



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Tuesday 18th September 2018

To: All Members:
Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Mrs P Davies, Mr P Davies, Egan, Herschy, Lacey, Marsh, Marshall, Murdoch, Norman, Preece, Rosser, Rumsey, Sutcliffe and Williams.

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 24th September 2018** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATION OF ACCEPTANCE OF OFFICE/CODE OF CONDUCT**
To formally receive the Declaration of Acceptance of Office from the co-opted Members appointed at the meeting held on Wednesday 25th July 2018.
- 3. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 4. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 5. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public.
- 6. MINUTES OF THE PREVIOUS MEETINGS**
To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 30th July and 13th August 2018.



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7. CLERK'S REPORT

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

8. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 13th August and 3rd September 2018;
- Finance & General Purposes Committee – 3rd September 2018;
- Budget Development Task & Finish Group – 13th September 2018
- Environment & Services Committee – 17th September 2018

(b) **Grant & Project Officer's Report Update** – To note the attached report.

9. FINANCES

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

10. PUBLIC WORKS LOAN BOARD

There has been a proposal to defer this item until the Full Council meeting to be held on Monday 26th November 2018.

An alternative proposal has also been suggested, which would enable the Town Council to bring this item forward for consideration by one month. It is suggested that an extraordinary Full Council meeting to consider the application for a Public Works Loan Board loan only be held on 29th October 2018 at 7pm, prior to the Finance & General Purposes Committee meeting, which would commence at 7.30pm, or as soon after that time as possible.

11. REPORTS

To receive reports from:

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

12. MAYORAL APPOINTMENTS

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

13. DATE OF NEXT MEETING

To consider holding an extraordinary meeting of the Town Council on Monday 29th October 2018 at 7pm to consider the Public Works Loan Board application.

The next Town Council Meeting will be held on Monday 26th November 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.



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14. CONFIDENTIAL ITEMS

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

(a) **Sub-Committee Meetings** – To approve the confidential minutes of the following meeting held, and to consider adopting the recommendations proposed:

- Personnel Sub-Committee – 13th September 2018.



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FULL COUNCIL MEETING

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LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 30th July 2018 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Mr P J Davies, Lacey, Marsh (7:30pm), Murdoch, Norman, Rosser, Rumsey, Sutcliffe and Williams.

OFFICERS PRESENT: Town Clerk.

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

Prior to the Full Council meeting, Members received an update from Vennture regarding the introduction of Street Ambassadors in Leominster.

46/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Mrs P Davies, Herschy and Preece.

Cllr Egan was absent.

47/18 DECLARATION OF ACCEPTANCE OF OFFICE/CODE OF CONDUCT

Council formally received the Declaration of Acceptance of Office from Cllrs Mr P J Davies, Murdoch and Williams. They had been formally co-opted on to Leominster Town Council at the Council Co-option meeting held on Wednesday 25th July 2018.

48/18 CODE OF CONDUCT

Council considered the report outlining the revisions to the Code of Conduct, which had been formally adopted by Herefordshire Council on 25th May 2018.

Following consideration, it was proposed by Cllr Lacey, seconded by Cllr Norman and **RESOLVED** that Leominster Town Council formally adopt the revised Code of Conduct.

Councillors were requested to complete new Registrable Interest forms.

49/18 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Allotment Association;
- Cllr Murdoch: Allotment Association.

50/18 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

51/18 QUESTIONS FROM THE PUBLIC

The following matter was raised by residents:

- Westfield Walk – Concern was expressed that despite repeated requests for the traffic issues to be reviewed and addressed in this area nothing had been implemented to help discourage the use of the road as a rat run. Building was now taking place at the top of Westfield Walk which would further exacerbate the amount of traffic, including HGVs. It was agreed to contact the Highways Authority to establish whether any traffic counts had been undertaken in this road and to raise concerns about the potential impact of the new development.

52/18 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 12th May, 14th May, 25th June and 25th July 2018 be agreed and signed as a correct record.

It was agreed to inform all the relevant bodies of the Town Council representatives under Minute 25/18.

53/18 LEOMINSTER HUM

Council considered the report of the meeting held on 27th June 2018 between BPI, Herefordshire Council, the Town Council and local residents. The report was formally noted.

54/18 CLERK'S REPORT

Council noted the following Clerk's Report:

- (a) **Co-option Interview** – Following consideration it was **RESOLVED** to invite Mr Marshall to A Council Co-option meeting at 6.40pm on Monday 13th August 2018 prior to the Planning & Highways Committee meeting.
- (b) **Potential Depot** – Council noted that a positive reply had been received from Halo regarding the potential use of an empty depot building at the Bridge Street Sports Centre subject to the following:
 - The development and agreement of a rolling annual agreement;
 - The security and insurance of the equipment to be the responsibility of Leominster Town Council;
 - That any Football Club equipment is relocated in the adjacent building.

It was formally **RESOLVED** to pursue this option.

55/18 COMMITTEE MEETINGS

- (a) **Committee Meetings** – To approve the minutes of the following meetings held and ratify any decisions and recommendations reached:
 - It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 21st May, 4th and 25th June and 16th July 2018, and authorise the decisions and recommendations contained therein;

- It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 25th June 2018 and authorise the decisions and recommendations contained therein;
- It was **RESOLVED** to approve the minutes of the Communications & Events Committee meeting held on 25th July 2018 and authorise the decisions and recommendations contained therein;
- It was **RESOLVED** to approve the minutes of the Environment & Services Committee meetings held on 21st May and 16th July 2018 and authorise the decisions and recommendations contained therein.

