



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Tuesday 18th July 2017

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

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 24th July 2017** 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. POLICE REPORT

To receive the Police report. A police representative will be at the meeting.

5. NHS COMMUNITY HEALTH AND CARE ENGAGEMENT

A representative will be attending the meeting to outline the engagement process and seek Council views.

6. COUNCIL VACANCY

To note that an election has been called by ten residents and will be held on 7th September 2017. A timetable has been distributed.



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- 7. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public.
- 8. MINUTES OF THE PREVIOUS MEETINGS**
To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on the 13th and 15th May 2017 and 26th June 2017.
- 9. CLERK'S REPORT**
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.
- 10. COMMITTEE MEETINGS**
To approve the minutes of the following meetings held and ratify any decisions and recommendations reached:
 - Planning & Highways Committee – 22nd May, 5th and 19th June, 3rd and 17th July 2017;
 - Environment & Services Committee – 22nd May and 10th July 2017.
 - Communications & Events Committee – 12th June 2017
 - Finance & General Purposes Committee – 26th June 2017;
- 11. FINANCES**
 - (a) Accounts Paid Statement** – To receive the accounts paid to date statement for July 2017, which will be presented at the meeting.
 - (b) Financial Report** – To receive the attached Quarter One Financial Report. Please note this is subject to amendment following the quarterly financial healthcheck which will take place on Wednesday 19th July 2017.
- 12. REPORTS**
To receive reports from:
 - Representative on Outside Bodies;
 - Herefordshire Council Ward Members.
- 13. MAYORAL APPOINTMENTS**
To receive an update on Mayoral appointments attended by the Mayor.
- 14. DATE OF NEXT MEETING**
The next Leominster Town Council meeting will be held on Monday 25th September 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.
- 15. 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



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excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

- (a) **Property Report** – Please see the attached update report outlining progress at 11 Corn Square and the additional projects being developed at present by the Town Council.
- (b) **Grange Court** – Please see the attached report.

LEOMINSTER TOWN COUNCIL

Minutes of the Annual Leominster Town Council Mayor Making meeting held on Saturday 13th May 2017 commencing at 19:00 hours in the John Abel Room, Grange Court, Leominster HR6 8NL.

MEMBERS PRESENT: Councillors Bartlett, Barton, Davies, Freedland, Lacey, Marsh, Norman, A Pendleton, R Pendleton, Preece, Rosser, Rumsey and Thomas.

OFFICERS PRESENT: Town Clerk.

Prior to the formal commencement of the meeting, the outgoing Mayor of Leominster, Cllr Angela Pendleton, presented Civic Awards to the following recipients for their invaluable contribution to Leominster:

- Mrs Janet Tedd for her role in voluntary activities throughout the town;
- Mrs Wendy Rulton for her role in voluntary activities throughout the town;
- Mrs Cathy Griffiths for her service with the Town Cadets;
- Mr Karl Griffiths for his service with the Town Cadets;
- Mrs Dot Lloyd for her role in voluntary activities throughout the town;
- Mr Richard Brookman for his role in voluntary activities throughout the town and as Town Crier.

Cllr A Pendleton presented a short speech and formally thanked all those who had supported her through her mayoral year.

01/17 ELECTION OF TOWN MAYOR FOR THE 2017/18 CIVIC YEAR

Nominations were invited for the position of Mayor.

Cllr Roger Pendleton was proposed by Cllr Thomas and seconded by Cllr Marsh. No other nominations were received.

It was unanimously **RESOLVED** that Cllr Roger Pendleton be elected Mayor of Leominster for 2017/18.

Following election, the outgoing Mayor, Cllr Angela Pendleton, and the newly elected Mayor, Cllr Roger Pendleton, left the Chamber to exchange Mayoral Robes and the Chain of Office.

02/17 DECLARATION OF ACCEPTANCE OF OFFICE

Council **RECEIVED** Cllr Roger Pendleton's Declaration of Acceptance of Office as the newly elected Mayor of Leominster.

Cllr R Pendleton then thanked everyone for their support and outlined his aspirations for the forthcoming year.

03/17 ELECTION OF DEPUTY MAYOR FOR THE 2017/18 CIVIC YEAR

Nominations were invited for the position of Deputy Mayor.

Cllr Jenny Bartlett was proposed by Cllr Davies and seconded by Cllr Rosser. No other nominations were received.

It was unanimously **RESOLVED** that Cllr Jenny Bartlett be elected Deputy Mayor of Leominster for 2017/18.

Following election, the newly elected Deputy Mayor, Cllr Jenny Bartlett, left the Chamber to robe and put on the Deputy Mayor's Chain of Office.

04/17 DECLARATION OF ACCEPTANCE OF OFFICE

Council **RECEIVED** Cllr Jenny Bartlett's Declaration of Acceptance of Office as the newly elected Deputy Mayor of Leominster.

05/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Burke, Herschy and Taylor.

06/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

07/17 APPOINTMENT OF THE MAYOR'S CONSORT

The Mayor informed the meeting that his Consort for 2017/18 would be Cllr Angela Pendleton.

08/17 APPOINTMENT OF THE MAYOR'S CHAPLAIN

The Mayor formally invited Rev'd Kneen to be the Mayor's Chaplain for 2017/18. Rev'd Kneen had previously accepted the appointment.

09/17 APPOINTMENT OF THE SERGEANT AT ARMS AND MACE BEARERS

The Mayor formally invited Mr Mick Meredith, to hold office as Sergeant at Arms for the year. Mr Meredith accepted the appointment.

The Mayor formally invited Mr Frank Barber and Mr Kenneth Jones to hold office as Mace Bearers for the year. Both Mr Barber and Mr Jones accepted the appointment.

10/17 APPOINTMENT OF THE CIVIC ALE TASTER, FISH TASTER AND BREAD WEIGHER

The Mayor formally invited Mr David Minton to hold office as Official Ale Taster for the year. Mr Minton accepted the appointment.

The Mayor formally invited Mr John Stirling to hold the office of Official Fish Taster for the year. Mr Stirling accepted the appointment.

The Mayor formally invited Mr Barry Simmons to hold the office of Official Bread Weigher for the year. The appointment was accepted on Mr Simon's behalf.

11/17 MAYORAL CHARITY FOR 2017/18

The Mayor announced that the Janice & Peter McCaull Trust would be the Mayor's Charity for 2017/18.

12/17 ADJOURNMENT OF THE ANNUAL MEETING

Council **RESOLVED** to adjourn the meeting until Monday 15th May 2017 at 7.00pm in the Council Chamber, 11 Corn Square, Leominster HR6 8YP, when the rest of the business outstanding would be considered.

The Mayor thanked everyone for their attendance and closed the meeting at 7.45pm.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

Minutes of the reconvened Annual Town Council Meeting of Leominster Town Council held on Monday 15th May 2017 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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

OFFICER PRESENT: Town Clerk.

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

13/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Taylor (work).

14/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

15/17 REQUESTS FOR DISPENSATIONS

One request for dispensation had been received but was turned down as the Council remained quorate without granting dispensations to allow it to conduct its business.

16/17 QUESTIONS FROM THE PUBLIC

Two members of the public were present and the following representation was made:

- A request to carry out annual maintenance in Cockcroft Lane was acknowledged. This would be passed on to Herefordshire Council for action.

17/17 MINUTES OF THE PREVIOUS TOWN COUNCIL MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 17th March 2017 and 26th April 2017 be agreed and signed as a correct record.

18/17 MINUTES OF COMMITTEE MEETINGS HELD

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

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 10th April and 8th May 2017 and authorise the decisions and recommendations contained therein.

Minute PH179/16 – It was **RESOLVED** to submit the following additional conditions that had been drawn up following the site visit on Friday 12th May 2017:

- To align the access into the site to ensure that good visibility splays are in place;

- To consider placing double yellow lines at the access of the site to ensure highway safety;
- To provide hammer head turning points by plots 7 and 10;
- To connect the site with the play area in Ropewalk Avenue and to provide a sum within S106 to significantly improve the play area;
- To consider Leominster Town Council taking over the management and maintenance of the open space on the site and the play area in Ropewalk Avenue;
- To transfer the S106 play area funding to Leominster Town Council to enable it to redevelop the play area site in Ropewalk Avenue and to provide further upgrades to play areas on Ginhall Green open space;
- That consideration be given to widening the highway at the junction of Ropewalk Avenue and Westcroft to enable better through flow of traffic either side of the junction;
- To address any further issues raised by local residents who may be affected by the development.

