



LEOMINSTER TOWN COUNCIL

FULL COUNCIL

Tuesday 24th September 2019

To: All Members:
Councillors Thomas (Mayor), Rumsey (Deputy Mayor), Bartlett, Davies, Herschy, Marsh, Marshall, Murdoch, Norman, Preece, Rosser, Smith-Winnard, Sutcliffe, Williams and Williamson (1 Vacancy).

NOTICE OF MEETING

You are hereby summoned to attend a special meeting of the Leominster Town Council to be held on **Monday 30th September 2019** 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. 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. CO-OPTIONS**
To consider co-opting one Councillor to fill the vacancies in the South Ward.
- 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 29th July 2019.



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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

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

- Planning & Highways Committee – 5th & 19th August, 9th September 2019;
- Communications & Events Committee – 17th September 2019;
- Finance & General Purposes Committee – 2nd September 2019;
- Environment & Services Committee – 16th September 2019:
 - To formally approve Minute

9. FINANCES & POLICY

- (a) **Accounts Paid Statement** – To receive the accounts paid statement for September 2019 to date. (Attached)
- (b) **Revised Financial Regulations** – To consider the formal adoption of the revised Financial Regulations as recommended [Minute FG18/19(c)]. The Ethical Standards clause wording has been requested from HALC. A copy of the Financial Regulations is available for reference.
- (c) **Budget Development 2020/21** – To appoint a further member from the Town Council to sit on the Task & Finish Group overseeing budget development.
- (d) **Radio Controlled Switch On System** – To consider purchasing this system to control the new Christmas Lights at a cost of £4,854 + VAT as recommended by the Communications & Events Committee (CE21/19).
- (e) **Code of Conduct Training** – To note that this training event will take place at 6pm on Monday 25th November 2019 prior to the Full Council meeting. All Members are requested to be present.
- (f) **Review of the Council's Banking Arrangements** – To note that a number of quotations have been requested to enable the Town Council to consider updating its current banking arrangements.
- (e) **Updated Calendar of Meetings** – Please see the attached updated meeting dates and times. Please note that the Communications and Events Committee has changed its meeting day to Tuesdays at 11:30am.

10. REPORTS

To receive reports from:

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



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11. MAYORAL APPOINTMENTS

To receive an update on Mayoral appointments attended by the Mayor. To note the following Civic Engagements:

- Ivington Harvest Service – 13th October 2019 at 11am followed by lunch;
- Annual Civic Service, The Priory – Sunday 27th October 2019 at 10am;
- Polish Remembrance Ceremony – Leominster Cemetery, Sunday 3rd November 2019 at 12 noon;
- Remembrance Sunday – 10th November 2019;
- Christmas Lights Switch On – Saturday 30th November 2019 at 4pm;
- Victorian Street Market – Saturday 14th December 2019 at 11am.

12. DATE OF NEXT MEETING

The next Town Council Meeting will be held on Monday 25th November 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

13. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and Full Council is, therefore, recommended to resolve "That, in accordance 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".

14. PROJECTS UPDATE REPORT

To receive a projects update report from Liz Womack, Grants and Projects Officer on an event proposal (please see attachment) and Team Leominster.

15. LEOMINSTER HERITAGE ACTION ZONE

To note that Leominster has been successful in its bid, in partnership with Herefordshire Council, to this fund, subject to the completion of a programme design. A presentation will be provided to Members for information.

16. STAFFING REPORT

To consider the attached report and the recommendations contained within.

17. GRANGE COURT UPDATE

To receive an update if available and to review the current Town Council Representatives on this Task & Finish Group [F&GP Minute: FG18/19(d)].

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 29th July 2019 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Thomas (Mayor), Rumsey (Deputy Mayor), Bartlett, Davies, Herschy, Marsh, Murdoch, Norman, Preece, Rosser, Rumsey, Smith-Winnard, Sutcliffe and Williams.

OFFICERS PRESENT: Town Clerk.

ALSO PRESENT: Ward Cllr Stone, one member of the public and a member of the press.

40/19 APOLOGIES FOR ABSENCE

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

41/19 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Herschy: Trustee of LARC

42/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received. It was noted that any dispensations requested would have to be considered, and granted if appropriate, by the Herefordshire Council Monitoring Officer. Dispensations lasted for a maximum of four years.

43/19 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

There was one Member of the public present. The following matter was raised:

- Smoking on Council property – Concern was expressed that there had been some people smoking at a public event that had recently taken place in the Secret Garden to the rear of 11 Corn Square. Council agreed to review whether smoking should be banned on Council property in the future, especially during public events.

44/19 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 11th May, 13th May and 24th June 2019 be agreed and signed as a correct record.

Minute 34/19 – It was noted that funding had been secured by the Community Centre for a new floor but it had not yet been installed.

45/19 CLERK'S REPORT

Council noted the following Clerk's Report:

- (a) Communication & Events Committee Meeting Minutes** – Members were provided with a hard copy of the minutes of this meeting.

- (b) **Planning & Highways Meetings** – Council noted that two Committee meetings would take place on 5th and 19th August 2019 at 6pm.
- (c) **London Bridge** – Council noted that staff were being briefed on this matter.
- (d) Council noted that Mr John Thomas had passed away over the weekend. Mr Thomas had been a previous Mayor of Leominster.

46/19 MINUTES OF COMMITTEE MEETINGS HELD

Council approved the minutes of the following meetings held and ratified the decisions and recommendations made:

- Cllr Rosser, Chair of the Planning & Highways Committee. presented the minutes. It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 20th May, 10th June and 8th July 2019, and to authorise the decisions and recommendations contained therein;
- Cllr Rumsey, Chair of the Communications & Events Committee. presented the minutes. It was **RESOLVED** to approve the minutes of the Communications & Events Committee held on 22nd May & 24th July 2019, and to authorise the decisions and recommendations contained therein
- Cllr Murdoch, Chair of the Finance & General Purposes Committee. presented the minutes. It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 24th June 2019, and to authorise the decisions and recommendations contained therein.
- Cllr Herschy, Chair of the Environment & Services Committee. presented the minutes. It was **RESOLVED** to approve the minutes of the Environment & Services Committee held 20th May & 15th July 2019, and to authorise the decisions and recommendations contained therein

The following matters were raised:

- Cardboard Recycling Initiative – It was agreed to request that a full update be provided by Binit UK Ltd on the implementation of this initiative at the next Finance & General Purposes Committee to be held on 2nd September 2019;
- Minute CE21/19 – It was **RESOLVED** to give delegate authority to the Christmas Lights Task & Finish Group to accept one of the two quotations received on behalf of the Town Council to provide Leominster's Christmas Lights for the next five years;
- Noted that a specification had been written for the upgrade of the CCTV system in Leominster and was being reviewed. It was anticipated at present that the new cameras would be installed April 2020.

47/19 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to ratify the payment of invoices for June and July 2019, as outlined on the payment statement provided, amounting to £35,392.68 for June and £41,961.03 for July, inclusive of VAT.

48/19 COMMUNITY INFRASTRUCTURE LEVY

Council considered the proposal to request Herefordshire Council to continue to progress the implementation of the Community Infrastructure Levy (CIL) across Herefordshire, which has been paused.