56/18 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts up to 30th July 2018 amounting to £54,181.46, inclusive of VAT.
- (b) **Budget Overview** – Council noted that the budget overview report for April, May and June 2018 was still being drafted and would be presented to the Finance & General Purposes Committee at its meeting on Monday 3rd September 2018.

57/18 PUBLIC WORKS LOAN BOARD

Council noted that the original report had now been amended with additional information included regarding the reasons for borrowing and the various projects. Following discussion, it was proposed by Cllr Lacey, seconded by Cllr Sutcliffe and **RESOLVED** that this item be deferred and reconsidered at the Full Council meeting to be held on Monday 24th September 2018.

The amended report and further information would be reviewed by the Finance & General Purposes Committee at its meeting on Monday 3rd September 2018.

58/18 REPORTS

The following reports were received:

- (a) **Leominster in Bloom** – Council formally congratulated all those involved in Leominster in Bloom, including the relevant Town Council staff.
- (a) **Community Centre AGM** – This had been held on 24th July 2018.

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

Cllr Stone – Leominster Rural and North

Balfour Beatty Update – Councillors attended a briefing by Balfour Beatty at Thorn and were given a demonstration of one of their new pieces of equipment, a velocity patcher. It is used mainly on the rural roads and repairs

potholes more quickly than the traditional method. It is claimed to have repaired 8,000 potholes so far.

£2.8million had been allocated from Council reserves to public realm services including:

- Additional B and C roads patching programme
- Additional drainage works
- Footway maintenance in market towns
- Safety related road marking works.

£ 1,250,000 is also being provided by government this financial year for the repair of potholes and to protect local roads from severe weather. This includes pothole repairs on rural roads, drainage works and B and C roads patching.

Meeting with Geoff Hughes – Ward Members would be meeting with Geoff Hughes to discuss various local issues later in August. It was noted that Mr Hughes was leaving Herefordshire Council and would be missed.

Armed Forces Day – It was a privilege to be in Leominster on Armed Forces Day June 30th. Many congratulations to the Town Council team who had worked so hard and everything came together so well. Leominster looked its best and the poppy displays organised by Leominster in Bloom were most impressive.

Meetings and more meetings - Cllr Stone had attended recent meetings of the Adults Wellbeing Scrutiny Committee, Audit and Governance, substituted at the most recent planning committee and attended the Clinical Commissioning Group. Councillors were trying to meet Highways England over the current spate of collisions and other problems on the dangerous A49.

Hereford Cathedral – The Cathedral Choir's visit to the Vatican last month was a remarkable event. They took part in a Papal Mass and were the first Anglican Choir to sing in the Vatican. The Three Choirs festival has now started in Hereford.

Cllr Bartlett – Leominster East

- Herefordshire full Council meetings in May and July
- 2gether NHS Board meetings in Gloucester
- 2gether NHS Stakeholders meeting in Hereford and advisory group meeting at Stonebow.
- Wye Valley Trust Board meeting at the Community Hospital
- CCG NHS Board meeting at Grange Court
- Cabinet meetings for Museums Libraries and Archives and the new Learning Disability Strategy
- General Scrutiny work programme and scrutiny of the Hereford Bypass preferred red route choice.
- Leominster Transport Strategy planning meetings and Stakeholder workshop
- Ward member meetings with Director of ECC

- BPI 'Leominster Hum' Meeting with Herefordshire Council and residents
- Councillor briefings on Herefordshire Council Budget consultation and the latest OFSTED Review of Children's Services.
- Annual Mandatory training on Planning
- First screening of the Shared Freedoms Shared Futures film at Whitecross School. This is a big lottery funded inclusive school and media project about the history and contribution of Polish WW2 veterans and residents in Herefordshire today.
- Meetings with Leominster Area Polish Society and Herefordshire Council officers to discuss funding and the renovation of one of the Polish Veterans war graves at Leominster Cemetery.

Cllr Norman – Leominster West

Herefordshire Council meetings: Full Council; Children and Young People Scrutiny committee (Vice chair); Planning Committee; Schools Forum; Corporate Parenting board; Licensing sub-group; Audit and Governance committee (substitute); Stop the Drop steering group.

Briefings: Aspire – supporting people with learning disabilities; Mental Health; Domestic Violence; OFSTED report.

Task and Finish groups: Minerals and Waste, Use of Section 20 (children's care).

Local issues:

Planning issues: ILU at Stagbatch, McDonalds application off Morrisons roundabout, and development at Westwinds, Cholstrey Road were all still unresolved.

Leominster Transport Study workshop in June: This was a useful meeting of Ward Members, town councillors, Herefordshire Council officers, Balfour Beatty, interested individuals, representatives from the business sector and from other organisations, which gave us a chance to consult on the many transport issues and concerns in Leominster and look for positive outcomes. This followed a number of constructive meetings between ward members, the town clerk and officers from HC and BBLP, which will continue.