(b) Finance & General Purposes Committee – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 24th April 2017 and authorise the decisions and recommendations contained therein.

19/17 APPOINTMENT OF COMMITTEES

Council **RESOLVED** to appoint the following Committees to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee

20/17 COMMITTEE SCHEME OF DELEGATION & TERMS OF REFERENCE

Council **RESOLVED** to adopt the new Committee Scheme of Delegation and Committee Terms of Reference, in line with the revised Council structure, to assist in conducting the business of Council:

- Planning & Highways Committee
- Environment & Services Committee
- Finance & General Purposes Committee
- Communications & Events Committee

21/17 APPOINTMENT OF COMMITTEE MEMBERS

Council **RESOLVED** to appoint the following Members to sit on the Standing Committees:

PLANNING & HIGHWAYS COMMITTEE		
Mayor: Cllr R Pendleton	Deputy Mayor: Cllr Bartlett	Cllr Rosser
Cllr Barton	Cllr Herschy	Cllr Rumsey
Cllr Davies	Cllr Preece	Cllr Thomas
Cllr Freedland	Cllr A Pendleton	

ENVIRONMENT & SERVICES COMMITTEE		
Mayor: Cllr R Pendleton	Deputy Mayor: Cllr Bartlett	Cllr Preece
Cllr Burke	Cllr Herschy	Cllr A Pendleton
Cllr Davies	Cllr Marsh	Cllr Thomas
Cllr Lacey	Cllr Norman	

FINANCE & GENERAL PURPOSES COMMITTEE		
Mayor: Cllr R Pendleton	Deputy Mayor: Cllr Bartlett	Cllr Rosser
Cllr Burke	Cllr Norman	Cllr Rumsey
Cllr Freedland	Cllr Preece	Cllr Taylor
Cllr Marsh	Cllr A Pendleton	

COMMUNICATIONS & EVENTS COMMITTEE		
Mayor: Cllr R Pendleton	Deputy Mayor: Cllr Bartlett	Cllr Rosser
Cllr Lacey	Cllr Norman	Cllr Rumsey
Cllr Herschy	Cllr A Pendleton	Cllr Thomas

The relevant Committees will consider the appointment Task & Finish Groups as considered appropriate.

22/17 STANDING ORDERS AND FINANCIAL REGULATIONS

Council **RESOLVED** to adopt Standing Orders for 2017/18 with no amendments.

It was **RESOLVED** to adopt Financial Regulations for 2017/18 subject to the following amendments:

- Change references to Chairman of the Council to Mayor;
- Change Finance Committee to Finance & General Purposes Committee;
- To formally appoint the Chair and Vice Chair of the Finance & General Purposes Committee to undertake regular informal internal audits as part of the Financial Regulations requirements (Clause 2.2).

23/17 APPOINTMENT TO OUTSIDE BODIES

Council **RESOLVED** to appoint the following Council representatives to represent Leominster Town Council on Outside Bodies:

OUTSIDE BODY	APPOINTED REPRESENTATIVES
Local Area Neighbourhood Plan Working Group	RESOLVED to oversee final completion by the Planning & Highways Committee
Market Towns Forum (3 positions)	Cllrs Norman, A Pendleton, R Pendleton & the Clerk
Herefordshire Association of Local Councils (1 position)	Cllr A Pendleton
Hester Clarke Almshouses Trustees (2 positions appointed to 2019)	Cllrs Davies and A Pendleton
Leominster District Community Association (2 positions)	Cllrs Thomas & A Pendleton
Leominster Festival Committee (1 position)	Deputy Mayor

Shopmobility (1 position)	Cllr Rumsey
Leominster Regeneration Company Ltd (LARC) (2 positions appointed to 2019)	Cllrs Bartlett and A Pendleton
Leominster Folk Museum (2 positions) Four year tenure (2019)	Cllrs Davies and Norman
Leominster in Bloom (2 positions)	Cllrs Lacey & Thomas
Fairtrade Group (1 position)	Cllr Norman
Leominster Town Football Club (1 position)	Cllr Rumsey
S&A produce Liaison Group (2 positions)	Cllrs A Pendleton and Davies
Janice & Peter McCaull Trust (4 positions appointed to 2019)	Cllrs Norman, Taylor, Rumsey & Thomas. Mr Ken Jones was also an appointed Trustee.
Youth Champions	Cllrs Taylor
Hereford City of Culture Representative (1 position)	Cllr Marsh
Leominster Business Group	Cllr Lacey with Cllr Rumsey as stand-in.

24/17 REVIEW OF LAND AND ASSETS

Following consideration, Council **RESOLVED** to adopt the revised inventory of the Town Council's land and assets. It was noted that the asset register was currently being revised and would be subject to further change.

25/17 INSURANCE COVER

It was **RESOLVED** that the annual insurance cover for the Town Council for the next two years provided by Zurich Insurance be confirmed.

26/17 ANNUAL SUBSCRIPTIONS

Council **AGREED** to ratify Council's annual subscriptions to the National Association of Local Councils, Herefordshire Association of Local Councils, the Society of Local Council Clerks, the Institute of Local Council Clerks and the National Association of British Market Authorities and any other subscriptions as considered appropriate.

27/17 COUNCIL COMPLAINTS PROCEDURE

Council **RESOLVED** to adopt the Town Council's Complaints Procedure without amendment.

28/17 FREEDOM OF INFORMATION

Council **RESOLVED** to adopt Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 without amendment.

29/17 COMMUNICATIONS POLICY

It was proposed by Cllr Rosser, seconded by Cllr Freedland and **RESOLVED** to adopt the Council's revised Communications Policy.

30/17 STAFF TRAINING POLICY

It was proposed by Cllr Rosser, seconded by Cllr Freedland and **RESOLVED** to adopt the Council's Staff Training Policy. It was noted that an induction session for Councillors was currently being developed and it was agreed to invite Mrs Wilcox, HALC, to provide some basic training to the Town Council in Leominster.

31/17 LONE WORKER POLICY

It was proposed by Cllr Rosser, seconded by Cllr Freedland and **RESOLVED** to adopt the Council's revised Lone Worker Policy subject to the agreed amendment relating to completion of site visits.

32/17 MEETING SCHEDULE

Council **RESOLVED** to adopt the Town Council's meeting schedule for 2017/18 with minor amendments.

33/17 FINANCES

Accounts Outstanding – Following consideration, it was **RESOLVED** to pay all outstanding accounts for April 2017 amounting to £89,339.83 and May 2017 to date amounting to £55,716.98 including VAT.

34/17 20mph ZONE

Council considered the request to support a 20mph zone by the school to help address issues around speeding vehicles, inappropriate parking and child safety.

Following discussion Council **RESOLVED** to support the proposal to create a 20mph zone by the Primary School which would be submitted to Herefordshire Council for consideration. Support would also be requested from the school and the Community Hospital.

35/17 REPORTS

The following reports were **RECEIVED**:

Cllr Stone presented the following report:

- A warm welcome was extended to the two new Town Councillors;
- Thanks were extended to Cllr A Pendleton for her Mayoral Year;
- Best wishes to the new Mayor and Deputy Mayor were extended;
- Full support was given for the proposed 20mph zone at the school;
- 108 Neighbourhood Plans have now been adopted in the County;
- No further reductions of bus services are planned at present;
- The upgrading of street lighting to LEDs is now complete;
- Action is being taken to address the issue of potholes with some additional government funding being secured.

Cllr Norman presented the following report:

- Concerns continue to be raised regarding the highway infrastructure and the issue of potholes;
- The issue of flytipping at Barons Cross continues;

- There is also an issue of speeding at barons Cross and alternative ways to reduce speeding vehicles is being investigated;
- Work continues on revising Herefordshire Council's constitution and comments have been submitted to the City of Culture bid from the Market Towns Forum;
- A request to Councillors to consider volunteering to become a Primary School Governor was made. Anyone interested should contact Cllr Norman or the school directly;
- Best wishes to the new Mayor and Deputy Mayor were extended.

It was **AGREED** that a report be produced regarding options to help reduce speeding vehicles and submitted to the Planning & Highways Committee for consideration.