Council noted that legal powers for English Planning authorities to introduce a Community Infrastructure Levy had been in place since the Planning Act 2008. Part of its provision included the receipt by Parish and Town Councils of at least 15% of all proceeds, or 25% if a Neighbourhood Development Plan was in place. The lack of a levy in Herefordshire was depriving Town and Parish councils of this potential income.

It was further noted that most neighbouring authorities had introduced the levy including Shropshire, Cheltenham Borough, Gloucester City, Tewkesbury Borough, Malvern Hills, Worcester City and Wychavon Councils.

Following discussion, it was **RESOLVED**:

- To request Herefordshire Council to investigate and progress the adoption of the Community Infrastructure Levy as a matter of urgency, ensuring it is implemented for Herefordshire as soon as possible;
- That the current exemption of the Southern Urban Expansion area (SUE) proposed for Leominster from the Community Infrastructure Levy be rescinded and that all future development in Leominster be subject to CIL;
- That clarification be sought regarding whether the proposed development of the Barons Cross Camp site could be subject to the levy, if CIL was introduced prior to the commencement of the development.

49/19 MARKET TOWNS FORUM

Council considered the proposal to support the reintroduction of the Market Towns Forum. Following discussion, it was **RESOLVED**:

- To support the reintroduction of the Market Towns Forum;
- To recommend a full review of the draft Terms of Reference to ensure that the Forum is fit for purpose and its role is clear;
- To note that the new administration at Herefordshire Council intended to engage fully with the market towns;
- To offer to host the first meeting of the revived Forum at Leominster with the Clerk taking the minutes.

50/19 REFILL SCHEME

Council discussed the opportunity of becoming involved in the Refill Scheme and to create a Refill Station at the Tourist Information Centre. Following consideration, it was **RESOLVED** to become part of this scheme and to develop a community scheme for Leominster.

51/19 REPORTS

Council received the reports from Representative on Outside Bodies:

- Community Centre – Cllr Bartlett informed the meeting that the AGM had been held recently and the centre was in good financial health;

- Council noted that S&A were going to provide volunteers to help paint the pavilion in due course

Council received the reports from Herefordshire Council Ward Members:

Cllr Stone – Leominster Rural and North

- Repair of safety railings on Mill Street – A date for the repairs is awaited and the permissions are now in place. Balfour Beatty is awaiting details of a Network Rail closure to enable the work to take place.
- Flood Defence Plan – new flood defences. A planning application has been received to install a flood wall on the right bank of the River Lugg bypass channel. The Environment Agency report that the proposed scheme will improve the standard of flood protection to 250 residential and commercial properties.
- Police numbers- positive news that more Police are to be recruited.
- Armed Forces Day – The Rifles Regiment did Leominster proud on Armed Forces Day June 29th on one of the warmest days of the year. It was good to see the contingent exercising their Freedom of Leominster. The parade was well supported and plenty of cadets also took part.
- Refuse Collection – Attempts continue to solve the problems concerning refuse collection in Hinton Terrace New Street.
- Cllr Stone expressed his condolences to the family of John Thomas following the news of this passing. He had served with John at Herefordshire Council.
- Cllr Stone wished success to Leominster in Bloom following the judging and many thanks to all their volunteers who do so much to enhance the town as well as the shops, businesses and sponsors for their support.

Cllr Felicity Norman, Leominster West

- The recent local elections brought a change to local government in Herefordshire. There is now a coalition in administration made up of a partnership of Herefordshire Independents, the Green Party and Its Our County (IOC). The Cabinet is made up of four Independents, two IOC and two Greens, myself and Trish Marsh, so Leominster is well represented.
- Early agreement has been reached on some priorities: the overriding importance of addressing Climate change through all our decisions and activities; increasing democracy through change from a cabinet system to a committee system (this will take a year to implement); and a whole county focus, not just on Hereford.
- There are further changes on Council with twenty-one women councillors, a far higher number than ever before, many in roles of responsibility. In Cabinet, six of the eight members are women, while two of the three Scrutiny committees have women as chairperson and vice chairperson.
- As Cabinet Member for Children and Families, I have spent the last few weeks being briefed by officers on my role and all that comes under my portfolio, including education, safeguarding, children in care, children's health and wellbeing, and care leavers.

- I am also now Deputy Leader of Herefordshire Council, so will be attending events when the Leader is elsewhere, and working with him and the rest of the Cabinet on our priorities for the first year.

Ward matters

- Progress seems to have stalled on developments at Barons Cross Camp, and the poultry house application at Stagbatch.
- Requests for pedestrian crossings over the A44 at Barons Cross and near Morrisons have not progressed. An ongoing concern about a lack of signs blocking HGV access to Ginhall Lane from the town end also has yet to be resolved.

Local events attended

- Launch of the Herefordshire Wildlife Trust's enhancement works at Bodenham Lake
- Dementia Friendly Leominster – Information and celebration
- A visit to Barons Cross during half term where Wildplay (Herefordshire Wildlife Trust) were leading activities for children from all parts of Leominster. A very successful and entertaining day with over 20 children taking part along with families, and enjoying sausages and drinks. This was organised and funded by Leominster Town Council.
- Shopmobility AGM
- Leominster Festival – Lots of events, including the Great Outdoor Quiz, the Family Funday and the finale, the Birmingham Philharmonic Orchestra.
- Congratulations to Leominster in Bloom on receiving the Queen's Award for Voluntary Service, very well deserved. The town looks wonderful, with its glorious planting and many community initiatives, thanks to help from many volunteers and the Town Council.

Herefordshire Council

- Policy is being updated and published regularly once approved by Cabinet. The Adoption of the Children and Young Peoples Plan, is being undertaken.
- Request Town Council to look again at the proposal put forward some years ago to form a Youth Forum or Council in Leominster
- The Herefordshire Suicide Prevention Strategy has been updated. It includes reference to children as well as adults, stresses the importance of listening to people who are suffering from depression, or other mental health issues, and encouraging them to share their feelings.

Herefordshire events attended

- Lugg Drainage Board Inspection day, visits to some of the water courses HC is responsible for.
- Herefordshire Games – 2,000 pupils from schools across the county came together to take part in the games, with senior students taking on leadership roles at the event.
- Launch of the County's Cultural Strategy at the Courtyard
- Climate Change Seminar at the Shire Hall

- Launch of the Beryl bikes in Hereford, a scheme similar to the Boris bikes in London, designed to encourage people to leave their cars at home and get about by bike, or if coming in from elsewhere to leave cars at strategic points and cycle within the city.

Cllr Trish Marsh, Leominster South

- The Alliance administration for Herefordshire Council now has a Cabinet of four independents, plus two from It's our County and two Greens.
- Cabinet Member – Portfolio covers the lead on Environment, the Climate emergency, Tourism, Broadband, Economic development and Skills.
- Broadband programme, Fastershire, continues to be roll out, now focussing on the 3% most rural properties.
- Work on the practicalities of addressing the climate emergency are underway.
- Tourism is an increasingly important potential source of income for the county as a whole. Currently running a feasibility study on pitching a county Business Improvement District, which could help fund marketing and development of tourism.
- Looking ahead to the 2019/2020 budget. There will be a public consultation this autumn. There is considerable work going into the capital programme, an area in which there is more scope for initiatives than in the very constrained revenue budget.
- It is likely that the settlement from central government will not be announced until later this year, so there will be some inevitable uncertainty in the budget setting process.
- Cabinet meetings will now be moving round the county with evening slots to enable more of the public to attend.