Public Litter meeting: This was organised by Julie Debbage (LTC) and myself with a view to mapping the litter picking activities of all the volunteers in Leominster. As well as the regular Sunday morning litter picking sessions, many individuals look after their own street or area and this was a chance to get a fuller picture of what is already being done and where there are black spots. Julie outlined what the town council is already doing and reminded everyone about health and safety issues. Judith Whately of Herefordshire Council explained how to get equipment, bags and labels, and told us more about the Stop the Drop campaign. Leaflets and posters encouraging individuals and businesses to sign up to the campaign were distributed, and have since been passed round to businesses in the town, a number of which have already signed up.

Town Events: Heartfelt congratulations to the teams who did so much to prepare the town for Armed Forces week, held this year in Leominster, closely followed by the visit of the 'In Bloom' judges. The town looked simply wonderful, and still does. Well done, especially to the Town Council team and to Leominster in Bloom, and all the volunteers who worked so hard. The feedback and appreciation from the many visitors to these events has been glowing.

Variety Night Concert. This was organised by last year's mayor, Roger Pendleton, and was a fundraiser for his charity, the Peter and Janice McCaull Trust, which supports young people in Leominster. The evening raised a fantastic £415.00 for the Trust.

59/18 MAYORAL APPOINTMENTS

The following Mayoral appointment update was noted:

May

- Celebrating 100 Years of Girl Guides and Brownies in Leominster
- Ludlow Mayor Making
- SHYPP 'Walk a Mile in My Shoes' performance at the Courtyard
- Stourport on Severn Mayor Making
- Leominster Choral Society
- Annual Herefordshire Council Lunch

June

- Ross on Wye Mayor making
- Leominster Festival Launch and Big Street Quiz outside The Grapes
- Festival Market and Civic Parade with the Ale Taster, Fish Taster and Bread weigher.
- Festival Civic Service at The Priory
- Birmingham Philharmonic Orchestra concert Festival finale at The Priory
- Lucton School Annul prize giving at The Priory
- Violette Szabo Museum season opening at Wormelow
- Armed Forces Flag Raising day in Leominster Corn Square
- Leominster in Bloom Poppies in the Butter Cross Arcade
- Armed Forces Charity Concert in The Priory
- County Armed Forces Day and commemorative service at war memorial
- Hereford String Orchestra at The Priory
- Tenbury Civic Service
- Pershore Civic Service
- High Sherriff's 'At Home' civic gathering
- Leominster in Bloom Judging Day
- Priory Fete and Dog Show
- Royal British Legion County Rally in Hereford
- Youth project activities with the Beavers in 11 Corn Square garden
- Ivington Fete
- Mayors meeting in Hereford
- Festival 'Celebrate' best shop window awards
- Priory Holiday Club
- 3 Choirs opening Service at Hereford Cathedral

- Peter and Janice McCaull fund raiser at the Leominster Social Club

The following Civic function dates were also noted. Councillors were requested to put these dates in their diary and make every effort to attend:

- 14th October 2018 - Ivington Harvest Festival, Ivington Church followed by Lunch in the community room, Ivington School
- 28th October 2018 – Leominster Town Council Civic Service at The Priory
- 4th November 2018 - Polish Veterans Commemoration Service 12 mid-day at Leominster Cemetery
- 11th November 2018 – Remembrance Day Service at The Priory and War Memorial
- 24th November 2018 – Nativity Service at The Priory followed by Christmas Lights Switch on in Corn Square
- 8th December 2018 – Victorian Street Market Civic Parade

60/18 DATE OF NEXT MEETING

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

61/18 CONFIDENTIAL ITEMS

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

- (a) **Museum Report** – Council noted the Museum Curator’s update report. This was considered under confidential items as the Museum was a public organisation although the Curator was supported by the Town Council.
- (b) **Project Development Update** – Following discussion it was agreed to contact the organisation in question to establish whether they wished to undertake informal discussions with the Town Council regarding future co-operation.
- (c) **London Bridge Update** – Council noted the verbal update regarding this item.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:09pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

Minutes of the Special Leominster Town Council Meeting held on Monday 13th August 2018 commencing at 18:40 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Lacey, Murdoch, Rosser, Rumsey, Sutcliffe and Williams.

OFFICER PRESENT: Town Clerk.

62/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Mrs Davies, P J Davies, Herschy, Marsh, Norman and Preece. Cllr Egan was absent.

63/18 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

64/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

65/18 CONFIDENTIAL ITEMS

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

66/18 CO-OPTION

Council interviewed one candidate who had applied to be co-opted on to Leominster Town Council following the resignations of four previous Councillors. No election had been called.

67/18 FORMAL CO-OPTION

Following the completion of the interview Council **RESOLVED** to formally co-opt Mr Marshall on to the Leominster Town Council to represent South Ward.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 19:00 hours.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 13th August 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Bartlett, Rumsey, Thomas and Williams.

ALSO PRESENT: Ward Cllr Stone.

OFFICER PRESENT: Town Clerk.

PH50/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Herschy (holiday), Preece (work) and Davies (Illness). Cllr Egan was absent.

It was **RESOLVED** to invite Cllr Williams to sit on the Committee.

PH51/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

PH52/18 HEREFORDSHIRE COUNCIL MEMBERS

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

PH53/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH54/18 QUESTIONS FROM THE PUBLIC

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

PH55/18 THE HUM

Committee noted the report of the meeting held on Wednesday 27th June 2018 and that it had been considered by Full Council at its meeting on Monday 30th July 2018. It was further noted that the matter had been on the local BBC news.