Cllr Bartlett presented the following report:

- A briefing of possible rural development sites had been given as part of the neighbourhood Development Plans being progressed. A Rural Sites policy would be developed;
- The Overview & Scrutiny Committee had recently assessed the School Key performance Indicators and schools within the County were doing well;
- A cyber security briefing was held;
- Balfour Beatty gave a Members briefing on the 2017/18 Maintenance Plan.

Cllr Marsh presented the following report:

- An intensive induction programme had been provided and she would be attending her first Full Council meeting in May 2017.

Updates were received from the following representatives:

- Cllr Davies, Hester Clarke Almshouses – All units had now been filled;
- Cllr Thomas – The Community Centre had endured a financial loss due to issues refurbishing the toilets. The Railway Station café was now open and the Mayor would be officially opening it;
- Cllr Lacey, Leominster in Bloom – The plans for the 2017 entry were progressing well and the Committee was positive;

Cllr A Pendleton, outgoing Mayor, presented the following report:

- A full report of engagements attended was received by Council;
- She had taken part in the Police Ride Along scheme and presented a report to Members for information;
- It was suggested that a reception be hosted by Council in 2018 when the May Fair opened.

36/17 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information it was **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the

respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Additional Planning Item** – Council noted the draft proposals for additional development in Leominster and agreed that a pre-application meeting should be set up with Ward Councillors and the Town Council to discuss the draft proposals and find out further information.

37/17 SYDONIA TENDERS

Council considered the appointment of a suitable contractor to undertake works at Sydonia Play Area. Eight tenders had been received and all had been assessed by the Task & Finish Group appointed.

Following discussion it was **RESOLVED**:

- That the presentation from the Task & Finish Group be noted;
- That HAGS/SMP be appointed as the preferred contractor to develop the Sydonia Play Area.

38/17 REVISED FUNDING AGREEMENT

Council considered the report presented regarding the revised funding agreement with the Leominster Area Regeneration Company. Following consideration it was **RESOLVED**:

- That the report be noted;
- That the current agreement be amended to formally allow the £7,000 Leominster Town Council grant to meet LARC core funding.

39/17 PROPERTY & ASSETS REPORT UPDATE

Council considered the property and assets update report presented and, following consideration, it was **RESOLVED** that the report be noted.

40/17 PERSONNEL REPORT UPDATE

Council considered the Personnel Update report presented and, following consideration, it was **RESOLVED** that the report be noted and actions taken ratified.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 21:50 hours.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

Minutes of the Special Leominster Town Council Meeting held on Monday 26th June 2017 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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

OFFICER PRESENT: Town Clerk.

Prior to the commencement of the meeting Members observed a minutes silence in memory of Ex-Mayor, Mr Dennis Sansom, and the previous Sergeant at Arm of 20 years standing, Mr Dennis Wright, who recently passed away.

41/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barton (holiday), Herschy (holiday) and Preece (illness)

42/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

43/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

44/17 END OF YEAR ACCOUNTS 2016/17

- (a) **Annual Governance Statement** – Council considered the Annual Governance Statement presented and, following consideration, it was proposed by Cllr Rosser, seconded by Cllr Rumsey and **RESOLVED** to formally adopt the Annual Governance Statement for 2016/17. The Statement was duly signed by the Mayor and Clerk/RFO.
- (b) **Annual End of Year Accounts** – Council considered the 2016/17 End of Year accounts presented.

Following consideration it was proposed by Cllr Thomas, seconded by Cllr Davies and **RESOLVED** to formally approve the 2016/17 End of Year accounts. The Accounts were duly signed by the Mayor and Clerk/RFO.

45/17 CODE OF CONDUCT

Council considered the revised Herefordshire Council Code of Conduct and noted that the Herefordshire Association of Local Councils had advised member parish councils not to adopt the new Code of Conduct which Herefordshire Council had adopted for its own Ward Councillors.

Following consideration it was proposed by Cllr Freedland, seconded by Cllr Marsh and **RESOLVED** that Leominster Town Council formally adopts the new Code of Conduct.

The main changes to the new Code were as follows:

- Simplified framework;
- Gifts and hospitalities now formed part of the register of interests and had reduced to £20;
- A new description of registrable interests known as schedule 2 interests;
- Other declarable interests had been simplified clarifying that if such an interest arises there was a requirement to leave the room and not participate.

It was agreed that the new register of interests forms be requested from Herefordshire Council and completed by all members.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 19:20 hours.

MAYOR

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 22th May 2017 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett, Barton, Davies, A Pendleton, R Pendleton, Rosser, Rumsey and Thomas.

ALSO PRESENT: Ward Cllr Stone.

OFFICERS PRESENT: Town Clerk.

PH01/17 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Thomas was proposed by Cllr A Pendleton and seconded by Cllr Barton. There being no other nominations, Cllr Thomas was formally elected Chair of the Planning & Highways Committee.

PH02/17 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Rosser was proposed by Cllr Davies and seconded by Cllr Barton. There being no other nominations, Cllr Rosser was formally elected Vice-Chair of the Planning & Highways Committee.

PH03/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Freedland, Herschy and Preece.

PH04/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Rosser: P171451 (employee)

PH05/17 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH06/17 QUESTIONS FROM THE PUBLIC

There were no members of the public in attendance. No matters were raised.

PH07/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 8th May 2017 be agreed and signed as a correct record.

PH08/17 THE LEOMINSTER HUM

There was no further update available. A meeting with BPI was scheduled to take place on Friday 9th June 2017.

PH09/17 PLANNING APPLICATIONS

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

- APPLICATION:** P164109
SITE: 45a to 47 West Street, Leominster, HR6 8EP
DESCRIPTION: Redevelopment of existing site for a mixed use of residential and commercial.
COMMENT: No objection
- APPLICATION:** P171451
SITE: Morrisons Supermarket, Leominster, HR6 8RH
DESCRIPTION: Rebranding external signwork.
COMMENT: No objection
- APPLICATION:** P171552
SITE: The Gables, 138 South Street, Leominster, HR6 8JN
DESCRIPTION: Works to Lime Tree
COMMENT: No objection subject to the views of the Parish Tree Warden.
- APPLICATION:** P171599
SITE: Land of Ebnall Close, Leominster, Herefordshire
DESCRIPTION: Removal of Condition 7 of permission 141006/F (construction of 4 self contained units) re surface water connection.
COMMENT: No objection
- APPLICATION:** P171601
SITE: 8 School Lane, Leominster, Herefordshire, HR6 8AA
DESCRIPTION: Proposed conversion of upper floors into self contained flat.
COMMENT: No objection
- APPLICATION:** P171697
SITE: 8 School Lane, Leominster, Herefordshire, HR6 8AA
DESCRIPTION: Proposed conversion of upper floors into self contained flat.
COMMENT: No objection

PH10/17 DECISIONS

The following grants and refusals were noted:

- APPLICATION:** P170919
SITE: Sundale, Newlands Drive, Leominster, Herefordshire, HR6 8PR
DESCRIPTION: Proposed rear extension to form utility room with

- conservatory.
COMMENT: No objection.
DECISION: Approved with conditions
- APPLICATION:** P170996
SITE: Broadward Hall, Hereford Road, Leominster, Herefordshire, HR6 8QG
DESCRIPTION: Proposed steel portal framed building extension, making off an existing cattle stock building.
COMMENT: No objection.
DECISION: Approved
- APPLICATION:** P170930
SITE: Morrisons Supermarket, Leominster, Herefordshire, HR6 8RH
DESCRIPTION: Glazed entrance lobby extension to existing supermarket.
COMMENT: No objection.
DECISION: Approved.
- APPLICATION:** P170795
SITE: Rowan House, 13 Danesfield Drive, Leominster, Herefordshire, HR6 8HW
DESCRIPTION: Proposed domestic single storey side and rear extension and associated alterations.
COMMENT: No objection.
DECISION: Approved with conditions
- APPLICATION:** P170654
SITE: 103 Bargates, Leominster, Herefordshire, HR6 8QS
DESCRIPTION: Proposed rear extension.
COMMENT: No objection.
DECISION: Approved with conditions.
- APPLICATION:** P170595
SITE: The Lilacs, Laundry Lane, Leominster, HR6 8JT
DESCRIPTION: Removal of condition 3 (DCNC2006/2898/F) creation of an ancillary annexe. Remove condition in order to separate into two properties.
COMMENT: Insufficient information had been provided to enable an informed comment to be made. It was agreed to defer this item until additional information had been provided.
DECISION: Approved
- APPLICATION:** P170524
SITE: Land at Brick House Farm, Brierley, Leominster, Herefordshire, HR6 0NT
DESCRIPTION: Approval of Reserved Matters for access, layout, landscaping, scale and appearance (P160553/0).
COMMENT: No objection in principle but it was noted that the proposed drive which is proposed to be 3.6 metres wide

was not wide enough to enable two cars to pass by each other and was therefore too narrow.