Cllr Jenny Bartlett, Leominster East

- End of May and early June was spent completing mandatory training.
- New role as Vice Chair of Adult and Wellbeing
- The first full Council and the Annual lunch of the new council took place on the 24th May.

Other meetings:

- Ridgemore site meeting - Environment Agency proposed flood work behind Dales.
- Cheaton, Cogwell, Ridgemore natural flood defence group at Hamnish
- Development Partnership briefing, Herefordshire Council have partnered with Keepmoat and Engie.
- Children's safeguarding briefing.
- Treasury Management briefing.
- Climate Emergency briefing.
- Hereford Library new exhibition.
- Heritage High Street bid was supported by Herefordshire Council and local businesses.
- Attended both the Healthwatch AGM and the Wye Valley Trust AGM.
- Launch of the Herefordshire Cultural Strategy at The Courtyard.
- Leominster Station with Transport for Wales and the rail users group.

- NMiTE (The university) Women into Engineering fundraiser and open evening.
- Waverley House care home open day.
- July Full Council.
- Regular Ward members meeting with Richard Ball, Director of Economy and Place.
- On Wednesday meeting with Highway England to discuss any issues with the A49 Trunk road through the county.
- Leominster Festival Friday market civic parade.
- The Rifles Freedom of the town.

52/19 MAYORAL APPOINTMENTS

Council received the following appointments attended by the Mayor:

- Thanks were extended to the Leominster Town Council staff and the marshals from Vennture who facilitated the Rifles Regiment exercising their Freedom of the Town on Saturday 29th June 2019;
- Wednesday 22nd May – Mayor Making at Ludlow;
- Friday 24th May – Herefordshire Council Annual meeting plus lunch at Bishops palace Hereford;
- Saturday 25th May – An evening at the Opera at The Priory;
- Saturday 1st June - Leominster Twinning Association visitors from Saverne, Deputy Mayor;
- Saturday 1st June - St John Ambulance Herefordshire annual service Hereford Cathedral;
- Thursday 6th June - Meeting Leominster Festival volunteers;
- Thursday 6th June - Grapes big pub quiz Broad street;
- Friday 7th June - Stourport on Severn civic reception;
- Saturday 22nd June - Lucton school speech day at the priory;
- Saturday 22nd June - EchoFest at West Eaton;
- Sunday 23 June - Ludlow Civic Service, Deputy Mayor;
- Monday 24th June - Flag raised for Armed Forces Day, Leominster;
- Monday 24th June - Flag raising for Armed Forces day Hereford, Deputy Mayor
- Friday 28th June - Waverley House open day, Mayor and Deputy
- Saturday 29th June – Rifles, Mayor and Deputy;
- Saturday 29th June - Rifles unveiling of plaque Queenswood, Dinmore;
- Saturday 29th June - Rifles beating the Retreat, Hereford;
- Saturday 29th June - Hereford String Orchestra, Priory, Deputy Mayor;
- Wednesday 3rd July - Herefordshire School Sports day;
- Thursday 4th July - Society for independent living, Deputy Mayor;
- Friday 5th July - Meeting judges from Britain in Bloom and members of Leominster in Bloom;
- Sat 6th July - Shirejam at three counties showground;
- Sunday 7th July - Civic service, Kidderminster, Deputy Mayor;
- Tuesday 9th July - Herefordshire Heartstart AGM at Hereford;
- Thursday 11th July - High Sheriff at home, Eastnor Castle;
- Friday 12th July - Leominster Osteopaths 30 anniversary;
- Saturday 13th July - Ivington Church Fete.

- Saturday 13th July - Commissioning support vehicle for St John Hereford, Deputy Mayor;
- Saturday 13th July Official reopening of the Barons Cross;
- Thanks were extended to Cllr John Rumsey, Deputy Mayor and his wife for their assistance;

53/19 DATE OF NEXT MEETING

Council noted that the next Town Council Meeting would be held on Monday 30th September 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

54/19 LARC

Cllrs Herschy, Norman and Sutcliffe left the room during the discussion of this item.

Council had received a presentation prior to the commencement of the Full Council meeting from the LARC Trustees. As certain items to be discussed included 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 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 outweighed the public interest in disclosing the information.

Following discussion, it was agreed to request further information from the LARC Trustees. Cllrs Thomas, Murdoch and Preece were appointed by Council to liaise with the LARC Trustees and report back to Council as required.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:25pm.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 5th August 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICER PRESENT: Town Clerk.

PH36/19 APOLOGIES FOR ABSENCE

There were no apologies received.

PH37/19 DECLARATIONS OF INTEREST

The following Declarations of Interest was made:

- Cllr Herschy: LARC Trustee.

PH38/19 HEREFORDSHIRE COUNCIL MEMBERS

There were no Herefordshire Councillors present sitting on the Committee.

PH39/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH40/19 QUESTIONS FROM THE PUBLIC

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

PH41/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 8th July 2019 be agreed and signed as a correct record.

It was agreed to ask for clarification from the Planning Authority as to why so many of the comments submitted by the Committee appeared not to have been taken into consideration.

PH42/19 PLANNING

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

APPLICATION: P192449

SITE: Cherries, 24 Osborne Place, Leominster HR6 8BW

DESCRIPTION: Proposed single storey extension which extend beyond the rear wall of the dwelling by 3.5 metres. The maximum height of the enlarged part of the

COMMENT: dwellinghouse is 3.3 metres and the height of the eaves of the enlarged part of the dwellinghouse is 3 metres. No objection. Request clarification as to whether this development required planning permission.

APPLICATION: P192078
SITE: Land adjacent right bank of the River Lugg Bypass Channel Leominster, Herefordshire.
DESCRIPTION: Proposed Flood Risk Management Strategy, will protect up to 251 properties from flooding, by raising the existing railway embankment over a length of 800m of the right bank of the River Lugg Bypass Channel from SO 49232 59963 (B4361, Bridge Street) to SO 49998 59710 (Railway Bridge). Approximately 100m of the embankment will be retained by a concrete flood wall to account for the constrained width of the river bank. A flood wall up to 20m in length, will tie-in the raised defences to the Network Rail Bridge.

COMMENT: No objection.

APPLICATION: P192342
SITE: Ivington Mill, Ivington, Leominster, HR6 0JH
DESCRIPTION: Replacement garage/car port.
COMMENT: No objection.

APPLICATION: P192407
SITE: 18 Burgess Street, Leominster, HR6 8DE
DESCRIPTION: Change of use of ground floor former commercial unit to form 4 no. residential apartments, with alterations to the Burgess Street elevation (part retrospective).

COMMENT: Recommend refusal for the following reasons:

- The application did not clarify whether this would be an HMO residence (Home in Multiple Occupation);
- The provision of one kitchen between at least four double room occupants was considered to be inadequate;
- There was inadequate provision for a suitable fire escape route for future residents;
- The living space was considered too small and inadequate for the basic needs of future residents;
- No provision has been included for the storage and collection of waste;
- There appears to be inadequate provision for the basic needs of future residents, including a suitable heating system, which suggests that the design proposed is not fit for purpose;
- Council fully supported the objections submitted by Environmental Health Officer;

- The proposal would result in the loss of a commercial unit close to the town centre and was against the current LANP policy.