PH56/18 MINUTES OF PREVIOUS MEETING

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

PH57/18 PLANNING APPLICATIONS

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

APPLICATION: P181386
SITE: Firtree Cottage, Ginhall Lane, Leominster HR6 9AQ
DESCRIPTION: Proposed garage extension.
COMMENT: No objection provided the garage extension is utilised exclusively for domestic purposes and that no business activity is undertaken on site.

APPLICATION: P181874
SITE: Trenwith, Hereford Road, Leominster HR6 8JU
DESCRIPTION: Proposed second storey extension and conversion of the loft into a main bedroom with en-suite.
COMMENT: No objection subject to the extension not being larger than 50% of the current dwelling, that it met the LANP20 policy of the Neighbourhood Plan and met the relevant Herefordshire Council Core Strategy policy on extensions. Some concern was expressed regarding the loss of light in the neighbouring property.

APPLICATION: P181899
SITE: The Cottage, Ivington Rd, Newtown HR6 8QD
DESCRIPTION: Proposed works to property (including works to doors, windows, chimney, access, demolition of coal/fuel store, WC, garage and erection of new garage).
COMMENT: Fully support the comments and conditions outlined of the Building Conservation Officer regarding the works.

APPLICATION: P181900
SITE: The Cottage, Ivington Rd, Newtown HR6 8QD
DESCRIPTION: Listed Building Consent: Proposed works to property (including works to doors, windows, chimney, access, demolition of coal/fuel store, WC, garage and erection of new garage).
COMMENT: Fully support the comments and conditions outlined of the Building Conservation Officer regarding the works.

APPLICATION: P182023
SITE: Alba, Bargates, Leominster HR6 8EY
DESCRIPTION: Conversion and repairs to an existing building to create a single dwelling house (retrospective).
COMMENT: Recommend refusal of this application for the following reasons:

- Fully support the objections outlined by the Building Conservation Officer regarding the proposed conversion and repairs;
- The materials used to replace the door and windows are not in keeping with a listed building and should be removed;

- It is against Policy LANP18 which requires any development not to have a negative impact on the heritage of the town.

APPLICATION: P182024

SITE: Alba, Bargates, Leominster HR6 8EY

DESCRIPTION: Listed Building Consent: Conversion and repairs to an existing building to create a single dwelling house (retrospective).

COMMENT: Recommend refusal of this application for the following reasons:

- Fully support the objections outlined by the Building Conservation Officer regarding the proposed conversion and repairs;
- The materials used to replace the door and windows are not in keeping with a listed building and should be removed;
- It is against Policy LANP20 which requires any development to use materials similar in appearance to those of the exterior of the existing house.

APPLICATION: P182227

SITE: 9 Corn Square, Leominster HR6 8LT

DESCRIPTION: Proposed new external ramp and steps to main entrance.

COMMENT: Recommend refusal of this application for the following reasons:

- Fully support the objections outlined by the Building Conservation Officer regarding the proposed ramp;
- It is against Policy LANP18 which requires any development not to have a negative impact on the heritage, character and appearance of the town centre;
- The proposal will have a negative impact on the Friday and Farmers Markets that are held regularly in Corn Square.

APPLICATION: P182493

SITE: 90 Etnam Street, Leominster HR6 8AN

DESCRIPTION: Proposed construction of new enclosed porch.

COMMENT: No objection subject to the materials used being in keeping with the current materials, and the comments and conditions outlined by the Building Conservation Officer be taken into consideration.

APPLICATION: P182494

SITE: 90 Etnam Street, Leominster HR6 8AN

DESCRIPTION: Listed Building Consent: Proposed construction of new enclosed porch.

COMMENT: No objection subject to the materials used being in keeping with the current materials, and the comments and conditions outlined by the Building Conservation Officer be taken into consideration.

APPLICATION: P182576
SITE: 4 Thomas Court, Green Lane, Leominster HR6 8QJ
DESCRIPTION: LBS: Proposed replacement central heating boiler with Worcester Bosch combination boiler. A new flue (painted black) will exit the front elevation approx. midway between existing dormer windows.

COMMENT: No objection.

APPLICATION: P182859
SITE: 92a Bargates, Leominster HR6 8QS
DESCRIPTION: T1 – Copper Beech Tree. Slightly crown thin (20%) as per BS3998 standard. Cuts no greater than 80mm in diameter. Slight reduction of branches from guttering of house. T2 – Sweet Chestnut – Crown raise by 10m from path of road.

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

PH58/18 DECISIONS

Committee noted the following planning decisions made by Herefordshire Council:

APPLICATION: P174737
SITE: 43-45 High Street, Leominster
DESCRIPTION: Listed Building Consent: Proposed conversion of upper floors to form 2 self-contained flats
COMMENT: No objection subject to the views of the Conservation Officer, the repairs preserve the existing features and that provision for waste and recycling storage is provided within the curtilage of the building.
DECISION Approved with conditions.

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

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

DECISION Approved.

APPLICATION: P181644 & 649 (LBC)

SITE: The Frere House, 15 Church Street, Leominster HR6 8NE

DESCRIPTION: Retrospective: Various external and internal works including taking away no structural modern walls, replacing cement based plaster and other mortar with lime based products. Adding traditional oak structural supports.

COMMENT: No objection.

DECISION Approved with conditions.

APPLICATION: P181772

SITE: 67 Osborne Place, Leominster HR6 8BW

DESCRIPTION: Proposed extension to existing dwelling.