DECISION: Approved with conditions.

APPLICATION: P163445

SITE: Land at Eaton Hill, Leominster, Herefordshire, HR6 0DG.

DESCRIPTION: Proposed dwelling.

COMMENT: No objection

DECISION: Approved with conditions

PH11/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the revised maps were still awaited. Final amendments would be drawn up in the next three weeks prior to a final public consultation being held.

PH12/17 HIGHWAYS AND PARKING MATTERS

No matters were raised.

PH13/17 DATE OF NEXT MEETING

Committee noted that its next meeting would be held on Monday 5th June 2017 at **19:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the meeting closed at 6:26pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 5th June 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett, Barton, Davies, Herschy, Preece, Rosser, Rumsey and Thomas.

ALSO PRESENT: One member of the public.

OFFICERS PRESENT: Town Clerk.

PH14/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Freedland, A Pendleton (civic event) and R Pendleton (civic event).

PH15/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Rosser: P171592 (employee)

PH16/17 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH17/17 QUESTIONS FROM THE PUBLIC

There was one member of the public in attendance. No matters were raised.

PH18/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 22nd May 2017 be agreed and signed as a correct record.

PH19/17 THE LEOMINSTER HUM

Committee was reminded that a meeting with BPI was scheduled to take place on Friday 9th June 2017 at the BPI factory at 10am. Cllrs Bartlett, Rumsey and R Pendleton would be attending.

PH20/17 PLANNING APPLICATIONS

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

APPLICATION: P171574

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

DESCRIPTION: Number 44 – Change of use from commercial offices to a residential dwelling on 1st and 2nd floor and loft space with internal modifications. Number 44a – refurbishment of ground floor residential flat. Works to include

demolition of outhouse to accommodate staircase from the upstairs balcony, replacement windows/doors to both properties. Possible vehicular access from adjacent property to rear.

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

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

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

APPLICATION: P171592
SITE: Petrol Filling Station, Morrisons Supermarket, Barons Cross Road, Leominster, Herefordshire, HR6 8RG
DESCRIPTION: Variation of condition 2 following grant of planning permission (163078) position of entrance doors moved with new glazing layout and the addition of an ATM.
COMMENT: No objection.

APPLICATION: P171638
SITE: Land at Westfield Farm, Cobnash, Kingsland
DESCRIPTION: Proposed Funeral Directors
COMMENT: No objection.

APPLICATION: P171709
SITE: 12 Millers Close, Leominster, HR6 8BP
DESCRIPTION: Proposed garage
COMMENT: No objection.

PH21/17 DECISIONS

The following grant was noted:

APPLICATION: P171248
SITE: 1 Dishley Court, Newtown, Leominster, Herefordshire
HR6 8QD
DESCRIPTION: Amendments to 161550/L - Single storey rear extension
- replace aluminium fascia and soffit and replace with
painted timber.
COMMENT: No objection.
DECISION: Approved

PH22/17 HIGHWAYS AND PARKING MATTERS

The following matters were raised:

- (a) **Residents Parking Request, Worcester Road** – Committee was informed that residents in Worcester Road were seeking support to submit a request to implement a residents parking scheme in this location. Following consideration Committee **RESOLVED** to support this request.
- (b) **461 & 507 Bus Services** – Committee noted that discussions were currently taking place to see whether it was practical to connect these two services and replace the Kington to Leominster service now that all the banks had closed in Kington. Both the bus company and Herefordshire Council were open to the change but there were some issues to resolve including the ability to use bus passes on the new route. No decision would be made until September 2017. Further updates would be provided when available.

PH23/17 DATE OF NEXT MEETING

Committee noted that its next meeting would be held on Monday 19th June 2017 at **19:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the meeting closed at 7:29pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

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

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

ALSO PRESENT: Ward Councillor Marsh and two members of the public.

OFFICER PRESENT: Town Clerk.

PH24/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Rosser (work), A Pendleton and Preece.

PH25/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH26/17 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received. It was noted that a resolution to give dispensation to Town Councillors who were also County Councillors would be included on future agendas for consideration.

PH27/17 QUESTIONS FROM THE PUBLIC

There was two member of the public in attendance. Representations were received under Minute PH29/17.

PH28/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 5th June 2017 be agreed and signed as a correct record, subject to the agreed amendment.

PH29/17 THE LEOMINSTER HUM

Committee received an update following the meeting held on Friday 9th June 2017 at the BPI factory. Cllr R Pendleton presented the report from the meeting, which would be made public once the content had been agreed with BPI. Further information regarding the concerns raised regarding planning permissions for the site had been received from Herefordshire Council. The response indicated that the previous planning history of the site confirmed that Classes B1, B2 and B8 were in place.

Mitigation works had been estimated at approximately £500,000 and would require planning permission, so there would be further opportunities for residents to respond.

The Town Council was requested to continue to support the residents to deal with the issues of low frequency noise which they considered to be a public health matter.

Thanks were extended to the Council for its efforts to date.

PH30/17 PLANNING APPLICATIONS

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

APPLICATION: P171860
SITE: 94 Bargates, Leominster, HR6 8QT
DESCRIPTION: Proposed removal of a conservatory and the erection of an orangery.
COMMENT: No objection

APPLICATION: P171309
SITE: Land off Westcroft, Leominster,
DESCRIPTION: Application for approval of Reserved Matters following Outline Approval ref: 150812 for 20 No Dwellings.
COMMENT: Committee resolved to submit the following comments:

- Committee wishes to support the requirements highlighted by the Principal Leisure and Countryside Recreation Officer for the provision of Public Open Space (250 square metres) and Play Provision (500 square metres) as required by Core Strategy Policies OS1 and OS2;
- In order to achieve the above provision it is recommended that consideration be given to removing the dwelling from Plot 28 on the amended Plan or Plot 30 on the superseded plan, and allocate that for a play area. This would also enable 29 dwellings to be developed;
- The above play area should then be linked by steps and a gate to the play area in Ropewalk Avenue to increase play provision for both the site and the area;
- The footpath running along the eastern boundary of the site should be widened to improve pedestrian access and improve local linkages. This meets with the aspirations of the Leominster Area neighbourhood Plan, currently at Regulation 14;
- The Town Council reiterates its offer to manage and maintain the open spaces and play area subject to the allocation of S106 funding and the formal transfer of the land;
- That all hard surfacing be porous and permeable to help alleviate potential flooding issues and improve drainage.

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

APPLICATION: P162556
SITE: Land west of Eaton Hill, Leominster
DESCRIPTION: Erection of two poultry units, feed bins, widening of existing access, new access track and associated development.
COMMENT: Recommend refusal for the following reasons:

- The proposal will drain into the River Lugg which is unacceptable and is a health hazard;
- The Town Council wishes to support the objections lodged by the Woodland Trust;
- The proposal will create unacceptable levels of noise, smell and pollution in a sensitive area;
- The proposal is considered inappropriate development in this area due to its close proximity to residential development and a residential Home for the elderly;
- Committee agreed to reiterate its previous comments.

APPLICATION: P171749
SITE: 72 Bargates, Leominster, HR6 8QS
DESCRIPTION: Proposed drive way parking to and dropped kerb to front of house.
COMMENT: No objection provided the tree identified is protected.

APPLICATION: P171820
SITE: 12 Perseverance Road, Leominster, HR6 8QR
DESCRIPTION: Remove existing garage and replace with conservatory. Erect new garage on drive.
COMMENT: No objection

PH21/17 DECISIONS

The following approvals were noted:

APPLICATION: P171308
SITE: 15 Croft Street, Leominster, Herefordshire, HR6 8LA
DESCRIPTION: Two storey rear extension
COMMENT: No objection.
DECISION: Approved with conditions

APPLICATION: P171366
SITE: Highfield, Newtown, Leominster, Herefordshire HR6 8QD
DESCRIPTION: Single side extension to form garden room and single storey rear extension to enlarge utility room.

COMMENT: No objection.
DECISION: Approved

APPLICATION: P171599
SITE: Land of Ebnall Close, Leominster, Herefordshire
DESCRIPTION: Removal of Condition 7 of permission 141006/F (construction of 4 self contained units) re surface water connection.

COMMENT: No objection
DECISION: Approved

APPLICATION: P171394
SITE: Hillcrest, 143 Bargates, Leominster, HR6 8QS
DESCRIPTION: Works to a tree in a conservation area. T1, T2 & T3
COMMENT: No objection.
DECISION: Trees in a conservation area – works can proceed

APPLICATION: P171045
SITE: 113 Bargates, Leominster, Herefordshire, HR6 8QS
DESCRIPTION: Proposed dropped kerb to provide access to newly created parking area in front garden area.
COMMENT: No objection provided the drainage concerns that have been raised are addressed.
DECISION: Approved with conditions

PH22/17 HIGHWAYS AND PARKING MATTERS

Council noted that resurfacing works would be carried out on New Street on 10th -11th July and would require an overnight closure.

PH23/17 COMMUNITY ASSETS & SECTION 106

Committee noted that a Task & Finish Group meeting to discuss the development of this project had been held on Monday 12th June 2017. It had been agreed to:

- Identify all community assets;
- Identify S106 requirements;
- Identify all play areas under the ownership of Herefordshire Council;
- Prioritise the community assets and develop community asset submissions;
- Feed the findings into the development of the Leominster Area Neighbourhood Plan.

PH23/17 DATE OF NEXT MEETING

Committee noted that its next meeting would be held on Monday 3rd July 2017 at **19:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the meeting closed at 8:14pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 3rd July 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

ALSO PRESENT: Ward Councillor Stone and one member of the public.

OFFICER PRESENT: Town Clerk.

PH24/17 APOLOGIES FOR ABSENCE

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

It was **RESOLVED** to support the request from Cllr A Pendleton to step down from the Committee.

PH25/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH26/17 HEREFORDSHIRE COUNCIL MEMBER DISPENSATIONS

No dispensations were required.

PH27/17 QUESTIONS FROM THE PUBLIC

There was one member of the public in attendance. No matters were raised.

PH28/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 19th June 2017 be agreed and signed as a correct record.

PH29/17 THE LEOMINSTER HUM

No further update was available. Committee noted that Herefordshire Council had released a news item relating to the proposed investment to be made by BPI and the report of the meeting held in June 2017 had been uploaded on to the Town Council's website.

PH30/17 PLANNING APPLICATIONS

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

APPLICATION: P171903

SITE: Vacant site adjacent to 54 Green Lane, Leominster, HR6 8QW

DESCRIPTION: Proposed construction of a pair of semi-detached dwellings.

COMMENT: No objection.

APPLICATION: P172157

SITE: Sherbrook, Newlands Drive, Leominster, HR6 8PR

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

COMMENT: No objection.

APPLICATION: P171833

SITE: 24 Broad Street, Leominster, HR6 8BS

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

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

APPLICATION: P172219

SITE: 24 Broad Street, Leominster, HR6 8BS

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

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

APPLICATION: P172039

SITE: Green Cottage, Upper Ivington, Leominster, HR6 0JN

DESCRIPTION: Proposed alterations and extensions

COMMENT: No objection.

APPLICATION: P172135

SITE: Barons Cross Camp, Cholstrey, Leominster, HR6

DESCRIPTION: Reserved matters application for 414 dwellings, vehicular access and associated works.

COMMENTS: Submit the following comments:

- A real concern has been expressed regarding the level of pre-application consultation undertaken. Neither the Town Council nor the Ward Councillors were invited or informed that the event was taking place and there was very little publicity available;
- All units should be constructed to ensure that they are energy efficient, will require low energy use and low water use;
- The design of the dwellings is unimaginative, brutalist, monolithic and bland. The designs are not in keeping with the area in general and Council requests that architectural and design

improvements be made. The Westcroft proposal (P171309) for 28 homes contains some good examples;

- A wider palate of materials should be considered to break up the red brick effect that the development will create. This may include different coloured bricks and rendering;
- Concern regarding the density and height of the apartment blocks and the impact they may have on the visual amenity of the area and the entrance into Leominster Town;
- Consideration be given to transferring the play area and open space to the north of the site be to Leominster Town Council to design, manage and maintain;
- S106 funding for the play area and open space to be transferred to Leominster Town Council;
- The provision of improved links from the site to Morrison's be included in the S106 agreement;
- Improved pedestrian links between the existing estate and the proposed estate through an improved footpath network;
- The provision of a pedestrian crossing across Monkland Road (A44) to link the proposed and existing Barons Cross estates with Morrison's and Leominster;
- Concern regarding the potential contamination of the site has been expressed. A request to be provided with additional clarification over the method statement for the construction of the site to be provided;
- Concern regarding the increase in vehicular movements into Leominster. Consider some S106 provision towards the proposed Southern Link Road;
- There is a lack of community facilities in an area with social issues having already been identified. Consider contribution towards the improvement of the community centre on the current Barons Cross estate;
- The development will inevitably put a strain on local services such as Doctors Surgeries. Mitigation measures are requested;
- Current public transport/bus services should be extended until 9pm at night to enable access into Leominster from the new estate;
- The development will increase the traffic, pollution and air quality issues at the Bargates junction and further mitigation will be required.

APPLICATION: P172146
SITE: Crab Tree Workshops, Knoakes Lane to C1105,, Hyde Ash, HR6 0JS
DESCRIPTION: Variation of Condition2 Reference 161259 (proposed conversion/alteration to form office, w.c, store and link lobby – Replace flat roof with slated pitch roof and change rear (NE) roof covering and pitch.
COMMENT: No objection subject to the views of the Conservation Officer.

PH31/17 DECISIONS

The following approvals were noted:

APPLICATION: P170724
SITE: Application for discharge of planning obligations.
DESCRIPTION: Former Orphans Press Site, Laundry Lane, Leominster, Herefordshire, HR6 8JT
COMMENT: Request further details. Obligations were discharged.
DECISION: Approved

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

PH32/17 HIGHWAYS AND PARKING MATTERS

(a) **Car Parking Charges, NHS Trust** – Committee considered responding to the proposal by the Wye Valley NHS Trust to implement car parking charges at Community Hospitals. Following consideration it was agreed to submit the following response:

- The proposed charges appeared to be quite expensive compared to the car parking charges in Leominster;
- The Trust was urged to reconsider the proposed charges and reduce them to better reflect relevant charges being implemented in other Leominster car parks.

(b) **Resident Parking Scheme** – Committee noted the request from residents in Green Lane and Thomas Court to request a Residents Parking Zone which would require a Traffic Regulation Order. Following consideration Committee **RESOLVED** to support the proposal.

The Committee extended its thanks to Cllr Rosser who had liaised with residents and collected signatures.

(c) **Bus Service from Kington** – Committee noted that the proposal to potentially reintroduce a bus service from Kington to Leominster had been

met with a favourable response from the County Council and the bus operators.

PH33/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the final revisions to the Plan were nearing completion and would hopefully be available for consideration at the next meeting of the Committee.

PH34/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 17th July 2017 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business, the meeting closed at 7:48pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 17th July 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

ALSO PRESENT: Two members of the public.

OFFICER PRESENT: Town Clerk.

PH35/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Freedland (work).

PH36/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

PH37/17 HEREFORDSHIRE COUNCIL MEMBER DISPENSATIONS

It was **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 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.

PH38/17 QUESTIONS FROM THE PUBLIC

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

Concern was raised that a number of public documents generated by Central Government agencies and Herefordshire Council contained inaccurate information regarding local Leominster infrastructure such as footpaths and open spaces. Further concern was expressed that a significant number of footpaths had been built on and diverted without the official diversion process being undertaken. Clarification was sought on which authority was responsible.

It was confirmed that the responsible authority was Herefordshire Council. Following discussion Committee agreed to exert pressure on Herefordshire Council to ensure that information relating to Leominster was correct and that the various footpaths highlighted which required diversions would be submitted for consideration.

PH39/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 3rd July 2017 be agreed and signed as a correct record.

PH40/17 THE LEOMINSTER HUM

No further update had been made available.

PH41/17 PLANNING APPLICATIONS

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

APPLICATION: P163857
SITE: Ground Floor, 20 South Street, Leominster, HR6 8JB
DESCRIPTION: Internal works for Change of Use from office to residential unit on ground floor (Retrospective).
COMMENT: Committee was unable to consider and submit a full response as insufficient information regarding the proposed changes had been provided and the relevant supporting documents had not been submitted.

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

APPLICATION: P172109
SITE: Land at Eaton Close, Leominster
DESCRIPTION: Proposed Change of Use from communal laundry and office facilities to form new disabled one bedroom flat. Alterations to existing communal space including small extension to incorporate all communal facilities into one area. The provision of eight additional car parking spaces for use of the residents and visitors.
COMMENT: Committee fully supported this proposal

APPLICATION: P172135
SITE: Barons Cross Camp, Cholstrey, Leominster, HR6
DESCRIPTION: Reserved matters application for 414 dwellings, vehicular access and associated works.
To further consider this application for reserved matters.

Following further consideration of this application and the contents of the S106 agreement that had been signed and entered into between Herefordshire Council and the Developers, it was **RESOLVED** to delegate authority to the Town Clerk and his team to develop outline proposals for the provision of a community centre facility that would serve the new and existing developments.

A sum of £160,000 had been allocated as part of the S106 agreement and it was agreed to request that this be secured, that provision be made on-site for the provision of a new community centre and that discussions take place with both Stonewater and Sanctuary Housing Associations to discuss community provision.

Committee also wished to reiterate its concern regarding the general layout and design of the development and urged the Herefordshire Council Planning Department to secure a good, high quality development for Leominster.

PH42/17 DECISIONS

The following approvals were noted:

APPLICATION: P164109
SITE: 45a to 47 West Street, Leominster HR6 8EP
DESCRIPTION: Redevelopment of existing site for a mixed use of residential and commercial.
COMMENT: No objection
DECISION: Approved with conditions

APPLICATION: P171451
SITE: Morrisons Supermarket, Leominster, HR6 8RH
DESCRIPTION: Rebranding external signwork.
COMMENT: No objection
DECISION: Approved with conditions

APPLICATION: P171552
SITE: The Gables, 138 South Street, Leominster, HR6 8JN
DESCRIPTION: Works to Lime Tree
COMMENT: No objection subject to the views of the Parish Tree Warden.
DECISION: Trees covered by TPO – consent granted.

APPLICATION: P171709
SITE: 12 Millers Close, Leominster, HR6 8BP
DESCRIPTION: Proposed garage
COMMENT: No objection.
DECISION: Approved with conditions

PH43/17 HIGHWAYS AND PARKING MATTERS

- (a) **Work Programme** – Committee considered the Work Programme for 2017 to 2020 and following discussion **RESOLVED** to adopt the programme.
- (b) **CPRE Highway Matters** – Committee **NOTED** the letter received from the CPRE regarding the A49 highway improvement proposals.

- (c) **Barons Cross Speeding Issues** – Committee noted that a meeting with the Safer Roads Partnership had been arranged for 3rd August 2017 to discuss issues regarding traffic speeds and highway hazards.

Following consideration it was **RESOLVED:**

- To obtain an update on air pollution at the Bargates junction following the installation of the new traffic lights;
- Develop a scheme to provide treatment gateways and the provision of traffic gateways at all entrances into Leominster.

PH44/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that the target date for the final completion of the amended Plan was the first week of September 2017. This would be followed by a short public consultation prior to resubmission.

PH45/17 DATE OF NEXT MEETING

Committee agreed to amend the date of the next meeting, which would now be held on Monday 14th August 2017 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 8:30pm.

CHAIR:

DATE

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 22nd May 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk and the Environmental Supervisor.

ES01/17 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Bartlett was proposed by Cllr Davies and seconded by Cllr Norman. There being no other nominations, Cllr Bartlett was formally elected Chair of the Environment & Services Committee.

ES02/17 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Lacey was proposed by Cllr Thomas and seconded by Cllr A Pendleton. There being no other nominations, Cllr Lacey was formally elected Vice-Chair of the Environment & Services Committee.

ES03/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece.

ES04/17 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

ES05/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES06/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES07/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 13th March 2017 be agreed and signed as a correct record.

It was confirmed that the damage to the tree in Broad Street following the May Fair was currently being investigated and that a response was still awaited from Herefordshire Council.

With regard to the rubbish on the market, a wheelie bin was being provided for traders to dispose of their rubbish. It was further noted that the responsibility for the market had now been transferred to the Communications & Events Committee.

ES08/17 CLERK'S REPORT

The Clerk had nothing to report.

ES09/17 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That issues raised regarding the Leominster to Ivington footpath be raised with the relevant Balfour Beatty/Herefordshire Council Officer;
- That the issue be raised at the Walkers Welcome meeting being held on 23rd May 2017;
- That grant funding for the war memorial would be applied for following the full assessment of works required by the appointed contractor;
- That the development of the Verdun Oak seedlings be actioned in the Autumn;
- That the Priory steps be repaired as soon as the appointed contractor is available;
- That the siting of the replacement tree to the rear of the Bingo Hall be ascertained;
- That the issues highlighted regarding the potential removal of trees in this area be monitored;
- To note that there were 9 vacant allotments and 10 current plot holders who had yet to pay rent for 2017/18;
- That a Byelaw Task & Finish Group be appointed to develop byelaws for the Council's open spaces. Cllrs Burke, Lacey and Thomas were appointed;
- That a Community Asset/S106 Task & Finish Group be appointed to develop a full list of community assets. Cllrs Bartlett, Davies and Thomas were appointed. It was noted that the responsibility for this project would be transferred to the Planning & Highways Committee.

ES10/17 CONFIDENTIAL ITEMS

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

- (a) **Public Convenience Update Report** – Committee considered the report presented at the meeting regarding the future refurbishment of the public toilets at Grange and Central car park. Following discussion it was agreed to obtain a quotation to refurbish both units in the same format as existing

from the Town Council's preferred building contractor. Costs would be reviewed when received.

ES11/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 10th July 2017 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8.07pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 10th July 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Burke, Davies, Herschy (19:07 – 19:55), Marsh, Norman, A Pendleton, R Pendleton and Thomas.

ALSO PRESENT: Cllr Rumsey and one member of the public.

OFFICERS PRESENT: Town Clerk and the Environmental Supervisor.

ES12/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Lacey (holiday) and Preece (personal).

ES13/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

ES14/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES15/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES16/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 22nd May 2017 be agreed and signed as a correct record.

ES17/17 CLERK'S REPORT

The Clerk had nothing to report.

ES18/17 2017-18 WORK PROGRAMME

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

- That the 2017/18 Work Programme be adopted;
- That required improvements and speed reductions to the town entrances on the A44 and B4630 Barons Cross area be requested as part of the S106 provisions related to Planning Application P172135;
- That links to the various local organisations including the business group continue to be pursued when developing the Work Programme objectives;
- To note that signage and notice board improvements were linked to the Interpretation Plan development;

- That funding would be secured through grant applications, match funding from relevant local organisations, S106 and the Town Council;
- That a Tree Maintenance Programme objective be added to the Work Programme.

Committee **RESOLVED** to adopt the following three project and initiative priorities:

- The refurbishment of the three public conveniences at The Grange, Central Car Park and the Bus Station;
- The investigation into the setting up of a fully costed Direct Labour Force;
- Recycling opportunities for non domestic waste.

It was noted that at the recent Herefordshire Council budget meeting the CEO indicated that the Council was keen to discuss and negotiate asset transfers including car parks. It was agreed to pursue this commitment.

ES19/17 OPEN SPACES/PLAY AREA/BYELAWS REPORT

Committee considered the report presented. It was **RESOLVED**:

- That the report be noted;
- That delegated authority be given to the Byelaw Task & Finish Group to oversee the adoption and implementation of new Byelaws for all the open spaces and play areas under the control of the Town Council in line with legislative requirements;
- That delegated authority be given to the Byelaw Task & Finish Group to liaise with Herefordshire Council regarding the development and implementation of the Public Spaces Protection Order (Dog Control) under the Anti-social Behaviour, Crime and Policing Act 2014.

Thanks were extended to the Environmental Supervisor for all the work she had done carrying out the public consultation in relation to the Sydonia Play Area proposals.

It was agreed to follow up the offer made by Mr Neill, Chief Executive, Herefordshire Council, at the recent budget meeting to enter into discussions to transfer assets within the County including car parks.

ES20/17 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That a report be developed and considered at the Committee meeting in September 2017 regarding potential future uses of the Grange Pavilion and Bus Station Kiosk;
- That the report included an update on discussions currently taking place regarding the future of youth service provision in Leominster;
- That the Community Asset Task & Finish Group (Cllrs Bartlett, Davies and Thomas) would meet on Wednesday 26th July 2017 at 4pm.

ES21/17 CONFIDENTIAL ITEMS

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

- (a) **Public Convenience Update Report** – Committee noted the update report provided. The refurbishment of the public conveniences within the town had been given priority in the adopted Work Programme for 2017/18. Once the refurbishment of 11 Corn Square had been completed work would commence on the refurbishment of the public conveniences at The Grange and Central car park.

The transfer of the public conveniences at the bus station was nearing completion and a site visit had been carried out to view the premises. Once the asset had been transferred work would commence on the refurbishment of the toilets and the kiosk.

- (b) **Draft Tender** – Committee considered the draft tender presented to develop a design and Master Plan for Grange open space and play area. The project had been split into three phases. Phase One would include the assessment of the site, liaison with relevant organisations to understand the historical and archaeological history of the site, some initial public consultation and the development of concept designs.

Following discussion It was proposed by Cllr Burke, seconded by Cllr Thomas and **RESOLVED:**

- To ratify the draft tender for Grange Open Space and Play Area, subject to the agreed amendments;
- Send out the tender to suitable organisations inviting them to submit tenders for Phase One of the project;
- Upload the tender onto the Council's website to invite interested organisations to submit tenders for Phase One of the project.

ES11/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 11th September 2017 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8.58pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Monday 12th June 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett, Lacey, Herschy, Norman, A Pendleton, R Pendleton, Rosser and Thomas.

ALSO PRESENT: Cllr Davies.

OFFICERS PRESENT: Town Clerk, Markets Officer and the TIC Manager.

CE01/17 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Norman was proposed by Cllr Bartlett and seconded by Cllr A Pendleton. There being no other nominations, Cllr Norman was formally elected Chair of the Communications & Events Committee.

CE02/17 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr A Pendleton was proposed by Cllr Thomas and seconded by Cllr R Pendleton.

Cllr Rosser was proposed by Cllr Lacey. There was no seconder so the nomination fell.

There being no further nominations, Cllr A Pendleton was formally elected Vice-Chair of the Communications & Events Committee.

CE03/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Rumsey.

It was **RESOLVED** to appoint Cllr Davies to serve on the Committee.

CE04/17 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Thomas: Member of the Leominster Small Business Group

CE05/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

CE06/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

CE07/17 MINUTES OF PREVIOUS MEETING

It was noted that as this was the inaugural meeting of the Committee there were no minutes of previous meetings to consider.

CE08/17 CLERK'S REPORT

The Clerk informed Committee that he would like to outline the potential of a Leominster Flag Festival and A north Herefordshire Sheep Trail under the Committee update report Item. This was agreed.

CE09/17 2017-18 WORK PROGRAMME

Committee considered the Committee Work Programme for 2017/18 in line with the recently adopted Corporate Strategy. Committee discussed the Work programme in some detail and, following consideration, **RESOLVED:**

- That the Work Programme be formally adopted and implemented;
- That the Outcome column be renamed Route to Outcomes;
- That a Destination Leominster meeting be arranged as soon as practicable to begin to identify appropriate partners for the various projects to be developed;
- That efforts be made to begin to co-ordinate the various festivals and events being held in Leominster;
- That a budget to enable the Branding project to be delivered be requested from the Finance & general Purposes Committee;
- That a Task & Finish Group to oversee the Branding project be appointed following confirmation of a budget.

A number of possible events were put forward for consideration and these would be included in the review and recommendations to be carried out.

CE10/17 FRIDAY MARKET

The Market Officer presented a report on the development of the Markets. Following discussion it was **RESOLVED:**

- That the report be noted;
- That efforts continue to attract new traders and support existing traders;
- To continue to promote the opportunity for Charities to use the pavement apron under the Millennium clock;
- To improve access to the TIC on Friday market days;
- To consider ways to roll out recognition of trader loyalty;
- To address the issue of storage for the Town Council's market stalls.

CE11/17 TOURIST INFORMATION CENTRE

The TIC Manager presented a report on the new Tourist Information Centre. Following discussion it was **RESOLVED:**

- That the report be noted;
- To welcome the Leominster Area Guide leaflet produced by the Leominster Country Tourism Association;
- To note box office trading figures achieved during the Leominster Festival. The TIC received a 10% commission;
- To support the social media activity especially during Hereford Hour and Marches Hour;
- To replenish TIC stock following the recent move;

- To begin developing a series of leaflets to help support the TIC in providing information including Black & White Buildings in Leominster, a holiday at home event and the utilisation of the Corn Square garden;
- To organise Dementia Friendly training for TIC staff and volunteers.

CE12/17 COMMITTEE UPDATE REPORT

The Committee update report outlining Committee responsibilities and projects was presented. Following discussion it was **RESOLVED:**

- That the report be noted;
- That a series of events and markets to be held at 11 Corn Square be developed and a report presented to Committee at its next meeting;
- To give delegated authority to the relevant Officers to experiment with new stock lines, events, exhibitions and merchandising in the TIC;
- To organise the first exhibition in the exhibition space to be held in September 2017. In future years it was suggested that consideration be given to becoming part of H-Art;
- To investigate the possibility of working with the local secondary school to display students work. Cllr Herschy would make initial enquiries;
- To investigate a new TIC and Holiday Flat website and present a report and costing to Committee at its next meeting;
- To note that the completion date for the garden and flat was expected to be 28th July 2017;
- To develop a series of events including a Christmas Festival;
- To appoint an Events Task & Finish Group. Cllrs Herschy, A Pendleton and Thomas were formally appointed;
- To continue to develop a communications policy.

CE13/17 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider.

CE14/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 9th October 2017 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 9:20pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 26th June 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Burke (Vice Chair), Bartlett (20:47), Freedland, Norman, A Pendleton, R Pendleton, Rosser and Rumsey.

OFFICER PRESENT: Town Clerk.

FG01/17 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Marsh was proposed by Cllr Norman and seconded by Cllr Rumsey. There being no other nominations, Cllr Marsh was formally elected Chair of the Finance & General Purposes Committee.

FG02/17 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Burke was proposed by Cllr Bartlett and seconded by Cllr Freedland.

There being no further nominations, Cllr Burke was formally elected Vice-Chair of the Finance & General Purposes Committee.

FG03/17 APOLOGIES FOR ABSENCE

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

FG04/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

FG05/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG06/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG07/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 24th April 2017 be agreed and signed as a correct record.

FG08/17 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Branding Project** – Committee noted the additional information presented. This matter was considered under Minute FG10/17(c).

- (b) Stress Testing of Anchor Points** – Committee noted the additional information presented. This matter was considered under Minute FG10/17 (d).
- (c) Additional Grant Requests** – Committee noted the additional information presented. This matter was considered under Minute FG11/17(a).
- (d) Public Conveniences** – Committee noted that final paperwork relating to the Westbury Street Conveniences had been received. Subject to a final assessment of the contract it was expected that the transfer would take place within the next few weeks.
- (e) Safety and Security Measures, Sydonia** - Committee noted the additional information presented. This matter was considered under Minute FG11/17(a).

FG09/17 2017-18 WORK PROGRAMME

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

- That the report be noted;
- To note the current issues relating to delivering youth provision in the town;
- That a Task & Finish Group to update the Asset Register, commence development of the 2018/19 budget and review options to deliver participatory budget be appointed;
- That Cllrs Marsh (Chair), Burke (Vice Chair) and Bartlett be appointed to the Budget Development Task & Finish Group.

