017	MEETING	TIME
Monday 13 th	Planning & Highways Committee	7:00pm
Monday 27 th	Finance & General Purposes Committee	7:00pm

March 2017	MEETING	TIME
Monday 6 th	Planning & Highways Committee	7:00pm
Monday 13 th	Environment & Services Committee	7:00pm
Monday 27 th	Planning & Highways Committee	6:00pm
Monday 27 th	Full Council	7:00pm