COMMENT: No objection subject to the Leominster Area Neighbourhood Plan Policy LANP20.

DECISION Approved with conditions.

APPLICATION: P182046

SITE: Orchard House, 3 Presbytery Close, Leominster, Herefordshire, HR6 8QP

DESCRIPTION: Proposed non-material amendment to planning permission ref 180808 (Two storey side extension and garden shed) – Please see application form for details.

COMMENT: No objection provided the shed is used for residential and not business purposes and the Leominster Area Neighbourhood Plan Policy LANP20.

DECISION Approved with conditions.

PH59/18 HIGHWAYS AND PARKING MATTERS

Committee was informed that the building known as the Royal Oak at the end of Etnam Street was in a very poor state of repair and some of the building fascia had fallen off. Concern was expressed that this could cause a danger to pedestrians and traffic below if pieces of building masonry fell onto the pavement.

It was agreed to contact Herefordshire Council to express the concerns raised and to request that enforcement action be taken to ensure that urgent repairs to this significant building that was in danger be carried out.

PH60/18 LICENCING MATTERS

Committee noted that there were no licencing matters to consider.

PH61/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that it has been confirmed by the Examiner, Mr Richard High, that the conclusion of the examination would be suspended until he had had the chance to consider the review of the Habitats Regulation Assessment (HRA) and the necessary consultation on it.

It was confirmed that the HRA for Leominster NDP would need to be revisited in light of the recent Court of Justice of the European Union People over Wind and Peter Sweetman vs Coillte judgement. All revised HRA would be subject to a 5 week consultation, therefore it was anticipated that this would not be concluded until 17th September 2018.

PH62/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 3rd September 2018 at 18:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 8:01pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 3rd September 2018 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

ALSO PRESENT: Ward Cllrs Marsh and Norman. Town Cllr Sutcliffe and 14 members of the public.

OFFICER PRESENT: Town Clerk.

PH63/18 APOLOGIES FOR ABSENCE

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

PH64/18 DECLARATIONS OF INTEREST

The following Declaration of interest was made:

- Cllr Rosser: Morrisons employee (P181448)

PH65/18 HEREFORDSHIRE COUNCIL MEMBERS

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

PH66/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

PH67/18 QUESTIONS FROM THE PUBLIC

There were 14 members of the public present who wished to speak to Planning Application P181448. The following concerns were raised:

- A resident had undertaken a number of traffic counts to assess whether the figures used by McDonalds were in fact correct. The figures she had recorded bore little resemblance to those submitted by McDonalds. It was agreed that the information would be submitted to the Town Council, who would then forward it on to the Herefordshire Planning Department;
- Among the concerns witnessed was the number of pedestrians who crossed the road, some having to run due to the number and speed of the vehicles, and the traffic chaos caused recently when a caravan was parked on the road;

- Concern was expressed that Section 6 of the ADL Traffic report was inaccurate. The amended report had used examples of other McDonalds that bore no relevance to Leominster. Council was informed that a proposal for a McDonalds in Barnsley had used exactly the same data;
- Concern was expressed that McDonalds had not addressed the issues and concerns raised previously.

Residents were encouraged to submit all their concerns to Herefordshire Council, as it was the planning authority, and assurances were given that the Town Council would support the residents and the concerns expressed would be forwarded to Herefordshire Council.

Council **RESOLVED** to consider P181448. Cllr Preece took the Chair:

- APPLICATION:** P181448 (Re-Consultation)
SITE: Land at Morrisons Car Park, Barons Cross Road, Leominster
DESCRIPTION: (Amended) Proposed erection of two storey restaurant with drive-thru, car parking, landscaping, play place and associated works. Installation of 2 no. COD (Customer Order Displays) with associated canopies.
COMMENT: Committee **RESOLVED** to resubmit its previous comments as outlined below, as the issues identified had not been addressed by the amended application. It was further agreed to submit the comments made by residents above.

Committee **RESOLVED** that it would not support the application, as it did not meet the criteria outlined in the Leominster Area Neighbourhood Plan policy LANP9 and the Herefordshire Core Strategy Policy E05 as outlined below:

Page 9 – Addendum to LO1

In Leominster new development proposals will be encouraged where they:

- Maintain and enhance the viability and vitality of the town centre. Proposals for new retail, leisure or office development of over 400m² in gross floor space and located outside of the defined town centre will need to be supported by an impact assessment in accordance with the National Planning Policy Framework to determine whether there could be any adverse impacts on the vitality and viability of Leominster town centre;
- Ensure that developments do not exacerbate air pollution levels within the designated air quality management area at Bargates;
- Ensure that development does not undermine the achievement of water quality targets in accordance with Policy SD3 and SD4; and
- Has demonstrated engagement and consultation with the community including the town/parish council.

LANP9

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

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

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

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

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

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

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

An impact assessment for retail, leisure and commercial proposals outside of the town centres to assess their impact on investment in the area and on vitality and viability of the town centre may be required depending on the scale and location of the proposal, as specified in the policies in the Place Shaping section.

PH68/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 13th August 2018 be agreed and signed as a correct record.

PH69/18 PLANNING APPLICATIONS

(a) Planning Applications – It was RESOLVED to submit the following comments to Herefordshire Council:

APPLICATION: P182765
SITE: Land between Wharton Cottage and Bannut Tree Cottage, Wharton, Leominster
DESCRIPTION: Proposed non-material amendment following application for approval of reserved matters (P163562/RM) – Raising the height of plot 5 with a new finish floor level of 72.90m
COMMENT: No objection.