FG10/17 FINANCIAL AND COMMITTEE MATTERS

- (a) Financial Report** – Committee considered the Quarter One Interim Financial Report up to 31st May 2017 and **RESOLVED:**
 - That the report be noted;
 - That the payments for April 2017 amounting to £58,377, exclusive of VAT, and for May 2017 amounting to £58,384, exclusive of VAT, be ratified;
 - That the income received and current balances up to 31st May 2017 amounting to £298,939 be noted.
- (b) Outstanding Accounts for Payment** – Committee noted the payments to date for June 2017 which amounted to £65,146.05.
- (c) Leominster Branding** – Committee considered the Leominster Branding report presented and **RESOLVED:**
 - That the report be noted;
 - That Visual Works Ltd be formally appointed to develop the Leominster Area branding as outlined in the Branding Brief at a total cost of £1,400 + VAT;
 - That the project be funded from the Town Enhancement Earmarked Reserves.

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

- That the report be noted;
- That the youth provision update be noted;
- That the Community Connect fund application be supported and that a sum of up to £2,540, including in kind contributions, be allocated to enable the project to be delivered if successful;
- That stress testing of all anchor points and repairs be undertaken by LITE, Council's current contractors, at a cost of up to £2,258 + VAT;
- That remote switches in Drapers Lane, School Lane and High Street be installed by LITE at a cost not exceeding £997 + VAT;
- That the enhancements be funded from the Town Enhancement Earmarked Reserves.

FG11/17 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 considered the Grant Report and **RESOLVED**:

- That the report and additional items outlined in the Clerk's Report be noted;
- That a grant of £300 be awarded to SHYPP (Supported Housing for Young People Project);

Committee **RESOLVED** to award the following Shop Front Grants:

- J Lockett, N E Luck, 7 High Street - £250
- Annabelle Summerfield, 4 West Street - £250 representing 7.1% of the total cost.
- Bedstyles, 44 West Street - £165 representing 50% of the projected cost
- Wendy Bowen, 1 Drapers Lane - £225 representing 50% of the total cost

Due to financial constraints Committee was unable to support the following two grants:

- J Lockett, 4 Drapers Lane - £250
- J Lockett, Top Nail, 4 Drapers Lane - £250

Committee **RESOLVED** to contribute £400 from the Leominster in Bloom which will help fund the erection of bunting throughout the town.

Committee considered the request from the Halo Leisure Centre to provide a contribution towards a 5 metre high height barrier at the entrance of Sydonia to restrict vehicle access. It was **RESOLVED** to contribute £750 towards the cost of supply and installation of the basic barrier.

Committee considered the request to contribute towards the improvement of CCTV coverage at the car park and in the Sydonia open space. The CCTV was currently operated by Halo.

It was **RESOLVED** to allocate £850 towards the cost of supply and installation of improved CCTV in the car park and open space. The funding would be used to support either the existing CCTV network or the supply and installation of a separate installation under the “Stop that Thief” initiative.

Committee **RESOLVED** to support Small Business Saturday which would take place on Saturday 2nd December 2017. The Town Council would:

- Support the initiative;
- Contribute towards the costs of hiring the car parks for the day from Herefordshire Council;
- Liaise with the Leominster Business Group to arrange the hiring of the car parks to provide free car parking to visitors;
- Seek to reduce traffic movements within the town centre by reviewing the inclusion of the Central car park in the initiative.

(b) Property Report – Committee considered the Property Report and **RESOLVED** to note the update provided. It was expected that works would be completed at 11 Corn Square by the end of July 2017.

(c) Staff Review – Committee considered the Staff Review Report and **RESOLVED**:

- That the report be noted;
- The current structure be retained;
- That an interim review be undertaken in September 2017.

FG12/17 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 30th October 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 21:19.

CHAIR:

DATE:



Finance & General Purposes Committee

Date: 18th July 2017

Title: Quarter One Financial Report

Purpose of the Report: To provide Members with a full Financial Report for the first financial Quarter of the 2017/18 financial year.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the payments for Quarter One amounting to £177,663 exclusive of VAT;
- 1.3 To note income received and current balances for the 2017/18 financial year as outlined in the report

2. INTRODUCTION

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

3. PAYMENTS MADE

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

COST CENTRE	APRIL	MAY	JUNE	Total
Administration Expenditure	£10,115	£3,011	£2,685	£15,811
Administration Income	£206,629	£889	£0	£207,518
Corporate Management	£7,774	£8,066	£18,312	£34,152
Democratic Services	£0	£42	£489	£531
Grants	£0	£2,565	£15,441	£18,006
West Street Expenditure	£0	£411	£307	£718
West Street Income	£0	£0	£0	£0

AGENDA ITEM No: 9(c)

Corn Square Expenditure	£1,320	£1,873	£885	£4,078
Corn Square Income	£0	£0	£0	£0
Rent Office Income	£476	£476	£2,576	£3,528
TIC Spend	£3,807	£5,306	£3,734	£12,847
TIC Income	£1,598	£1,801	£1,930	£5,329
Open Spaces Expenditure	£5,793	£4,925	£11,271	£21,989
Open Spaces Income	£0		£17,755	£17,755
Allotments Expenditure	£739	£140	£293	£1,172
Allotments Income	£3,548	£520	£238	£4,306
Markets/Events Expenditure	£360	£0	£783	£1,143
Markets/Events Income	£1,471	£1,198	£2,143	£4,812
Central Toilets	£582	£498	£498	£1,578
Grange Toilets	£466	£383	£971	£1,820
Westbury Street Toilets	£0	£0	£0	£0
Toilet Investments	£0	£0	£0	£0
Economic Development	£238	£3,963	£986	£5,187
Capital Projects	£27,079	£27,115	£4,030	£58,224
Capital Projects Income	£0	£0	£0	£0
Transport Fund	£105	£87	£0	£192
TOTAL EXPENDITURE	£58,377	£58,384	£60,902	£177,663
TOTAL INCOME	£213,721	£3,106	£24,641	£241,468

3.2 Listed below are the balances at the bank as at 30th June 2017:

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

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

Income	Actual Q1	Projected	Budget	Variance
Precept	£211,074	£422,148	£422,148	£0
Transitional Grant	£0	£0	£0	£0
Interest	£0	£100	£200	-£100
Misc	-£5,334	£0	-£5,334	£5,334
Corn Square	£0	£3,000	£8,100	-£5,100
Office rental	£3,528	£14,000	£14,000	£0
TIC	£5,328	£27,500	£27,500	£0
Open Spaces	£17,755	£17,755	£1,725	£16,030
Allotments	£4,305	£5,000	£5,000	£0
Markets	£4,811	£20,000	£23,000	-£3,000
Westbury Street	£0	£0	£3,000	-£3,000
PWLB	£0	£0	£0	£0
TOTAL	£241,467	£509,503	£499,339	£10,164

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

Expenditure	Actual Q1	Projected	Budget	Variance
Administration	£15,811	£26,500	£26,500	£0
Corporate Management	£34,151	£114,000	£114,100	-£100
Democratic	£531	£9,500	£10,300	-£800
Grants	£18,006	£46,000	£46,000	£0
West Street	£717	£2,000	£0	£2,000
Corn Square	£4,078	£52,900	£52,932	-£32
TIC	£12,846	£70,000	£70,600	-£600
Open Spaces	£21,989	£110,000	£110,128	-£128
Allotments	£1,172	£4,500	£4,500	£0
Markets/Events	£1,144	£4,000	£4,400	-£400
Central Toilets	£1,578	£8,500	£8,800	-£300
Grange Toilets	£1,820	£8,500	£8,600	-£100
Westbury St Toilets	£0	£8,000	£11,950	-£3,950
Investment Toilets	£0	£500	£500	£0
Economic Development	£5,186	£28,500	£28,648	-£148
Capital Projects	£58,225	£80,000	£20,000	£60,000
Planning & Highways	£410	£5,000	£10,000	-£5,000
TOTAL	£177,664	£578,400	£527,958	£50,442

3.5 Current income is estimated at just under £500,000, including precept. Current expenditure, due to the overspend being incurred at 11 Corn Square, is estimated at £528,400. Therefore, initial end of year estimates suggest that there will be an overspend of around £28,000 against original budget projections. This includes the completion of the project at 11 Corn Square and all other expenditure budgeted for.

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

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

- 3.7 There are obviously many projects that require funding including the toilet refurbishment. Further information is provided in the Property Report under confidential items.
- 3.8 In the meantime budgets will continue to be monitored and savings made where possible to ensure that expenditure does not exceed that budgeted. It is likely that there will be areas of overspend but hopefully these will be addressed by areas of underspend.