PH43/19 DECISIONS

Committee noted the following planning decisions by Herefordshire Council:

APPLICATION: P190558
SITE: 8 West Street, Leominster, Herefordshire, HR6 8ES
DESCRIPTION: Change of use from A1 to A5 take away shop.
COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P190675
SITE: Land behind 13-15 Drapers Lane, Leominster.
DESCRIPTION: Proposed one bedroomed residential unit.
COMMENT: Recommend Refusal to this application. Committee **RESOLVED** to recommend that applications 190674, 190675 and 190678 be submitted as a single application as each proposal would have a significant impact on a listed building. Applications 190677 and 190680 for Listed Building Consent should also be a single application.
DECISION Approved with Conditions

APPLICATION: P190677
SITE: Land behind 13-15 Drapers Lane, Leominster.
DESCRIPTION: Listed Building Consent: Proposed one bedroomed residential unit.
COMMENT: Recommend Refusal to this application. Committee **RESOLVED** to recommend that applications 190674, 190675 and 190678 be submitted as a single application as each proposal would have a significant impact on a listed building. Applications 190677 and 190680 for Listed Building Consent should also be a single application.
DECISION Approved with Conditions

APPLICATION: P190680
SITE: 13-15 Drapers Lane, Leominster, Herefordshire.
DESCRIPTION: Listed Building Consent: Proposed conversion of second floor into self-contained flat.
COMMENT: Recommend Refusal to this application. Committee **RESOLVED** to recommend that applications 190674, 190675 and 190678 be submitted as a single application as each proposal would have a significant impact on a listed building. Applications 190677 and 190680 for Listed Building Consent should also be a single application.
DECISION Approved with Conditions

APPLICATION: P191419
SITE: 47 Bargates, Leominster, HR6 8EY
DESCRIPTION: Retrospective proposal for demolition and renovation of existing rear extension.
COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191420
SITE: 47 Bargates, Leominster, HR6 8EY
DESCRIPTION: Listed Building Consent: Retrospective proposal for demolition and renovation of existing rear extension.
COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191587
SITE: Land to the rear of 20 and 22 Etnam Street, Leominster
DESCRIPTION: Proposed works to Tree Ref: OBNG (Tag) 577 Fell within 12 months. Works recommended on tree survey.
COMMENT: Committee would recommend that the tree is pollarded rather than felled to help elongate the life of the tree.
DECISION Trees in Conservation Area – Works can proceed

APPLICATION: P190952/190953
SITE: Ivington Park, Ivington, Leominster, HR6 0J
DESCRIPTION: Proposed two storey extension linking the main house and adjacent outbuilding to the east (east range). Alterations to main house. Alterations to the east range including removal of external steps. Alterations to outbuilding to the west (west range).
COMMENT: No objection provided that the materials used were in keeping and compatible with existing materials, the works to be undertaken adhered to Listed Building regulations and that the comments submitted by PROW be taken into consideration.
DECISION Approved with Conditions

APPLICATION: P191614
SITE: 86-88 Etnam Street, Leominster, HR6 8AN
DESCRIPTION: Proposed drop kerbs in front of property to allow off road parking.
COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191893
SITE: 14 School Lane, Leominster, HR6 8AA
DESCRIPTION: Change of use from residential flat back into a retail unit (retrospective).
COMMENT: Committee wished to support this application.
DECISION Approved with Conditions

APPLICATION: P191012
SITE: 8 South Street, Leominster, Herefordshire, HR6 8JB
DESCRIPTION: Change of use from retail shop to catering use.
COMMENT: No objection.
DECISION Approved with Conditions

APPLICATION: P191990
SITE: Carpenter Goodwin, 31 Bridge Street, Leominster HR6 8DU
DESCRIPTION: Proposed ground floor extension.
COMMENT: No objection subject to the provision of a sump or bund in case of spillage.
DECISION Approved with Conditions

PH44/19 HIGHWAYS AND PARKING MATTERS

(a) **The Hum** – Committee note that the annual catch-up meeting between the Town Council, BPI and Herefordshire Council would be arranged following the August shutdown.

(b) **Highway & Parking Matters** – The following matters were considered:

- Committee agreed to support the request received for the VW Camper Ice Cream van to extend the number of days it was allowed to trade in Corn Square;
- It was agreed to report the development in Bridge Street, which was considered unacceptable and inappropriate;
- Committee would continue to monitor recent licence approvals.

PH45/19 LICENCING MATTERS

Committee had no objection to the licence application submitted by Grange Court, subject to the licence being for events only.

PH46/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 19th August 2019 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 6pm.

There being no other business the meeting closed at 6.40pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 19th August 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

ALSO PRESENT: Ward Cllrs Bartlett, Norman and Stone

OFFICER PRESENT: Town Clerk.

PH47/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece.

PH48/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH49/19 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.

PH50/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH51/19 QUESTIONS FROM THE PUBLIC

The following matter was raised:

- Safety Railings, Leominster Level Crossing – Cllr Stone informed Committee that although the work to replace the safety barrier had been scheduled to take place on 12th August 2019 there had been a further delay due to the number of parties involved. The works were to be undertaken by a specialist engineering company and the traffic management provided by another contractor. Balfour Beatty and Network Rail would also be involved. All that remained was for all the parties to co-ordinate to agree a date for the works to take place. All permissions were now in place. Thanks were extended to Cllr Stone for his continued efforts, which were fully supported by the Town Council.

PH52/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 5th August 2019 be agreed and signed as a correct record.

PH53/19 PLANNING

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

APPLICATION: P192796
SITE: Westwinds, Cholstrey Road, Leominster, HR6 8RT
DESCRIPTION: Application for approval of reserved matters following outline approval 160812/O. For 23 dwellings.
COMMENT: No objection subject to the following conditions:

- Ensure that the dwellings were affordable to both purchase and run as outlined in the application;
- Ensure that the Space Standard criteria were met for internal space within the new dwellings;
- Ensure that all car parking surfaces used a permeable material;
- Request that each dwelling be fitted with solar panels as standard;
- Ensure that the development met the requirements of the Herefordshire Core Strategy and the Leominster Area Neighbourhood Plan (Policy LANP 15)

APPLICATION: P183858
SITE: 29-31 South Street, Leominster, Herefordshire
DESCRIPTION: Proposed conversion and change of use of No. 29 South Street from retail unit to single residential apartment. Alterations to commercial unit at No. 31.
COMMENT: Recommend refusal for the following reasons:

- The proposal contained no information regarding the storage of waste;
- The dwelling did not have any access to any open space or an external yard;
- The proposal constituted over-development of an existing space;
- The proposal would result in the further loss of a commercial property in the town centre;
- The proposal does not conform with the Leominster Area Neighbourhood Plan, specifically Policies LANP 6 & 14.

APPLICATION: P192548
SITE: Land adjacent to Grovella, Green Lane, Leominster, Herefordshire, HR6 8QW
DESCRIPTION: Erection of a pair of semi-detached dwellings.

COMMENT: No objection.

APPLICATION: P192736
SITE: 12-16 High Street, Leominster, Herefordshire, HR6 8LZ
DESCRIPTION: Proposed HVAC system to be installed to existing Savers retail unit. 2 no. Toshiba A/C cassettes to be installed to sales floor ceiling, and 2 no. HVAC units to be installed at rear of unit.

COMMENT: No objection subject to neighbouring properties not being affected by any noise emissions.

APPLICATION: P192675
SITE: Upper House Farm, Upper Ivington, Leominster
DESCRIPTION: Application for prior notification of a proposed extension to an existing concrete yard.

COMMENT: Noted that this had been determined

PH54/19 DECISIONS

Committee noted the following planning decisions by Herefordshire Council:

APPLICATION: P181511
SITE: Land at Westbury House, Ryelands Road, Leominster, HR6 8NZ
DESCRIPTION: Proposed town centre garden mews house to enhance the setting of a listed building.
COMMENT: Recommend refusal to this application as it is within the Conservation Area, will be detrimental to the existing dwelling, is considered over-development of the site, is inappropriate development within a garden and will be detrimental to the local environment.

DECISION Approved with Conditions

APPLICATION: P192141
SITE: The Cedars - 3 Minera Gardens, Hereford Terrace, Leominster, Herefordshire, HR6 8N
DESCRIPTION: Retrospective application for car port.

COMMENT: No objection

DECISION Approved

APPLICATION: P192282
SITE: 1 The Meadows, Leominster, Herefordshire HR6 8QY
DESCRIPTION: Proposed extension

COMMENT: No objection

DECISION Approved with Conditions

PH55/19 HIGHWAYS AND PARKING MATTERS

(a) **Changes to Bus Services in Leominster** – Committee considered the proposed changes to various services in Leominster following receipt of

information from Herefordshire Council. Following discussion, it was

RESOLVED:

- To reiterate the Town Council's concerns that no consultation had been undertaken with either the Town Council or the users of the services affected;
- To request again that the implementation of these changes be deferred because of the lack of consultation, the lack of any timetables along the routes, making it extremely difficult for potential users to actually use the service, and a lack of notice to current users;
- To request clarification as to how the services were assessed as unviable, including clarification on whether bus pass users were included in any calculations;
- To request that both Herefordshire Council and Lugg Valley Travel attend a public meeting to discuss the future of public transport in Leominster on a date to be agreed.

It was noted that no timetables had been available on some routes for the last few months keeping users of the services in the dark and with no information regarding when the buses were running.

(b) Highway & Parking Matters – Committee considered the proposed traffic management improvement scheme by the Primary School. Following discussion, it was **RESOLVED:**

- To support the proposals as outlined;
- To encourage the school to review and update its School Travel Plan and consider implementing a walking bus scheme;
- To offer the school funding towards the proposed 20mph signage if required.

(c) The Hum – Committee noted that the annual catch-up meeting between the Town Council, BPI and Herefordshire Council had not yet been arranged.

PH56/19 LICENCING MATTERS

No comments were made regarding the resubmitted application for Grange Court.

PH57/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 9th September 2019 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 7:00pm.

There being no other business the meeting closed at 7.02pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 9th September 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rosser (Chair), Herschy, Preece, Rumsey and Thomas.

OFFICER PRESENT: Town Clerk.

PH58/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Williams.

PH59/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH60/19 HEREFORDSHIRE COUNCIL MEMBERS

No Herefordshire Council members were present.

PH61/19 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH62/19 QUESTIONS FROM THE PUBLIC

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

PH63/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 19th August 2019 be agreed and signed as a correct record.

PH64/19 PLANNING

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

APPLICATION: P192745

SITE: Nationwide, High Street, Leominster, HR6 8LZ

DESCRIPTION: Replacement of existing fascia and projecting sign to the rear, works to include the preparation and decoration of existing shopfront.

COMMENT: No objection.

APPLICATION: P192746

SITE: Nationwide, High Street, Leominster, HR6 8LZ

DESCRIPTION: Replacement of existing Fascia and projecting sign

COMMENT: No objection.

APPLICATION: P192970
SITE: LWC Ltd, Southern Avenue, Leominster HR6 0QF
DESCRIPTION: Non Material amendment to application 184577 (Proposed canopy at rear of site). Amendments - addition of vertical cladding to the rear elevation.
COMMENT: No objection.

APPLICATION: P192798
SITE: Land at Dukes Walk, Leominster
DESCRIPTION: Proposed erection of 2 dwellings (Part retrospective)
COMMENT: Recommend refusal for the following reasons:

- The proposal does not meet the quality of development required for Leominster and does not, therefore, meet the requirements for the standard and quality of build expected as set out in the LANP;
- The proposal is so far removed from the original application as to be unrecognisable;
- The proposed size of windows is unacceptable;
- The Town Council wishes to support all the objections raised with the Planning Authority, especially with regard to not meeting the requirements of Policy MT1 of the Core Strategy, materials not in keeping with the surrounding neighbourhood, noise and overlooking issues.

PH65/19 DECISIONS

Committee noted the following planning decisions by Herefordshire Council:

APPLICATION: P183702
SITE: Brunswick House, Hereford Road, Leominster HR6 8JS
DESCRIPTION: Proposed new build mews house.
COMMENT: Recommend refusal for the following reasons:

- Concern was expressed that the proposed access to the new property was too close to the existing entrance of the primary school and the school crossing;
- There were concerns regarding adequate site lines;
- The design of the proposal was out of keeping with neighbouring properties;
- The proposal did not meet the criteria set out in Policy LANP3, Small Scale Housing Development Needs in Leominster and Policy LANP19, New Build in Leominster.

DECISION Approved with Conditions

APPLICATION: P191109
SITE: Annexe, Walnut Tree Cottage, Brierley, Leominster, Herefordshire HR6 0NU

DESCRIPTION: Variation of Conditions 1 and 2 of planning permission 153707 (Variation of Conditions 2 and 3 of planning permission DCN990583/F) - current application to revert the granny annexe to holiday accommodation.

COMMENT: Recommend refusal to the proposed variation as the original permission granted was specific in its designation that the annexe should only be used as part of the main dwelling.

DECISION Approved with Conditions

APPLICATION: P192067

SITE: 1 Townsend Court, Leominster, HR6 8TD

DESCRIPTION: Tree 1. Common Yew is blocking the light to the council lamp post so the light in the lamppost stays on all day. Residents would like to either have the Yew tree sided so the light goes off or bring the height down to the same height as the top of the lamppost. The yew tree is multiple stemmed and has had an obvious crown reduction in the past.

COMMENT: Recommend this be refused for the following reasons:

- The tree is not blocking out any light;
- Thin back the tree round the lamppost;
- Reduce the tree as required.

DECISION Trees covered by TPO – consent granted.

APPLICATION: P192248

SITE: Land at Ford Bridge, Leominster, HR6 0NZ

DESCRIPTION: Proposed reconductoring of 3 spans of existing 11KV overhead line and upgrade to 3 Phase (3 wires)

COMMENT: No objection

DECISION No objection.

APPLICATION: P192342

SITE: Ivington Mill, Ivington, Leominster, HR6 0JH

DESCRIPTION: Replacement garage/car port.

COMMENT: No objection.

DECISION Approved with Conditions

APPLICATION: P192449

SITE: Cherries, 24 Osborne Place, Leominster HR6 8BW

DESCRIPTION: Proposed single storey extension which extend beyond the rear wall of the dwelling by 3.5 metres. The maximum height of the enlarged part of the dwellinghouse is 3.3 metres and the height of the eaves of the enlarged part of the dwellinghouse is 3 metres.

COMMENT: No objection. Request clarification as to whether this development required planning permission.

DECISION Prior approval not required.

It was **RESOLVED** to write to Herefordshire Council expressing disappointment and frustration that comments submitted by the Town Council on planning applications were often totally ignored even when the applications did not accord with the LANP.

PH66/19 HIGHWAYS AND PARKING MATTERS

- (a) **Changes to Bus Services in Leominster** – Committee noted the replies received regarding the bus service changes from Herefordshire Council.
- (b) **Highway & Parking Matters** – Committee considered the following any parking and highway matters:
- Parking on the Pavement – It was agreed to report issues of cars parking on the pavement and on double yellow lines near the entrance of the Broad Street car park causing obstruction along the pavement;
 - It was **RESOLVED** to reiterate the very poor state of the highway and pavements along the High Street to Herefordshire Council and request that urgent action be taken to address the change of levels along the pavement which has resulted in a number of falls;
 - It was agreed to request the Locality Steward to attend a walk round with the Chair of the Committee to discuss some of the issues in the town centre that were constantly being reported;
 - It was **RESOLVED** to write a letter to Central Government requesting financial support to enable the southern link road to be constructed as set out in the LANP;
 - Committee raised no objection to the proposed stopping up of the Highway on Waterworks Lane to help enable the development to take place.
- (c) **The Hum** – Committee noted that the annual catch-up meeting between the Town Council, BPI and Herefordshire Council would try to be arranged as soon as possible.

PH67/19 LICENCING MATTERS

Committee noted that no licencing applications had been received to consider.

PH69/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 7th October 2019 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP commencing at 7:00pm.

There being no other business the meeting closed at 7.40pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Tuesday 17th September 2019 commencing at 11:30am in the Stable Gallery, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Rumsey (Chair), Murdoch (Vice-Chair), Smith-Winnard, Sutcliffe and Thomas.

OFFICERS PRESENT: Town Clerk and TIC Manager

CE23/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Williamson.

CE24/19 DECLARATIONS OF INTEREST

There were no declarations of Interest made.

CE25/19 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE26/19 QUESTIONS FROM THE PUBLIC

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

CE27/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 24th July 2019 be agreed and signed as a correct record.

CE28/19 CLERK'S REPORT

Committee noted the following Clerk's report:

(a) **Drop in Surgeries** – Committee noted that Leominster Town Council was working alongside Stonewater, West Mercia Police - Safer Neighbourhood Team, Citizens Advice Bureau (CAB), Leominster Children's Centre, Marches Family Network and other support organisations to provide monthly drop-in surgeries at the Barons Cross Community Centre. These surgeries would be held every month from 1pm until 3pm as follows:

- 18th September 2019
- 16th October 2019
- 13th November 2019
- 11th December 2019

CE19/19 MARKET OFFICER'S REPORT

The Market Officer presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED**

- To note the report;
- To note that volunteers had been requested to support the Victorian Street Market taking place on 14th December 2019;

- To review whether the Farmers Market scheduled for January 2020 should be held due to poor attendance and weather.

CE20/19 TOURIST INFORMATION CENTRE

The Centre report was presented by the TIC Manager, Mrs Ding. Following discussion, it was **RESOLVED:**

- To note the report;
- To note that the production of the Black & White Village Trail leaflet was progressing;
- To note that the Tourism Association had now set up a new bank account.

The Committee formally congratulated Leominster in Bloom for achieving another Gold Award and for receiving the Queen's Award for Voluntary Services.

CE21/19 COMMUNICATIONS & EVENTS UPDATE

Committee considered the update report and, following discussion, **RESOLVED:**

- To note the report;
- To formally accept the quotation received from Millennium Quest to provide the Christmas Lights for Leominster for the next five years at a cost of £15,796, including the anchor testing;
- To clarify with Herefordshire Council whether it was intending to continue to charge an additional cost to close footpaths and roads;
- To fully support the proposed asset transfer of the bus station and part, or all, of the Etnam Street car park;
- To delegate authority to the Town Clerk to liaise with PulseFX regarding the Christmas Lights switch on ceremony and the 2020 Party in the Park;
- To develop and print an annual events leaflet for Leominster. The first would be produced ready for distribution in January 2020.

It was proposed, seconded and **RESOLVED** to request Council to support the purchase of a wireless Christmas Lights switch-on system as quoted by Millennium Quest at a cost of £4,854 + VAT to be funded from the Town Centre Reserves fund. The system would improve the consistency of the lights in the town centre and contribute towards additional footfall.

CE 22/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Committee would be held on Tuesday 12th November 2019 at 11:30am in the Old Stable Gallery, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 1:00pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 2nd September 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk.

FG12/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Marshall and Norman.

FG13/19 DECLARATIONS OF INTEREST

There were no declaration of interest made.

FG14/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG15/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG16/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 24th June 2019 be agreed and signed as a correct record.

FG17/19 CLERK'S REPORT

- (a) **Art Project Request** – Committee discussed supporting a new art project based primarily in Hereford and Leominster, exploring the work of Alfred Watkins, which was being developed by Salt Road. Following consideration, it was agreed to support the project providing resources such as meeting rooms, photocopying and promotion of the project through Council/TIC websites and social media accounts, provided the level of support was properly monitored.
- (b) **Funeral** – Committee noted that the funeral of ex-Mayor of Leominster, Brettina Meadows, would be held on 11th September at 9:00am at Hereford Crematorium.
- (c) **Polish Remembrance Service** – Committee noted that this would take place on Sunday 3rd November 2019 at 12 noon. This was an annual civic event and was now part of the civic calendar.
- (d) **Polish Friendship Initiative** – Committee noted that an initiative to develop a friendship with a town in Poland was currently being pursued.

Following discussion Committee agreed to appoint Cllrs Bartlett and Rumsey to help develop this initiative alongside members of the local community.

- (e) **Precept Setting** – Council noted that it needed to start considering its forecast expenditure and set its precept requirements for the coming financial year. In line with previous years, Herefordshire Council had requested that the precept request for 2020/21 be submitted by 31st December 2019 together with the breakdown of expenditure. It was acknowledged that this would need to be extended until 27th January 2019 when the Town Council met.
- (f) **Communications & Events Committee** – Committee noted the request to revise the date of the next Committee meeting scheduled to take place on 18th September. Committee Members would be requested to consider moving this and future meeting dates to a Monday, Tuesday or Thursday.

FG18/19 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee received the Income and Expenditure report presented. It was noted that a number of virements would be required from balances in due course.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the months of July 2019 amounting to £11,833.17 and August 2019 to date amounting to £62,581.01, inclusive of VAT.
- (c) **Revised Financial Regulations** – Committee considered the revised Financial Regulations drawn up by NALC. Following discussion, it was **RESOLVED:**
- To recommend that the revised Financial Regulations be submitted to Full Council for adoption;
 - To request NALC to draw up a regulation regarding ethical standards in line with the Financial Regulations, to include reference to modern slavery and child labour;
 - To consider the ethical standard for inclusion in the Council's Financial Regulations once received.
- (d) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
 - To review the membership of the LARC/Grange Court Task & Finish Group appointed at the next Full Council meeting to be held on 30th September 2019 due to the restricted availability of current appointees;
 - To appoint Cllrs Bartlett, Davies and Murdoch to the Budget Task & Finish Group to develop the 2020/21 Budget and update the Corporate Strategy and Medium Term Financial Plan. An additional Member from would be invited to sit on the Task & Finish Group at the Full Council meeting on 30th September 2019;

- To organise Code of Conduct training with the Herefordshire Council Monitoring Officer to take place prior to the Full Council meeting to be held on 25th November 2019 at 6pm;
- To note that the current vacancy on the Town Council would be filled by co-option at the Full Council meeting on 30th September 2019;
- To obtain further quotations to carry out a Housing Needs Survey to be undertaken in partnership with Herefordshire Council;
- To undertake a review of the Town Council's banking arrangements and obtain quotations from locally represented banks and the Unity Trust Bank to enable the future use of BACS payments.

FG19/19 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** – Committee noted that no grant applications had been received.
- (b) **CAB Report** – Committee noted the quarterly CAB report. It was agreed to request that an annual overview of the information be provided alongside the existing report and to ask CAB whether it would be in a position to provide support for EU citizens in the UK who were applying for settled status.
- (c) **Staff and Budget Report** – Committee discussed the Staff and Budget Report and, following discussion, **RESOLVED**:
- To note the report;
 - To note that the current Town Clerk would be retiring from Leominster Town Council on 31st March 2020;
 - To formally adopt the recruitment timetable. An initial advertisement would be developed and placed onto the SLCC and NALC websites followed by local advertisements;
 - To appoint an interviewing panel at the Full Council meeting on 30th September 2019;
 - To advertise the vacancy for a Financial Assistant as soon as possible;
 - To organise a meeting with Leominster Museum to discuss future arrangements. A Working Group would be appointed at the Full Council meeting on 30th September 2019;
 - To ratify the continuation of the current agreement to provide a curator for 10 hours per week funded by the Town Council up until 31st March 2020;
 - (Cllr Thomas left the meeting at 8:42pm)

- To arrange a meeting with the Council's contractor;
- To move forward with negotiations to secure a new depot on the Croft Business Park. A full report will be presented to Full Council at its meeting on 30th September 2019;
- To arrange a visit for Members to see the proposed depot building;
- To note the initial draft staffing budget proposals;
- To note the initial draft budget with an aim of presenting it for initial approval at the Full Council meeting to be held on 25th November 2019.

FG20/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 28th October 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:30pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 16th September 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies, Murdoch, Norman, Rumsey, Sutcliffe, Thomas and Williamson.

ALSO PRESENT: Nat Healy and Daisy Haywood (Red Kite Network Ltd), 2 PCSOs from the Safer Neighbourhoods Team and 13 members of the public.

OFFICERS PRESENT: Town Clerk & Grants & Projects Officer.

ES22/19 APOLOGIES FOR ABSENCE

No apologies were received. All members were present.

ES23/19 DECLARATIONS OF INTEREST

There were no declarations of interest made.

ES24/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES25/19 GRANGE OPEN SPACE MASTER PLAN

The meeting welcomed representatives from Red Kite Network Ltd who gave a presentation outlining the Grange Open Space Master Plan and consultation project that had been undertaken.

The presentation covered the following elements:

- Initial site analysis;
- Phase 1 consultation including methodology and results;
- Basis of concept design based on community, connections, wildlife and heritage;
- Phase 2 consultation including methodology and results;
- Final Master Plan with various proposals and options;
- Graphics showing the options that could be considered for the area;
- Outline cost amounting to an estimated total of £1,250,000;
- Next steps, including funding and income generation, detailed design and procurement, management and maintenance and risk management.

ES26/19 QUESTIONS FROM THE PUBLIC

13 members of the public were present. A residents meeting had been held and a number of concerns raised. A full response had been provided by the Town Council and was distributed in hard copy at the meeting. A number of questions were asked and various matters raised. These included:

- The proposals would cost a lot of money to implement. It was confirmed that the majority of funding would be sought from various external grant funding bodies;
- The area was currently not well maintained. It was confirmed that the Town Council set up a direct labour force that came into being on 1st April 2019. The Team was settling into its role and maintenance would improve significantly over the next few years;
- Concern was expressed at the poor maintenance of the churchyard specifically, and the amount of graves that were covered with brambles. This would be addressed over the winter;
- Concern was expressed that the proposed play area was larger than the current play area. It was confirmed that this was not the case. The area for play equipment had been reduced and the proposal was to remove the tarmac in the area;
- Concern was expressed that the proposals would encourage more people to use the area, which would result in an increase in noise. It was confirmed that mitigation to help reduce noise had been included in the plan by planting additional trees;
- Concern was expressed that the additional trees proposed would reduce the view from the play area. This would be reviewed once detailed plans had been developed;
- Concern was expressed that the proposals would encourage additional antisocial behaviour. There was good evidence to suggest that investment in public open spaces reduced rather than increased, antisocial behaviour. The SNT Team confirmed that they currently patrolled the area regularly and that the perception of antisocial behaviour was probably greater than the actual incidents recorded;
- Concern was expressed that the consultation exercise was not comprehensive enough. The full consultation plan was provided and would be available on the Town Council's website. The Town Council felt strongly that it had carried out a full and comprehensive consultation with the community of Leominster.

It was confirmed that the next stage of developing the Master Plan would be to prioritise projects, develop full designs, obtain quotations, identify funding, and carry out further consultation on each element of the project as it was developed.

It was reiterated that the Town Council would not be able to deliver notifications of future consultations to individual households, as it would be impossible to decide who should be directly communicated with and who would not be. There was also an issue of costs. However, the Town Council would work with the community to ensure that future consultations were promoted as comprehensively as possible.

Following the close of Public Open Session, the Committee went back into full session.

Following consideration, Committee **RESOLVED:**

- To formally adopt the Grange Master Plan in principle;

- Develop a Priority and Implementation Plan;
- Consider the next stages of developing the Master Plan at the next Committee meeting to take place on Monday 18th November 2019.

Committee wished to thank Mrs Womack, Grants and Projects Officer, for all her work towards the development of the Master Plan.

ES27/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 15th July 2019 be agreed and signed as a correct record.

ES28/19 CLERK'S REPORT

The following Clerk's report was noted:

- (a) **Ivington Harvest Festival** – Committee noted that an invitation had been received to attend this event on Sunday 13th October 2019 commencing at 11am at the Church. This was a robed event.
- (b) **Heritage High Streets Funding** – It was confirmed that Leominster was one of the 69 towns to be awarded funding from this initiative. The next stage of the initiative would be to develop a projects plan.

The Committee thanked Mrs Womack, Grants & Projects Officer, Cllr Bartlett and Herefordshire Council for all the work they had done to develop the Expression of Interest submission.

ES29/19 VERGE REPORT

Committee considered the draft verges report that outlined opportunities to develop additional wildflower meadows and verges in the parish of Leominster. It was agreed that the various options continue to be investigated, and that a Task & Finish Group of Cllrs Bartlett, Smith-Winnard and Williamson be appointed to develop proposals for consideration.

ES30/19 OPEN SPACES HIRE FORM

Committee reviewed the current Hire Form for the open spaces and, following consideration, **RESOLVED:**

- To add Terms and Conditions to the application form based on the current hire form;
- To add a condition regarding the use of drones and amend the hire charges to be on application;
- To recommend that the revised forms be submitted to Full Council for agreement.

ES31/19 COMMITTEE UPDATE REPORT

Committee considered the update report and **RESOLVED:**

- To note the report;

- To formally congratulate Leominster in Bloom for the achieving another gold award and for the Queens's Award for Voluntary Services;
- To contact the Environment Agency to ask for further details regarding the number of types of trees that may be available for planting. It was agreed to request small leafed lime trees;
- To agree to provide any additional funding for trees that may be required from the current Council budget;
- To contact The Herefordshire Tree Officer regarding the replacement copper beech tree behind the Bingo Hall;
- To obtain a further update from Binit Ltd regarding the implementation and take up of the cardboard waste recycling scheme;
- To begin to develop a response from the Town Council as to how it will address the Climate Emergency declared.

ES32/19 GROUNDS TEAM UPDATE

Committee considered and received the report presented at the meeting from the Grounds & Environmental Supervisor.

ES33/19 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider

ES34/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 18th November 2019 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 9:45pm.

CHAIR:

DATE:

ACCOUNTS PAID – SEPTEMBER 2019

DATE	PAYEE	REF	AMOUNT	DETAILS
02/09/2019	A McEwen	405246	£1,170.00	25th & 31st August contractor
02/09/2019	One Stop Drycleaners & Laundry Ltd	405247	£22.80	Laundry Holiday Flat
02/09/2019	Travis Perkins	405248	£71.76	Various sundries
02/09/2019	Herefordshire Council	405249	£180.00	Licensing Act Annual Fee
02/09/2019	Leominster News	405250	£120.00	Newsletter
02/09/2019	Microshade Business Consultants Ltd	405251	£876.00	Accounting Support
02/09/2019	Tallis Amos Group Ltd	405252	£183.84	Strimmer repairs
02/09/2019	Cllr Rumsey	405253	£19.00	Expenses, Deputy Mayor duties
02/09/2019	K W Warner Ltd	405254	£190.00	Vehicle repairs
02/09/2019	J Sharp	405255	£137.00	Woodthorpe Preserves TIC
02/09/2019	BOSS Ltd	405256	£79.16	Stationery/Copier 40986 & 157147
02/09/2019	National Express	405257	£125.79	Travel Tickets d15420190831
09/09/2019	Mrs S R Lindsay	405258	£31.16	Stock TIC
09/09/2019	Global Publications	405259	£21.56	Stock TIC 74
09/09/2019	One Stop Drycleaners & Laundry Ltd	405260	£88.90	Laundry 85,78,70,7
09/09/2019	Travis Perkins	405261	£57.09	Sundries AIM 458 & 329
09/09/2019	L A Dalton	405262	£24.32	Exhibition Payment
09/09/2019	Leominster Building Supplies	405263	£568.43	August Account
09/09/2019	Shine on Window cleaners	405264	£46.00	Window cleaning 3601
09/09/2019	Microshade Business Consultants Ltd	405265	£585.78	IT Support 12244
09/09/2019	Quickskip	405266	£89.40	Waste 139123
09/09/2019	Roundabout Stationery	405267	£81.58	Stationery 1631
09/09/2019	T H White Ltd	405268	£101.23	Machinery repairs E89530
09/09/2019	HVOSS	405269	£156.00	Bus support 19012
09/09/2019	APATH Ltd	405270	£169.26	Equipment 485102, 485652
09/09/2019	Keycraft Ltd	405271	£398.88	TIC stock 278497
09/09/2019	Vision ICT Ltd	405272	£104.40	Email Addresses 10065
09/09/2019	Rachel Williams	405273	£93.75	Financial assistance 453

09/09/2019	W L Dairies (Leominster) Ltd	405274	£9.52	Milk 3054240819
21/08/2019	D M Electrical Services	405275	£125.00	Security Light Inv 1542 replace
09/09/2019	One Stop Drycleaners & Laundry Ltd	405260	£32.70	Laundry Holiday Flat
12/09/2019	Salaries	405277-289	£15,799.93	Salary cheques
12/09/2019	HMRC	405290	£3,707.93	PAYE/Tax Sept 19
18/09/2019	Two Farmers	405291	£170.82	Inv 2500/1578 TIC Crisps
18/09/2019	Cancelled	405292	£0.00	
18/09/2019	Travis Perkins	405293	£1,097.83	New water heaters in toilets
18/09/2019	Cancelled	405294	£0.00	
18/09/2019	Kingfisher Visitor Guides	405295	£222.00	Advert for Flat
18/09/2019	W L Dairies (Leominster) Ltd	405296	£17.68	Milk 3054070919/3054140919
18/09/2019	HAGS-SMP Ltd	405297	£78.00	Play equipment parts
18/09/2019	Station Motors (Leo) Ltd	405298	£323.18	Vehicle repairs
18/09/2019	A McEwen	405299	£780.00	Toilet maintenance/repair
18/09/2019	Herefordshire Fire Protection Services Ltd	405300	£177.30	Fire Extinguisher maintenance
18/09/2019	Cleanmy	405301	£175.44	Cleaning Materials 523189/523273
18/09/2019	Red Kite Ltd	405302	£3,535.20	Grange Master Plan
18/09/2019	Cllr Thomas	405303	£56.30	Expenses
18/09/2019	Playhouse Cinema	405304	£504.60	Tickets
18/09/2019	Leominster Tourism Association	405306	£435.00	Reimbursement
18/09/2019	The Secondhand Warehouse	405305	£65.00	Bathroom cabinet
18/09/2019	Worcestershire County Council Pension Fund	405306	£5,328.46	September payment
			£38,434.98	

LEOMINSTER TOWN COUNCIL

MEETING SCHEDULE 2019/20 (Revised 30th September 2019)

October 2019	MEETING	TIME
Monday 7 th	Planning & Highways Committee	7:00pm
Monday 28 th	Finance & General Purposes Committee	7:00pm

Nov 2019	MEETING	TIME
Monday 4 th	Planning & Highways Committee	7:00pm
Tuesday 12 th	Communications & Events Committee	11:30am
Monday 18 th	Environment & Services Committee	7:00pm
Monday 25 th	Full Council	7:00pm

December 2019	MEETING	TIME
Monday 2 nd	Planning & Highways Committee	7:00pm
Monday 16 th	Planning & Highways Committee	6:00pm
Monday 16 th	Finance & General Purposes Committee	7:00pm

January 2020	MEETING	TIME
Monday 13 th	Planning & Highways Committee	7:00pm
Tuesday 14 th	Communications & Events Committee	11:30am
Monday 20 th	Environment & Services Committee	7:00pm
Monday 27 th	Full Council	7:00pm

February 2020	MEETING	TIME
Monday 3 rd	Planning & Highways Committee	7:00pm
Monday 24 th	Finance & General Purposes Committee	7:00pm

March 2020	MEETING	TIME
Monday 2 nd	Planning & Highways Committee	7:00pm
Tuesday 10 th	Communications & Events Committee	11:30am
Monday 16 th	Environment & Services Committee	7:00pm
Monday 23 rd	Planning & Highways Committee	7:00pm
Monday 30 th	Full Council	7:00pm

APRIL 2020	MEETING	TIME
Monday 6 th	Planning & Highways Committee	7:00pm
Monday 27 th	Finance & General Purposes Committee	7:00pm

MAY 2020	MEETING	TIME
Monday 4 th	Planning & Highways Committee	7:00pm
Saturday 9 th	Mayor Making Ceremony	6:00pm
Monday 11 th	Full Council follow on	7:00pm
Tuesday 12 th	Communications & Events Committee	11:30am
Monday 18 th	Environment & Services Committee	7:00pm