APPLICATION: P174229
SITE: The Cottage, Newtown Lane, Newtown Leominster HR6 8QD
DESCRIPTION: Proposed extension and alterations to existing dwelling.
COMMENT: No objection.

APPLICATION: P182665
SITE: 22 West Street, Leominster HR6 8ES
DESCRIPTION: Proposed conversion of first floor into 2 no. one bedroom self-contained flats and new shopfront.
COMMENT: No objection subject to provision being made to store waste.

APPLICATION: P182942
SITE: 22 West Street, Leominster HR6 8ES
DESCRIPTION: Listed Building Consent: Proposed conversion of first floor into 2 no. one bedroom self-contained flats and new shopfront.
COMMENT: No objection subject to provision being made to store waste.

APPLICATION: P183237
SITE: 231-233 Ridgemoor Road, Leominster HR6 8UJ
DESCRIPTION: T1 Western Red Cedar - remove/fell due to mass, damage to wall, proximity to existing buildings and insurance considerations. Replace with Rowan 4-6 year old. T2 Ash. Young tree located in parking area, has thick wire embedded in fork at crown break resulting in weak joint and potential break. Propose remove as reduction of affected will unbalanced crown. Proposed replace with Rowan 4-6 year old.
COMMENT: No objection subject to the views of the Tree Wardens.

(b) Planning Consultations – Committee noted that the Hereford Area Plan Housing and Employment Site Options Consultation on housing and

employment site options would run from Monday 20th August until Monday 8th October 2018.

PH70/18 DECISIONS

Committee noted the following planning decisions made by Herefordshire Council:

APPLICATION: P180049
SITE: 4 Corn Square, Leominster HR6 8LX
DESCRIPTION: Listed Building Consent: Proposed retail bank, basement floor, ground floor and first floor installation of 2no new air conditioning condensing units on the lightwell. Ground floor 1no new CCTV camera in front elevation. 1no new halo illuminated individual letter signage. 1no new none illuminated projecting sign. 1no new non-illuminated wall mounted branch nameplate.
COMMENT: Support this application.
DECISION Approved with conditions.

APPLICATION: P181466
SITE: Land adjacent to Petrol Filling Station, Safeway Service Road, Leominster HR6 8RH
DESCRIPTION: The installation of a freestanding 12m double sided shared totem.
COMMENT: See minute PH07/18.
DECISION Withdrawn

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

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

DECISION Approved with conditions.

PH71/18 HIGHWAYS AND PARKING MATTERS

(a) **Transport Subsidy** – Committee **RESOLVED** to continue supporting the 427 replacement service from 1st October 2018 to 31st March 2019.

- (b) Highway & Parking Matters** – Committee noted the request from the Herefordshire Council General Scrutiny Committee to hear the views of the Town Council on the maintenance plan for pothole repairs and the maintenance of public realm. Comments would be submitted to the Town Clerk and a report would be developed and submitted.

PH72/18 LICENCING MATTERS

Committee noted that there were no licencing matters to consider.

PH73/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that there was no further update available.

PH74/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 1st October 2018 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 6:48pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 3rd September 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Mr P Davies, Marshall, Murdoch, Norman, Rumsey and Williams

OFFICERS PRESENT: Town Clerk.

Committee **RESOLVED** to appoint Cllrs Mr P Davies, Marshall, Murdoch and Williams to the Finance & General Purposes Committee.

FG12/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Thomas (holiday). Cllr Egan was absent.

FG13/18 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Murdoch: Grange Court volunteer;
- Cllr Norman: LARC Trustee and Board Member.

FG14/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

FG15/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG16/18 MINUTES OF PREVIOUS MEETING

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

FG17/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Leominster Partner Event, 5th September 2018** – Committee noted that following the introduction of the Universal Credit Full Service in Leominster on the 11th June, an invite had been received to attend an event to find out more about Universal Credit.
- (b) **General Scrutiny Committee Consideration of Highways Maintenance – Pothole Repairs and Other Public Realm Services** – Committee notes that Herefordshire Council would be undertaking these reviews. Comments about the services would be submitted to the Clerk, who would formulate a formal response.

FG18/18 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Quarter One Financial Report up to 30th June 2018 and **RESOLVED**:
- That the report be noted;
 - That the payments for April 2018 amounting to £36,427, exclusive of VAT, May 2018 amounting to £45,563, exclusive of VAT, and June 2018 amounting to £72,421, exclusive of VAT, be ratified;
 - That the current balances up to 31st May 2018 amounting to £401,984 be noted;
 - To note that currently an overspend of £29,985 is being projected at the end of the 2018/19 financial year;
 - To confirm that income and expenditure needs to continue to be monitored to minimise any projected overspend.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for August 2018, which amounted to £31,160.47, inclusive of VAT.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - That Cllrs Marsh, Murdoch, Rumsey, Sutcliffe and Williams be appointed to the Budget Development Task & Finish Group. The first meeting will be held on Thursday 13th September 2018 at 2pm;
 - That a Personnel Sub-Committee would be held on Thursday 13th September 2018 at 10am;
 - That a Councillors Training Evening be held on Monday 15th October 2018 from 6pm to 8pm. Refreshments would be provided;
 - That the Councillor Induction Pack be revised and sent out prior to this training evening;
 - That the signed probate had now been submitted to Lloyds Cooper Solicitors for completion.

FG19/18 CONFIDENTIAL ITEMS

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

- (a) **Grants Report** – Following consideration of the grant application received from NILS, Committee **RESOLVED** to request the following additional information prior to making a final decision:
- Further details on why NILS wished to take up this training and what the outcomes would be;
 - A detailed breakdown of the costs, including the cost of the trainer, cost of venue hire and any other expenses incurred;

- Details on whether NILS had sought to secure training from other sources such as Herefordshire Council and the Job Centre.
- Clarification on whether NILS had contacted CAB with regard to Universal Credits, as the Town Council supported drop in sessions in Leominster run by CAB, and which were available to potential NILS clients;
- Forward details of the Partners event [minute FG17/18(a)]

(b) Draft Corporate Strategy and Medium Term Financial Plan – Committee considered the draft Corporate Strategy and Medium Term Financial Plan and, following discussion, **RESOLVED:**

- That the contents of the two plans be noted;
- That Section 4 of the Corporate Strategy be rewritten, and the existing tables be moved into the appendices;
- That the budget appendix be revised to indicate actual end of year expenditure and income in 2017/18;
- That comments on both plans be submitted to the respective Committee Chairs by Tuesday 11th September 2018;
- That the two plans be reviewed by the Task & Finish Group at its meeting on 13th September 2018, prior to submission to Full Council for adoption.

(c) Draft Revised PWLB Loan Board Report and Accompanying Business Plans and Proposals – Committee considered the draft PWLB report and accompanying business plans and, following discussion, **RESOLVED:**

- That the contents of the report and plans be noted;
- To note that the Grange Open Space Master Plan draft tender document would be reviewed by the Environment & Services Committee at its meeting on 17th September 2018;
- That the budget appendix in the PWLB report be revised to indicate actual end of year expenditure and income in 2017/18;
- That comments on the business plans be submitted to the respective Committee Chairs by Tuesday 11th September 2018;
- That the business plans would accompany the PWLB report, if it was adopted by Full Council, and submitted to the Ministry for decision.

(d) Draft Staffing Restructure Report – Committee considered the draft Staffing Restructure Report and, following discussion, **RESOLVED:**

- That comments on the business plans be submitted to the respective Committee Chairs by Tuesday 11th September 2018;
- That the report be deferred to the Personnel Sub-Committee for review prior to submission to Full Council for adoption.

FG20/18 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 29th October 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:12pm.

LEOMINSTER TOWN COUNCIL

BUDGET DEVELOPMENT TASK & FINISH GROUP

Minutes of the Budget Development Task & Finish Group meeting held on Thursday 13th September 2018 commencing at 14:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Mr P Davies, Murdoch, Rumsey, Sutcliffe and Williams.

OFFICERS PRESENT: Town Clerk

BTF01/18 APOLOGIES FOR ABSENCE

There were no apologies.

BTF02/18 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

BTF03/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

BTF04/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

BTF05/18 CORPORATE PLAN/MEDIUM TERM FINANCIAL PLAN (MTFP)

The Task & Finish Group received an overview of both the Corporate Plan and the Medium Term Financial Plan.

It had been recommended by the Personnel Sub-Committee that both the above documents should be formally considered at the Full Council meeting on 26th November 2018, rather than at the Full Council meeting in September 2018. An interim review of the amended documents would be undertaken by the Finance & General Purposes Committee meeting on Monday 29th October 2018.

It was noted that a number of assumptions had been made when setting the draft Medium Term Financial Plan. These included the following:

- The growth in Leominster's Tax base for the next four years has been set at 1.15% for the purposes of the MTFP;
- Salary increases have been set at 2%;
- The budget projections and precept increases until 2022/23 have been based on a 2.5% inflationary increase and a 1.15% tax base increase.

It was suggested that Council may wish to consider one of the following options and revise the initial MTFP assumptions outlined above:

- No precept increase in 2019/20 but excluding a PWLB loan and the repayments;

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- No precept increase in 2019/20 but with a PWLB loan and the repayments included;
- A precept increase in 2019/20 but excluding a PWLB loan and the repayments. The precept increase could be between 2.5% and 5%, in line with Herefordshire Council increase;
- A precept increase in 2019/20 but with a PWLB loan and the repayments included. The precept increase could be between 2.5% and 5%, in line with Herefordshire Council increase.

The following amendments to the Corporate Plan were recommended:

- The Section 4 table to be moved into the appendices;
- A general statement of achievements to date and the ramifications of the reduction in grant support over the past four years. Cllr Marsh was currently developing this section;
- The development of a policy under the Environment Targets to include the desire of the Town Council to take responsibility for the management and maintenance of the green spaces in new developments in Leominster through asset transfer;
- The securing of S106 funding (currently part of the Planning & Highways Targets) to help fund the management and maintenance of the green open spaces and the provision of play facilities;
- The development of a policy to undertake the works previously carried out by the Lengthsman and P3 schemes;
- The development of a policy to undertake additional grass cutting responsibilities in Leominster;
- Provide an overview of the existing open space infrastructure being managed and maintained by the Town Council;
- Under the Planning & Highway Targets to develop a policy to outline the Town Council's support and its future efforts to try to secure more social housing provision in Leominster.

The Task & Finish Group noted that due to the delay agreed in principle to requesting a PWLB loan, the refurbishment of the holiday flat, which should be completed by the end of October 2018, would have to be funded from the Council's capital receipt fund, as it would be inappropriate to borrow for the project retrospectively. This would obviously have ramifications on both the MTFP and the Council's reserves.

Due to the discussions undertaken during the meeting, Members were informed that any recommendation to vary the PWLB loan must be made through a Motion that would be placed on the appropriate agenda. The Motion would need to have a proposer and a seconder and be submitted to the Town Clerk in writing by Monday 19th November 2018.

The amount of loan that would be required to undertake the projects outlined in the PWLB report will now exclude the holiday flat, which would be completed by the time a decision regarding a loan was made.

The following revisions to the project list and the PWLB report would be provided and consulted on in the next month:

- The cost of a loan of £200,000, £195,000 and £125,000, based over a 10 year, a 15 year and a 25 year repayment period;
- Clarification and further advice on the state of the play equipment and surfacing at the Grange Open Space;
- Providing the opportunity for members to input on pursuing the master plan proposal for the grange open space;
- Providing the opportunity for members to input on the timing of refurbishment of the public conveniences, especially the facility at the Grange.

BTF06/18 2019/20 BUDGET

The draft 2019/20 Budget would be reviewed once Full Council had set its policy on the following matters:

- Which projects it wished to develop;
- The amount and length of the proposed Public Works Loan Board Loan;
- The range of services it would deliver from 2019/20 onwards.

BTF07/18 BUDGET DEVELOPMENT TIMETABLE 2019/20

The timetable was noted.

BTF08/18 DATE OF NEXT MEETING

The next meeting of the Budget Development Task & Finish Group would be held on Friday 19th October 2018 at 14:00 hours at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 12:00 noon.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 17th September 2018 commencing at 19:25 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Norman (Chair), Herschy (Vice-Chair), Bartlett, Mr P Davies, Marsh and Sutcliffe.

OFFICER PRESENT: Town Clerk and the Environmental Supervisor.

Prior to the commencement of the meeting a presentation was received from Binit Ltd regarding the Waste Survey that was being undertaken. The presentation included options to put the scheme into operation were noted and an initial implementation date of 1st January 2019 was agreed.

Cllr Mr P Davies was formally appointed on to the Committee.

ES23/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness), Lacey (holiday) and Thomas (holiday).

ES24/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

ES25/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

ES26/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES27/18 MINUTES OF PREVIOUS MEETING

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

ES28/18 CLERK'S REPORT

Committee noted the following items brought to its attention:

- The Parish Summit organised by Herefordshire Council would be held on Wednesday 17th October 2018 commencing at 6.30pm at Shire Hall;
- The Parish Footpath Officers briefing notes were now available. Hard copies should be requested from the Office;
- Information on the Herefordshire Walking Festival, which runs from 15th to 23rd June 2019 were noted;
- Additional information regarding the Herefordshire Public Green Spaces Community Grant Scheme 2018/19 were noted.

ES29/18 DRAFT GRANGE OPEN SPACE REQUEST FOR QUOTE

Members were provided with a draft Request for Quote document for review. A brief overview on the development of the project was provided, which included initial consideration by Council in November 2016 and subsequent requests for quotations from play companies.

The following amendments were agreed:

- Under the Desk Review to include historical and archaeological assessments of the site and to undertake an initial assessment of funding options available;
- Under Site Appraisal & Audit to include historical and archaeological assessments of the site and to amend the wording relating to income generation;
- Under the second consultation to include the Priory and Grange Court as consultation venues;
- To amend the estimated total value of the contract to invite quotations within a range of between £5,000 and £10,000;
- To request suppliers to indicate whether they have undertaken a similar exercise in the local area;
- To request suppliers to indicate how successful they have been in attracting external funding and outline their achievements;
- To ensure that the consultation process connected with as many local organisations as possible.

Following consideration, it was proposed by Cllr Sutcliffe, seconded by Cllr Marsh and **RESOLVED:**

- To amend the document as agreed;
- To request Full Council to allocate up to £10,000 from the Town Council's balances to fund the Masterplan consultation and report;
- To invite suitable suppliers to provide a quotation.

ES30/18 COMMITTEE UPDATE REPORT

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

- To note the contents and updates contained within the report;
- To submit a request to Ordnance Survey to include all the green open spaces in Leominster outlined in the Leominster Area Neighbourhood Plan;
- To note that access to the proposed depot had been delayed but would be addressed in the next week;
- To note that an additional list of P3 and Lengthsman duties was being compiled. It would include the filling in of a number of potholes;
- To ensure that the Broad Street toilets were actually open and available for use 24 hours a day, prior to putting notices on the Grange and Central car park toilets regarding alternative public conveniences available in the town;
- To note that the new part time environmental operative would commence work on a six month contract on Tuesday 18th September 2018.

It was proposed by Cllr Norman, seconded by Cllr Herschy and **RESOLVED** to recommend to Full Council that the Business Waste Recycling scheme as outlined in the presentation be implemented. The cost to the Town Council would be operational only.

ES31/18 CONFIDENTIAL ITEMS

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

- (a) **Sydonia Update** – Committee noted that no response had been received from HGS regarding the concerns raised regarding the installation of the play area.

ES31/18 DATE OF NEXT MEETING

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

There being no other business, the Chair thanked members for their attendance and closed the meeting at 9:05pm.

CHAIR:

DATE: