



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

Tuesday 19<sup>th</sup> March 2019

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

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 25<sup>th</sup> March 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. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**  
To receive questions and statements from members of the public.
- 5. MINUTES OF THE PREVIOUS MEETINGS**  
To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 28<sup>th</sup> January 2019.
- 6. CLERK'S REPORT**  
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.



# LEOMINSTER TOWN COUNCIL

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### 7. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 28<sup>th</sup> January, 11<sup>th</sup> February and 4<sup>th</sup> April 2019;
- Finance & General Purposes Committee – 25<sup>th</sup> February 2019;
- Communications & Events Committee – 30<sup>th</sup> January 2019;
- Environment & Services Committee – 18<sup>th</sup> March 2019.

### 8. FINANCES

(a) **Accounts Paid Statement** – To receive the accounts paid statement for March 2019 to date. (Attached)

(b) **Risk Register** – To consider the formal adoption of the Council's Financial Risk Register. This requires adoption on an annual basis.

(c) **Public Works Loan Board** – To note that the PWLB loan for £200,000 draw down of this loan in order for the Council to commence the projects identified. Interest rate for the 15 year loan period will be 2.1%

### 9. MOTION

To consider the following Motion proposed by Cllr Herschy and seconded by Cllr Davies:

#### ***Motion to Leominster Town Council – Climate Change***

In 2013 Herefordshire Council and other key local partners, including Leominster Town Council, committed to the ReEnergising Herefordshire policy document, aiming to achieve an 80% carbon reduction on 1990 levels by 2050. This has led to much good work in many areas of Herefordshire Council's operation, and is on target after 5 years. Now, in the light of the Inter-Governmental Panel on Climate Change's 2018 Special Report Global Warming of 1.5°C, Leominster Town Council recognises:

- The urgent need for action within the next 12 years, to avoid a climate crisis and to protect Leominster people from the consequences of irreversible climate change.
- The need to make its due contribution to the international effort to cut carbon emissions.

That this Council resolves to declare its recognition of the climate emergency and agrees to:

- a) Support Herefordshire Council in its work to reduce emissions in our area;
- b) Commit to an accelerated reduction of its own carbon emissions, with the aspirations to be carbon neutral by 2030; and to change its energy supply to 100% renewable source;



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- c) Work with partners to produce a Carbon reduction plan, and an action plan;
- d) Focus on issues such as active travel, public and community transport, recycling, management of our open spaces to protect and enhance biodiversity, and others where we have a positive role to play;
- e) work with our community to enable them to take all possible measures to match or better our efforts.

### 10. MAYOR AND DEPUTY MAYOR ELECT

To formally consider appointing the Mayor and Deputy Mayor elect for 2019/20, subject to the results of the election on 2<sup>nd</sup> May 2019.

### 11. REPORTS

To receive reports from:

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

### 12. MAYORAL APPOINTMENTS

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

### 13. DATES OF NEXT MEETINGS

To note that an election will be held on 2<sup>nd</sup> May 2019. A period of Purdah will be observed until that date. A leaflet explain Purdah has been forwarded to all Members.

**Annual Town Meeting** – To consider holding the Annual Town Meeting on either Monday 8<sup>th</sup> or 15<sup>th</sup> April 2019 due to the election being held on 2<sup>nd</sup> May 2019. The meeting will commence at 7.30pm and be held at 11 Corn Square.

**The Mayor Making** ceremony will take place on Saturday 11<sup>th</sup> May 2019 commencing at 7:00pm. A venue needs to be agreed.

**The follow-on Annual Town Council Meeting** will be held on Monday 13<sup>th</sup> May 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL MEETING

#### 14. **CONFIDENTIAL ITEMS**

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

#### 15. **STAFFING UPDATE**

To consider a staffing update that will be presented at the meeting.

#### 16. **CIVIC AWARDS**

To consider nominations received for civic awards, which will be presented at the Mayor Making ceremony scheduled to take place on Saturday 11<sup>th</sup> May 2019.

## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 28<sup>th</sup> January 2019 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Mr P J Davies, Herschy, Lacey, Marsh, Murdoch, Norman, Rosser, Rumsey, Sutcliffe and Williams. (2 vacancies)

**OFFICERS PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Cllr Stone.

### 102/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Marshall (illness) and Preece (work).

### 103/18 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Allotments (personal)
- Cllr Murdoch: Allotments (personal)
- Cllr Norman: Trustee of Leominster Museum

Council noted that Mrs Pauline Davies had formally resigned from Leominster Town Council due to ill health. Council agreed to formally write to Mrs Davies thanking her for over thirty years of service on Leominster Town Council and the local community.

### 104/18 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

### 105/18 QUESTIONS FROM THE PUBLIC

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

### 106/18 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 26<sup>th</sup> November 2018 be agreed and signed as a correct record.

### 107/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Civic Regalia** – Council noted that the Mayoral chain had been damaged and the Maces require cleaning. Following consideration of the initial estimate received, it was **RESOLVED** to request Vaughtons to attend site to carry out a full review at a cost of £250 plus VAT, which would be removed from the final bill if an order was placed.

In addition, the insurance company would be contacted regarding cover and the repairs would be funded from Council balances.

- (b) **LANP** – Council noted that the Neighbourhood Plan referendum would take place on 28<sup>th</sup> February 2019 and that Polling cards were being sent out to all those eligible to vote. It was agreed to draft a press release regarding the referendum and provide further information on the Market on Friday 22<sup>nd</sup> February 2019.
- (c) **Consultation Results** – Council noted the results of the youth consultation carried out on the 2019/20 budget priorities. This was discussed under Minute 110/18.
- (d) **Giving Crime Prevention advice** – Council noted the offer received from West Mercia Police to provide Leominster with advice on how to reduce the opportunity and likelihood of crime occurring. It was agreed to take up this offer and arrange an information evening for residents to attend.
- (e) **Railway Crossing Repair** – Council noted that emergency works were being undertaken at the railway crossing to replace an old BT cover and put a new one in. The replacement of the safety railings at this location was also discussed and Council **RESOLVED** to fully support Ward Cllr Stone in his efforts to have the railing replaced as a matter of urgency.
- (f) **Great British Spring Clean** – Council noted that this year's Spring Clean would take place from 22 March – 23 April 2019. An event was being organised at Barons Cross.
- (g) **Apprenticeships** – Council noted the brief summary of the information received following a meeting with the YMCA Apprenticeship Scheme. Further details were awaited and would be considered by the Finance & General Purposes Committee at its meeting on 25<sup>th</sup> February 2019.

#### **108/18 COMMITTEE MEETINGS**

- (a) **Committee Meetings** – Council approved the minutes of the following meetings held and ratified the decisions and recommendations made:
  - It was **RESOLVED** to approve the minutes of the Planning & Highways Committee held on 3<sup>rd</sup> and 17<sup>th</sup> December 2018 and 7<sup>th</sup> January 2019 and to authorise the decisions and recommendations contained therein;
  - It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee held on 17<sup>th</sup> December 2018 and to authorise the decisions and recommendations contained therein;
  - It was **RESOLVED** to approve the minutes of the Environment & Services Committee held on 21<sup>st</sup> January 2019 and to authorise the decisions and recommendations contained therein;

- ES50/18 – It was formally **RESOLVED** that the recommendations contained in this minute be formally approved and adopted by Council.

## **109/18 FINANCES**

- (a) **Accounts Paid Statement** – It was **RESOLVED** to ratify the payment all outstanding accounts for December 2018 amounting to £49,008.35, inclusive of VAT, and January 2019 to date amounting to £43,000.37, inclusive of VAT.
- (b) **Internal Auditor Appointment** – Following discussion, Council **RESOLVED** to formally confirm the appointment of Iain Selkirk FCA to carry out the mandatory internal audits required annually at a cost of £275 per visit. A minimum of two visits would be required.
- (c) **Public Works Loan Board** – Council noted that the application by the Town Council for a PWLB loan for £200,000 had been approved.

Following consideration, Council **RESOLVED** to give delegated authority to the Town Clerk to draw down the loan in order for the Council to commence the projects identified.

## **110/18 CORPORATE STRATEGY**

Council considered the recent consultation undertaken with Earl Mortimer College on the Budget consultation. It was noted that the focus on providing children and youth services received the majority of support with parks, open spaces and footpaths being the second most popular. The consultation would be used to help support future grant funding applications.

## **111/18 BUDGET 2019/20**

Council reviewed the final budget presented for the 2019/20 financial year and, following discussion, **RESOLVED** to formally adopt the draft Budget for 2019/20.

## **112/18 PRECEPT 2019/20**

It was proposed, seconded and **RESOLVED** to consider request a precept of £512,222 from Herefordshire Council for 2019/20, which would result in a Band D charge of £139.95.

## **113/18 REPORTS**

The following reports were received:

- (a) **Railway Users Group** – Council noted this had now been renamed the Transport for Wales Group. Consideration was currently being given to providing a community room at the railway station.
- (b) **Poppy Appeal Collection** – Council noted that the ATC had collected over £12,000 for this appeal at Morrisons.

- (c) **Flytipping** – Council agreed to report continued incidents of flytipping on the Ridgemoor estate and Barons Cross estate.

***Cllr Stone – Leominster Rural and North***

***Balfour Beatty Update***

**A44 Mill Street** – The safety railings have still not been replaced by the level crossing. The work was supposed to take place on December 17<sup>th</sup> but it was delayed. We are awaiting confirmation of a new date which has to be coordinated with Network Rail and I have expressed my concern about the time this work is taking and will continue to do so.

**BT Cover** – A temporary plate has been fitted over a loose BT cover by the level crossing to make it safe. It should be followed by a complete replacement in the next two weeks. A road closure will be necessary when the work is carried out.

**Gritting** – The main roads are being regularly gritted during recent and current cold spells with no particular problems reported. The Council's 16 gritters are covering primary and secondary routes. There is also a review of all grit bins taking place across the county so please report any damaged bins to Balfour Beatty.

**Inspections** – Our locality steward (Leominster North) is inspecting the A roads on Tuesday Feb 5<sup>th</sup>, B roads on Tuesday the 12<sup>th</sup> and C roads in February. Accident cluster sites are being inspected on February 1<sup>st</sup>.

**A49 safety Issues** – I have received some representations from Kimbolton about the stretch of the A49 between Leominster and the Kimbolton turn following recent collisions. I have reported these to Bruce Evans Herefordshire Council highways and informed him of the concerns of the Town Council too. Dangerous overtaking is one of the problems but we are awaiting the result of police investigations. I shall ask for speed checks when Herefordshire councillors next meet with Highways England, but we are very much in HE's hands as the A49 is a trunk road. Incidents continue at the notorious Salwey Arms junction.

**Ridgemoor Flood Prevention Scheme** – Julie Debbage kindly alerted me to work due to start soon in this area. Flood defences along the river backing the Ridgemoor estate are to be strengthened by raising the bank area. There is also a contamination issue which means soil may need removing and replacing. Any trees removed will be replaced and plans for landscaping will be submitted to the Town Council by the Environment Agency. Julie has passed on documents from the EA which are now with the Town Clerk. A site visit for Ward and Town councillors is being arranged for February 14<sup>th</sup> and further details will follow. I will stress to Craig Barker of the Environment Agency the need to keep the Town Council informed. There are 7 flood prevention schemes going ahead this year around the county funded by central government.

**Council Budget** – The council budget for 2019-2020 will be debated and finalised on February 15<sup>th</sup>. An increase of around 4.9% in council tax is expected and although an alternative budget is being proposed the room for manoeuvre is very limited financially. Any increase above 6% would trigger a referendum. The main pressures continue to be adult social care and children's services with the increasing numbers of looked-after children. Central government support has been reduced to well under £1m and we

rely on business rates, council tax and one-off grants like the £5m pothole and road repair grant from the autumn Budget. A 1% increase only raises £ 800,000 and so you can understand the financial pressures Herefordshire is under. The fairer funding review may or may not improve the situation.

**Royal British Legion** – I attended the recent RBL AGM on behalf of the chairman of Herefordshire Council. It was reported that over £250,000 was raised in the county Poppy Appeal. It was good to see our Deputy Mayor at the meeting and I was able to highlight Leominster's contribution to the First World War commemorations last year and in particular the success of Armed Forces Day. Herefordshire was second nationally in the amount of money raised per head in the Poppy Appeal, quite an accolade. The emphasis this year will be more on welfare and veterans' mental health issues.

**Neighbourhood Plan vote** – Finally I am pleased a date has been set for the Leominster Neighbourhood Development Plan referendum, February 28<sup>th</sup>. We need to encourage residents to go out and vote and let's hope for kind weather on the day. Other local referendum results. Brimfield 45% turn-out, Leysters 36%, Kimbolton 39%. So come on Leominster!

***Ward Councillor's Report: Cllr Bartlett Leominster East***

Ward Report Leominster East

- Norfolk House / Stonewater consultation on proposed makeover. A significant overhaul of the housing scheme, well supported by the majority of the residents
- 2G NHS Board Meeting, Kindle Centre Hereford
- General Scrutiny – Herefordshire's proposed budget for 2019 – 2020
- Members workshop - Understanding Herefordshire, facts and figures. Well attended and informative, it is worthwhile taking a look at Herefordshire Councils 'Facts and Figures' page on the website.
- 2G NHS Governors meeting, Rikenel Gloucester
- High Street Fund Bid meeting with Paul Russell to submit a proposal for Leominster Town centre
- Extraordinary Council Meeting – to consider the recent high court judgements concerning children's services
- Annual thank you party for Town Council staff hosted by the four ward members
- Annual than you party for the numerous town council volunteers
- Social Care symposium, Hereford

***Cllr Norman – Leominster West.***

- Social Care symposium, Hereford
- Task & Finish Group regarding the Special Education Needs of the County.
- Thank you tea parties for the staff and contractors in December 2018 and the volunteers in January 2019.

***Cllr Marsh – Leominster South.***

**Training and briefings**

- Data training from Intelligence Unit
- Highways England on A49
- Children's Services briefing on court judgment

- West Midlands' Green Training Day
- Services for Independent Living open day in Leominster
- High Sheriff's symposium on Social Care- very well attended and included launch of Herefordshire Vital Signs report by HCF

**Networking, civic events and thanks – particularly important at the end of the year**

- Christmas Tea for LTC staff
- Tea for LTC volunteers
- Cllrs Christmas meal
- Verdun Oak service
- Parish Summit: over 50 parishes attended, Leominster represented by our Deputy Mayor

**Work with residents**

- 60 second surveys of residents across Leominster with Green colleagues to find local priorities. Roads safety and maintenance came out in top place. Protecting jobs and local businesses and care for old and young also strongly supported. Strong feeling that HC is not strong at public consultation or transparent in its communications about its spending.

**Issues**

- Continue to press for publication of the delayed Leominster Public Realm and Transportation Study
- Meetings with Extinction Rebellion re their focus on reducing carbon emissions and climate change: arranged meeting to brief them on the council's actions in this field over the last decade
- Supporting the proposal for a new health and integrated social care hub at Dales to replace our cramped surgeries
- Contributing to a potential alternative budget for 2019/20

**114/18 MAYORAL APPOINTMENTS**

The following Mayoral appointments attended by the Mayor were noted:

- Verdun Oak Saplings Gifting Ceremony, The Priory
- Last Train to Tomorrow, the Kinder Transport. Very, very moving
- Victorian Street Market
- St Michaels 'Light up a Life' Service, Methodist Church Green Lane
- Songs and Verse, Community Choir Charity Concert at the Lion Ballroom in aid of the Mayor's Charity SHYPP and The CartShed charity
- Choral Society Carols By Candle Light, Priory Church

January as usual has been a quiet month for mayoral duties, but the calendar is filling up fast again now! Thank you to the Deputy Mayor who covered for me whilst I was recovering from an ear operation. Easter Sunday would be our last robed event of this civic year ahead of Mayor Making in May. This year Easter Sunday falls on April 21<sup>st</sup>.

**115/18 DATE OF NEXT MEETING**

Council noted that the next Town Council Meeting would be held on Monday 25<sup>th</sup> March 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

**Annual Town Meeting** – Council agreed to hold the Annual Town Meeting on Monday 8<sup>th</sup> April 2019 due to the election being held on 2<sup>nd</sup> May 2019. The meeting would commence at 7.30pm and be held at 11 Corn Square.

**116/18 CONFIDENTIAL ITEMS**

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

**117/18 SUB-COMMITTEE MEETINGS**

Council **RESOLVED** to approve the confidential minutes of the Personnel Sub-Committee meeting held on 14<sup>th</sup> January 2019 and adopt the recommendations contained therein.

**118/18 MUSEUM REPORT**

Council considered the report presented. Following consideration, it was **RESOLVED:**

- That the report be noted;
- To continue the partnership until October 2019;
- That a Steering Group be appointed following the elections on 2<sup>nd</sup> May 2019 to review and evaluate the partnership;
- That the Museum Trustees be invited to attend a Sub-Committee meeting to discuss the partnership with Members.

**119/18 CIVIC AWARDS**

Council noted that nominations to receive a civic award must be submitted by Friday 15<sup>th</sup> March 2019 along with the reasons for the nomination. The awards would be presented at the Mayor Making ceremony scheduled to take place on Saturday 11<sup>th</sup> May 2019.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 8:46pm.

\_\_\_\_\_  
**MAYOR**

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

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 28<sup>th</sup> January 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

**OFFICER PRESENT:** Town Clerk.

### **PH144/18 APOLOGIES FOR ABSENCE**

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

### **PH145/18 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **PH146/18 HEREFORDSHIRE COUNCIL MEMBERS**

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

### **PH147/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **PH148/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. A question had been received from a resident expressing concern that the pavements and roads in the centre of Leominster require upgrading and referring to a report from NICE published in January 2019 that advised that pedestrians, cyclists and bus users should be given priority when planning works on roads.

Committee agreed that:

- It be confirmed that the emerging Transport Plan for Leominster adhered to the existing hierarchy of pedestrians, public transport, vehicles and bicycles;
- That the emerging Transport Plan be fully consulted upon;
- Contact NICE to obtain additional advice on its recommendations and submit these to Herefordshire Council for inclusion into the Plan;
- A reply be sent outlining the above to the resident.

Committee noted that polling cards were currently being sent out to residents regarding the Leominster Area Neighbourhood Plan referendum that would take place on 28<sup>th</sup> February 2019.

**PH149/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 7<sup>th</sup> January 2019 be agreed and signed as a correct record.

**PH150/18 PLANNING APPLICATIONS**

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

**APPLICATION:** P174097  
**SITE:** Mile End, Broad Land, Leominster. HR6 0AL  
**DESCRIPTION:** (Amended) Retrospective permission for the use of the land for wood chipping with wood storage yard and buildings to include; office building, chip stores, drying floor, fan house and boiler house with biomass plant to generate 80Kw of electricity.  
**COMMENT:** Agreed to reiterate previous comments.

**APPLICATION:** P183910  
**SITE:** The Oast House, Brierley Lane, Brierley, Leominster. HR6 0NT  
**DESCRIPTION:** (Amended) Application for removal of condition 2 of planning permission 88/0382/N (Alterations and conversion of barn to two dwellings for holiday purposes). To allow The Oast House to be sold as a dwellinghouse.  
**COMMENT:** Recommend refusal to the removal of Condition 2 as it would go against Policy RA3 of the Herefordshire Core Strategy. The Committee had no objection to the sale of the Oast House but wished to see it retained as part of the tourism offer in the local area.

**APPLICATION:** P184626  
**SITE:** Brierley Court Barns, Brierley Lane, Leominster  
**DESCRIPTION:** Non-material amendment ref 162302 (variation of condition 2 150472: substitution of plans for a repositioned building) – An increase in height to 3 bays of part of the building by 977mm.  
**COMMENT:** No objection.

(Cllr Williams arrived at 6:32pm)

**APPLICATION:** P184674  
**SITE:** Cornhill Cop Farm, Monkland Road, Leominster HR6 9DA  
**DESCRIPTION:** To erect 2 extensions to two farm building, to roof over existing cattle handling unit and cattle loading area.  
**COMMENT:** No objection.

**APPLICATION:** P184577  
**SITE:** LWC Ltd, Southern Avenue, Leominster HR6 0QF  
**DESCRIPTION:** Proposed canopy at rear of site. Canopy to be supported on steel columns and beams with roof clad in profiled steel cladding incorporating GRP roof lights all to match existing steel cladding in colour.  
**COMMENT:** No objection.

**PH151/18 DECISIONS**

Committee noted the following planning decisions received from Herefordshire Council:

**APPLICATION:** P184066  
**SITE:** Land adjoining Glaslyn, Barons Cross Road.  
**DESCRIPTION:** Variation of Condition 2 180198/F (Proposed erection of 4 detached dwellings with new vehicular access) Amendments to plots 1 and 2.  
**COMMENT:** No objection.  
**DECISION** Approved with conditions.

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

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

**PH152/18 HIGHWAYS AND PARKING MATTERS**

- (a) **The Hum** – Committee noted that no further updates had been received.
- (b) **Draft Minerals and Waste Local Plan (MWLP) Consultation** – Committee noted that Herefordshire Council was consulting on the first draft of the Herefordshire Minerals and Waste Local Plan, which will form a part of the planning policy framework (Local Plan) for Herefordshire. Consultation would run from Monday 21<sup>st</sup> January to Monday 4<sup>th</sup> March 2019.
- (c) **Highway & Parking Matters** – Committee noted that emergency works were being undertaken at the railway crossing to replace an old BT cover and put a new one in. Mill Street would be closed for up to 24 hours.

**PH153/18 LICENCING MATTERS**

Following consideration of the review of the licence under the Prevention of Crime and Disorder by Herefordshire Council, related to The Ducker, 11 South Street, Leominster, HR6 8JA, it was **RESOLVED** to fully support the Authority. Licence holders must be fully conversant with all licencing requirements and ensure that proper training is undertaken. If considered necessary, the Town Council would support the suspension of the current licence until the review had been completed.

**PH154/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that the LANP had been submitted to Herefordshire Council for Referendum, which would take place on 28<sup>th</sup> February 2019. Polling cards were currently being sent out to residents.

**PH155/18 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 11<sup>th</sup> February 2019 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 6:45pm.

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

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

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

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

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

**ALSO PRESENT:** Cllrs Marsh and Sutcliffe.

**OFFICER PRESENT:** Town Clerk.

### **PH156/18 APOLOGIES FOR ABSENCE**

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

### **PH157/18 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **PH158/18 HEREFORDSHIRE COUNCIL MEMBERS**

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

### **PH159/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **PH160/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. The following matters were raised:

- (i) **P181448** – It was agreed to bring this item forward for consideration. Concerns were raised that some of the documentation relating to the amended application, specifically regarding air quality data, had not been uploaded onto the Herefordshire Council website. There were also concerns raised regarding the transport data, the siting of the pedestrian crossing, the lack/poor provision of pedestrian access and the over-development of the site. Documentation also referred to only 233 dwellings to be provided on the Baron's Cross Camp. Outline permission had been granted for 425 units and it was understood that a proposal for 365 units was being developed.

**APPLICATION:** P181448

- SITE:** Land at Morrisons Car Park, Barons Cross Road, Leominster
- DESCRIPTION:** Amended: Proposed erection of two storey restaurant with drive-thru, car parking, landscaping, play place and associated works. Installation of 2 no. COD (Customer Order Displays) with associated canopies.
- COMMENT:** Committee **RESOLVED** to formally request the Planning Authority to extend the consultation period for this amended application for the submission of comments from 28<sup>th</sup> February 2019 until 5<sup>th</sup> March 2019 for the following reasons:
- Due to the number of comments submitted regarding this planning application it would be appropriate for local residents to be given a further opportunity to voice their comments on the application at the next Planning & Highways Committee meeting of the Town Council on 4<sup>th</sup> March 2019;
  - The timing of the amended application submission, and the air quality documentation that had not as yet been made publicly available, did not allow the opportunity for fully informed comments to be submitted by both the Town Council and local residents;
  - The Town Council fully supported the local Ward Member's request for the consultation period to be extended.

Committee also wished to reiterate its previous comments regarding this application as it considered that the amendments did not fully address those concerns.

- (ii) Highways Matters** – Committee noted that a written question had been submitted regarding a number of highway matters:
- Who maintains the roads? Herefordshire Council using its main contractor Balfour Beatty;
  - What is the maintenance schedule? A County wide annual maintenance plan is produced and can be found on the HC website.
  - How can Leominster Town Council influence investment and maintenance in the roads? The Town Council has been involved in the initial development of a public realm report and the emerging Transport Plan for Leominster. Immediate issues are reported through the Locality Steward for action.
  - What can be done to ensure we have safe and presentable roads in Leominster? Following discussion, it was agreed to continue to submit issues to Herefordshire Council for action and to insert contact details for reporting problems in Leominster News.

Committee reiterated its concern regarding the maintenance issues especially within the town centre and every effort would be made to help resolve the issue and encourage Herefordshire Council to invest in the town centre highway infrastructure.

**PH161/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 28<sup>th</sup> January 2019 be agreed and signed as a correct record.

**PH162/18 PLANNING APPLICATIONS**

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

**APPLICATION:** P190319  
**SITE:** 6a South Street, Leominster. HR6 8JB  
**DESCRIPTION:** Notification of prior approval for a proposed change of use of a building from office use to a dwelling (Class C3).  
**COMMENT:** No objection subject to consideration being given to parking and waste storage.

**APPLICATION:** P190119  
**SITE:** The Vine, Ivington Road, Newtown, Leominster. HR6 8QB  
**DESCRIPTION:** Extension over existing double garage.  
**COMMENT:** No objection.

**APPLICATION:** P190071  
**SITE:** Barons Cross Lodge, Barons Cross Road, Leominster  
**DESCRIPTION:** Proposed conversion of laboratory building to four apartments. Construction of a car park. Widening and re-alignment of access road and other associated works  
**COMMENT:** Recommend refusal at present until the application can be considered in context with the entire site. The current application does not provide sufficient information to enable this to happen. It was requested that an extension to the consultation period be requested until 5<sup>th</sup> March 2019

**PH163/18 DECISIONS**

Committee noted the following planning decisions received from Herefordshire Council:

**APPLICATION:** P183786  
**SITE:** 28 South Street, Leominster, Herefordshire, HR6 8JB  
**DESCRIPTION:** Listed Building Consent: Proposed pedestrian opening in an internal garden wall.  
**COMMENT:** No objection.

**DECISION** Approved.

**APPLICATION:** P184043

**SITE:** 35 Millers Close, Leominster, Herefordshire, HR6 8B

**DESCRIPTION:** Conversion of integral garage to habitable use; provision of rear ground floor toilet extension; provision of 3rd bedroom by first floor extension above the garage.

**COMMENT:** No objection subject to the views of the neighbours and on condition that all the relevant statutory permissions are obtained.

**DECISION** Approved with conditions.

**APPLICATION:** P184119

**SITE:** Aldi Supermarket, Ryelands Road, HR6 8NY

**DESCRIPTION:** New additional external plant and associated plant enclosure required by internal refurbishment of the ALDI foodstore.

**COMMENT:** No objection.

**DECISION** Approved with conditions

**APPLICATION:** P184434

**SITE:** Land adjoining Glaslyn, Barons Cross Rd, Leominster

**DESCRIPTION:** Proposed variation of condition 2 of planning permission 180198 (Proposed erection of 4 detached dwellings with new vehicular access) - relocation of plot 4 to enlarge rear garden whist retaining turning area.

**COMMENT:** No objection.

**DECISION** Approved with conditions

#### **PH164/18 HIGHWAYS AND PARKING MATTERS**

(a) **The Hum** – Committee noted that no further updates had been received.

(b) **Highway & Parking Matters** – This item had been considered under Minute PH160(ii). It was noted that a survey of Etnam Street residents and businesses had been completed regarding the possibility of implementing a residential parking zone. The 70% threshold had been met and the survey had now been submitted to Herefordshire Council for consideration.

#### **PH165/18 LICENCING MATTERS**

Committee noted that a hearing would take place to consider the licence review relating to The Ducker, 11 South Street, Leominster, HR6 8JA on Friday 1<sup>st</sup> March 2019.

#### **PH166/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that the Referendum would take place on 28<sup>th</sup> February 2019. Thanks were extended to staff members for putting up the display in the TIC Foyer to provide further information on the contents of the Plan for residents.

**PH167/18 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 4<sup>th</sup> March 2019 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP. It was agreed to bring the start time forward to 6pm to enable residents to have enough time to submit comments regarding P181448.

There being no other business the meeting closed at 7.56pm.

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

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

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 4<sup>th</sup> March 2019 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Rosser (Chair), Preece (Vice-Chair) (arrived at 18.52), Bartlett, Herschy, Rumsey, Thomas and.

**ALSO PRESENT:** 14 members of the public.

**OFFICER PRESENT:** Town Clerk.

### PH168/18 APOLOGIES FOR ABSENCE

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

### PH169/18 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Rosser – P181448

### PH170/18 HEREFORDSHIRE COUNCIL MEMBERS

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

### PH171/18 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

### PH172/18 QUESTIONS FROM THE PUBLIC

There were 14 members of the public present. The following matters were raised:

- (i) **Leominster Area Neighbourhood Plan** – Clarification was requested regarding the development of the Southern Urban Expansion (SUE) and the southern link road. It was confirmed that no plans had been developed to date for either the link road or the proposed 1,500 dwellings. The land was in the ownership of nine different owners including Brasenose College, Oxford. A significant amount of work needed to be undertaken prior to any development taking place.

With regard to areas that had been identified as possibly requiring extra protection it was recommended that these items be submitted to the relevant ward Councillor so that they could be considered by the Planning Authority, Herefordshire Council.

- (ii) **P181448** – A number of representations were received from local residents. The main concerns raised were as follows:
- An amendment had been proposed to provide traffic lights along the a44 in front of Morrisons. However, no information had been included regarding the impact the traffic lights would have on vehicle movements and traffic. No assessment of the potential tailbacks, pollution and noise had been included;
  - The peak customer period information provided by the applicant did not correlate with existing data which indicated that the number of HGV movements was between 2.5 and 5 times higher than that suggested by the applicant;
  - The comparison sites provided by the applicant bore no resemblance to the site in Leominster. In addition, one of the comparison stores had actually closed;
  - The Leominster population identified by the applicant was actually around 25% or less than the populations identified at the comparison stores required to support a restaurant of this size. In addition, the size of the Leominster store was approximately 200 square metres larger than the comparison stores;
  - There was no information on the potential noise and pollution that would be created by the development. There were no mitigation proposals included and there was no information on the potential traffic congestion that would be created by the development.

Committee **RESOLVED** to support the comments and concerns raised by the residents and agreed to request that the Planning Authority should take all the matters raised seriously when considering the application.

Committee further **RESOLVED** to request that the Planning Authority takes into full consideration the relevant Leominster Area Neighbourhood Plan policies relating to this type of development following the positive referendum response.

#### **PH173/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 28<sup>th</sup> January 2019 be agreed and signed as a correct record.

#### **PH174/18 PLANNING APPLICATIONS**

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

**APPLICATION:** P181448

**SITE:** Land at Morrisons Car Park, Barons Cross Road, Leominster

**DESCRIPTION:** Amended: Proposed erection of two storey restaurant with drive-thru, car parking, landscaping, play place and

- COMMENT:** associated works. Installation of 2 no. COD (Customer Order Displays) with associated canopies.  
Support the concerns raised by local residents especially with regard to the traffic congestion, noise and pollution issues raised.
- APPLICATION:** P174266  
**SITE:** 19 Silurian Close, Leominster, Herefordshire, HR6 8ST  
**DESCRIPTION:** Proposed single storey extension.  
**COMMENT:** No objection.
- APPLICATION:** P183927  
**SITE:** Jubilee Building, Victoria Street, Leominster HR6 8LP  
**DESCRIPTION:** Re-consultation (amended and additional): Proposed apartments.  
**COMMENT:** **RESOLVED** to withdraw its previous objection subject to the retention of the retail unit.
- APPLICATION:** P190053  
**SITE:** Petrol Filling Station, Leominster Service Area, Ludlow Road, Leominster, Herefordshire, HR6 0DQ  
**DESCRIPTION:** Proposed new extension with minor forecourt alterations to provide additional customer parking and the relocation of an external ATM pod.  
**COMMENT:** No objection subject to confirmation that the ATM facility was going to be relocated within the site.
- APPLICATION:** P190068  
**SITE:** Barons Cross Lodge, Barons Cross Road, Leominster HR6 8RS  
**DESCRIPTION:** Site for erection of six dwellings and three garages. Demolition of single-storey laboratory building. Widening and realignment of existing access road and associated works.  
**COMMENT:** No objection subject to the following concerns:
  - The current access was very narrow and would need to be widened;
  - There were concerns regarding the loss of trees;
  - Any decision taken must take into consideration the comments made by the Tree Officer;
  - Committee supported the requirement for a Habitat Regulations Assessment
- APPLICATION:** P190071  
**SITE:** Barons Cross Lodge, Barons Cross Road, Leominster  
**DESCRIPTION:** Proposed conversion of laboratory building to four apartments. Construction of a car park. Widening and re-alignment of access road and other associated works  
**COMMENT:** No objection.

**APPLICATION:** P190277  
**SITE:** The Cottage, Newtown Lane, Newtown, Leominster HR6 8QD  
**DESCRIPTION:** Proposed non-material amendment to planning permission ref 174299 (Proposed alterations to existing dwelling) – Alterations to extension fenestration and proposed porch. Also minor alterations to internal layout.  
**COMMENT:** No objection.

**APPLICATION:** P190337  
**SITE:** Unit 4, Southern Avenue, Leominster HR6 0QF  
**DESCRIPTION:** Proposed steel portal framed extension to the existing building.  
**COMMENT:** No objection.

**APPLICATION:** P190367  
**SITE:** Broad Farm, Leominster, Herefordshire, HR6 0AN  
**DESCRIPTION:** Retrospective: Proposed change of use of redundant agricultural buildings to light industrial.  
**COMMENT:** No objection.

**APPLICATION:** P190380  
**SITE:** Cheaton Barn, Hay Lane, Leominster HR6 0DQ  
**DESCRIPTION:** Proposed construction of garage, workshop and store. Retrospective use of garden area, outbuilding and access.  
**COMMENT:** No objection.

**APPLICATION:** P190445  
**SITE:** 44 Broad Street, Leominster HR6 8BS  
**DESCRIPTION:** Propose to fix an aluminium plaque to front of building.  
**COMMENT:** No objection.

**APPLICATION:** P190446  
**SITE:** Eaton Bridge over River Lugg, Leominster.  
**DESCRIPTION:** Propose to fix a name plaque to the centre of the parapet stonework on the north side of bridge.  
**COMMENT:** No objection.

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

**APPLICATION:** P190584  
**SITE:** Agri Lloyd International, Glendower Road, Leominster, Herefordshire, HR6 0RL  
**DESCRIPTION:** Proposed extension to the rear of the existing building (use class B2) and entrance lobby to the side.

Recladding of the south and east elevations, the installation of additional doors/windows and the formation of additional hardstanding.

**COMMENT:** No objection.

**APPLICATION:** P190674

**SITE:** Land behind 13-15 Drapers Lane, Leominster.

**DESCRIPTION:** Listed Building Consent: Proposed demolition of internal chimney.

**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.

**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.

**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.

**APPLICATION:** P190678

**SITE:** 13-15 Drapers Lane, Leominster, Herefordshire.

**DESCRIPTION:** 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.

**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.

**APPLICATION:** P190144  
**SITE:** 7 Caradoc Drive, Leominster, Herefordshire, HR6 8BH  
**DESCRIPTION:** Proposed demolition of existing single storey extension to the rear and construction of new two storey extension to rear.  
**COMMENT:** No objection subject to the views of the neighbours.

**APPLICATION:** P190521  
**SITE:** 6 - 8 Broad Street, Leominster, Herefordshire, HR6 8BS  
**DESCRIPTION:** Proposed change of use of ground floor to dog grooming parlour.  
**COMMENT:** No objection.

**APPLICATION:** P190585  
**SITE:** Cholstrey Farm, Cholstrey, Leominster, Herefordshire HR6 9AP  
**DESCRIPTION:** To erect a steel portal extension to an already existing building for the purpose of the handling of livestock in a safe manner.  
**COMMENT:** No objection.

#### **PH175/18 DECISIONS**

Committee noted the following planning decisions received from Herefordshire Council:

**APPLICATION:** P184423  
**SITE:** Rosedale House, Widgeon Hill Farmhouse, Hamnish, Leominster, Herefordshire HR6 0QN  
**DESCRIPTION:** Proposed first floor side window.  
**COMMENT:** No objection.  
**DECISION** Approved with conditions.

**APPLICATION:** P184430  
**SITE:** The Coach House, 7 Hereford Terrace, Leominster HR6 8JR  
**DESCRIPTION:** Proposed garden store/studio.  
**COMMENT:** No objection.  
**DECISION** Approved with conditions.

**APPLICATION:** P184626  
**SITE:** Brierley Court Barns, Brierley Lane, Leominster  
**DESCRIPTION:** Non-material amendment ref 162302 (variation of condition 2 150472: substitution of plans for a repositioned building) – An increase in height to 3 bays of part of the building by 977mm.  
**COMMENT:** No objection.  
**DECISION** Approved with conditions.

**PH176/18 HIGHWAYS AND PARKING MATTERS**

- (a) **The Hum** – Committee noted that no further updates had been received.
- (b) **Highway & Parking Matters** – There were no matters raised.

**PH177/18 LICENCING MATTERS**

Committee noted that the hearing to consider the licence review relating to The Ducker, 11 South Street, Leominster, HR6 8JA would now take place on Thursday 7<sup>th</sup> March 2019.

No objections were raised regarding the new licence application for the Shropshire Hills Brewery to be located at Unit 16, Leominster Business Park, Brunel Road, Leominster HR6 0LX.

**PH178/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that the Plan had received a positive result following the Referendum that took place on 28<sup>th</sup> February 2019. 1,500 votes were cast representing 16.8% of those entitled to vote. 1,282 (85.5%) voted yes and 218 (14.5%) voted no.

**PH179/18 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 1<sup>st</sup> April 2019 in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7.46pm.

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**CHAIR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 25<sup>th</sup> February 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Mr P Davies, Marshall (7:26pm), Murdoch, Norman, Rumsey, Thomas and Williams.

**OFFICERS PRESENT:** Town Clerk.

**FG39/18 APOLOGIES FOR ABSENCE**

There were no apologies to be received.

**FG40/18 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Bartlett: LDCA
- Cllr Norman: Shop Mobility
- Cllr Rumsey: Shop Mobility
- Cllr Thomas: LDCA/Shop Mobility

**FG41/18 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensation.

**FG42/18 QUESTIONS FROM THE PUBLIC**

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

**FG43/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 17<sup>th</sup> December 2018 be agreed and signed as a correct record.

**FG44/18 CLERK'S REPORT**

The following Clerk's Report was noted:

- (a) **Nomination Packs** – Committee noted that nomination packs had been received for all four Leominster Wards regarding the election on 2<sup>nd</sup> May 2019. It was agreed to consider holding a briefing session for prospective candidates and it was noted that Herefordshire Council were holding a session on 7<sup>th</sup> March 2019.

It was **RESOLVED** to request polling cards for all four wards in the event that the Ward Councillor vacancies were uncontested.

(Cllr Marshall arrives at 7.26pm)

- (b) **Housing Needs Survey** – Committee noted that a potential grant to carry out a Housing survey for Leominster had been identified. It was agreed to apply for the grant and obtain quotations.
- (c) **Change to Waste Collections** – Committee noted that a change to waste collections would commence on 18<sup>th</sup> March 2019.
- (d) **Staff Update** – Committee noted the staffing updates. Following consideration, it was agreed that Cllrs Bartlett, Norman and Rumsey would form the interview panel for the Environmental Supervisor's and the Grounds Operative positions. An assessment of applications would be undertaken on 12<sup>th</sup> March 2019, with interviews for the Environmental Supervisor being held on 18<sup>th</sup> March and Grounds Operative on 19<sup>th</sup> March 2019. The other positions would be undertaken by Officers of the Council.

**FG45/18 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report** – Committee considered the Quarter Three Financial Report and, following discussion, **RESOLVED:**
- That the report be noted;
  - That the payments for October 2018 amounting to £93,332, exclusive of VAT, November 2018 amounting to £46,159, exclusive of VAT, and December 2018 amounting to £40,373, exclusive of VAT, be ratified;
  - That balances held as at 31<sup>st</sup> December 2018 amounted to £376,641 be noted;
  - That restricted grant income received be identified within the accounts and reports.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the month of February 2019 amounting to £33,080.39, inclusive of VAT.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
  - To ratify the following expenditure:
    - The erection of scaffolding at Corn Square - £1,296 + VAT
    - Remove the soil in the Secret Garden - £1,050 + VAT
    - The construction of an extension to the car park - £3,000 + VAT
    - Cost of recruitment for the 4 vacant posts - £1,000 + VAT
  - To obtain advice and install both bird and bat boxes at 11 Corn Square;
  - To accept the grant award from Herefordshire Council, subject to:
    - Clarification regarding the land that would be included in the proposed Freehold Transfer of Public Open Space and the terms of the asset transfer;
    - The complete exclusion of all tree maintenance on the land currently covered by the licence, especially the trees on the highway verges.

- To commence the purchase of the relevant grounds equipment required;
- To begin to develop proposals for future investment in Leominster town centre;
- To recommend to Full Council that it discontinues the Council's subscription to NALC and HALC as it was not fit for purpose;
- To write to NALC explaining the reasons for not continuing with the subscription, which amounted to £2,273.99 + VAT;
- To ring fence the £2,273.99 to meet the costs of additional training for staff and new Councillors following the election.

**FG46/18 CONFIDENTIAL ITEMS**

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

**(a) Grants Report** – Following consideration of the grant applications received Committee **RESOLVED** to award the following grants:

- Leominster Shopmobility - £1,000;
- Leominster Museum - £1,000;
- ECHO for Extra Choices in Herefordshire - £800.

Committee **RESOLVED** to recommend to Full Council that the grant allocation of £8,000 in the 2019/20 budget to LDCA be ratified and awarded.

**(b) Personnel Apprenticeship Report** – Following consideration of the report Committee **RESOLVED**:

- To note the report;
- To commence the recruitment of two apprenticeships for the Environmental Team and the Administration Team;
- To aim to have the two apprenticeships in place within the next six months.

**(c) CAB Report** – Committee noted the report submitted by CAB.

**FG47/18 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 29<sup>th</sup> April 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:17pm.

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**CHAIR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Wednesday 30<sup>th</sup> January 2019 commencing at 11:30am in the Stable Gallery, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Thomas (Chair), Bartlett, Lacey, Norman, Rumsey and Sutcliffe.

**OFFICERS PRESENT:** Town Clerk and the Markets Officer.

### **CE42/18 APOLOGIES FOR ABSENCE**

There were no apologies to be received.

### **CE43/18 DECLARATIONS OF INTEREST**

The following declaration of Interest was made:

- Cllr Sutcliffe – Trader on the Farmers Market.

### **CE44/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **CE45/18 QUESTIONS FROM THE PUBLIC**

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

### **CE46/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 21<sup>st</sup> November 2018 be agreed and signed as a correct record.

### **CE47/18 CLERK'S REPORT**

Committee noted the following items:

- The draft updated Town Council logo presented was agreed;
- A Warning Order regarding the Rifles Freedom of the Town that was to be exercised over Armed Forces Week was noted;
- The Neighbourhood Plan referendum information was noted.

### **CE48/18 MARKET OFFICER'S REPORT**

The Market Officer presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED** that the report be noted. No specific matters were raised.

### **CE49/18 TOURIST INFORMATION CENTRE**

The Centre report was presented. Following discussion, it was **RESOLVED** that the report be noted. The following matters were specifically noted:

- The TIC website was now fully operation and a number of additional businesses had expressed an interest in membership of the Association;

- The Mortimer Country Consortium would cease to operate as from March 2019. It had been agreed to transfer the remaining funds held by the consortium subject to a Mortimer Country page being provided on the TIC website;
- Further concerns were expressed regarding the lack of accommodation in Leominster. The future use of the Royal Oak now it had been sold was unclear and the Barons Cross Inn had now closed;
- It was agreed to submit Asset of Community Value applications for the Royal Oak and Barons Cross Inn, and to investigate whether the Barons Cross Inn was up for sale.

**CE50/18 COMMITTEE UPDATE REPORT**

The Committee received the update report and, following discussion,

**RESOLVED:**

- That the report be noted;
- That the road closures applied for be noted;
- To approve the organisation of a Teddy Bears Picnic Party on 20<sup>th</sup> July 2019. A budget of £200 was approved out of the Events budget;
- To approve the organisation of an Easter Egg hunt. It was recommended that advantage be taken of the road closure that had been secured for 20<sup>th</sup> April 2019 for the event;
- To allocate a sum not exceeding £805 to purchase a new PA system and radio microphone. A second quotation was requested;
- To note that initial Christmas Light schemes would be available at the March 2019 meeting. A final decision on the preferred scheme would be made in July by Full Council;
- Thanks were extended to Cllr Preece and Oldfields Garage for their valued support of the Christmas Lights;
- That further information on the outdoor theatre proposals be obtained and submitted to Committee for approval;
- That further information on a proposed Fireworks event for Leominster be submitted to Committee for consideration;
- That further information regarding the event planned on The Grange on 10<sup>th</sup> August 2019 be requested. It was noted that the alcohol and entertainment licence had been approved.

**CE51/18 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Committee would be held on Wednesday 27<sup>th</sup> March 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 12:47pm.

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**CHAIR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 18<sup>th</sup> March 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

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

**ES54/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Marsh (personal) and Thomas (holiday).

**ES55/18 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Lacey: Ginhall Lane Allotments;
- Cllr Murdoch: Ginhall Lane Allotments.

**ES56/18 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensation.

**ES57/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**ES58/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 21<sup>st</sup> January 2019 be agreed and signed as a correct record.

**ES59/18 CLERK'S REPORT**

Committee noted the Clerk's report presented:

- (a) **Sydonia Lighting Scheme** – Committee noted that an initial design had been developed to improve the street lighting for Sydonia. Funding for the delivery of the scheme was now being sought and it was agreed that this project be made a priority with delivery prior to the end of year.
- (b) **Litter Pick** – Committee noted that a litter pick was being held at Barons Cross on 7<sup>th</sup> April 2019 from 10am to 1pm.

Concerns were expressed regarding flytipping in this area and it was agreed to continue to pursue a resolution to this issue. It was further noted that a pedestrian crossing to improve safety and access for existing residents was still being pursued.

Committee noted that the rubbish reported at Hill View was currently being dealt with, although confirmation of the land ownership was still awaiting confirmation.

- (c) **Initial Consultation** – Committee noted that an initial consultation was going to be held at Barons Cross on Monday 15<sup>th</sup> April 2019 as part of the Silver Team Leominster project. Wildplay would be holding a play session and the Town Council would be providing a BBQ.

**ES60/18 ENVIRONMENTAL SUPERVISOR REPORT**

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

- To note the contents and updates contained within the report;
- To organise signage for the two public conveniences at The Grange and Central Car Park indicating opening hours and alternative facilities outside opening hours;
- To carry out the remedial works outlined in the report including the placement of safety tiles under the outdoor gym equipment to reduce wear to the ground.

**ES61/18 COMMITTEE UPDATE REPORT**

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

- To note the contents and updates contained within the report;
- To ensure that the public consultation regarding the Grange was fully promoted and publicised;
- To note that the waste recycling scheme would commence at the end of March 2019;
- To purchase the required grounds equipment now that the grant of £10,000 from Herefordshire Council had been confirmed;
- To continue to monitor the issues relating to footpath ZC93. There was concern that the path was being diverted and it was agreed to request an update from Herefordshire Council and inform the Ramblers of the issue.

**ES62/18 CONFIDENTIAL ITEMS**

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

**ES63/18 STAFFING UPDATE**

Committee noted that interviews were being held for an Environmental Supervisor, a Grounds Operative and a Seasonal Operative.

Interviews for the Grounds Operative had been held on Monday 18<sup>th</sup> March 2019 and a suitable candidate for the position had been identified and a job offer would be made by the end of the week. A further update would be provided at the Full Council meeting.

**ES64/18 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 20<sup>th</sup> May 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 8:11pm.

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**CHAIR:**

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

## ACCOUNTS PAID MARCH 2019

DATE	PAYEE	REF	AMOUNT	DETAILS
04-Mar	A McEwen	404752	£650.00	Maintenance
04-Mar	Cleanmy Ltd	404753	£243.21	Cleaning products
04-Mar	Yeomans Canyon Tours	404754	£23.40	TIC Ticket Sales
04-Mar	National Express Ltd	404755	£129.67	TIC Ticket Sales
04-Mar	Rotary Club of Leominster	404756	£30.00	TIC Sales
04-Mar	Country Flavours	404757	£50.44	TIC Sales
04-Mar	Julie Nutt	404758	£60.00	Trousers
04-Mar	Martin Nutt	404759	£24.98	Hi-viz jacket
04-Mar	Vaughtons	404760	£14.28	Chains
04-Mar	Leominster News	404761	£165.00	Newsletter & recruitment
04-Mar	Travis Perkins	404762	£200.05	Materials
04-Mar	BOSS	404763	£116.95	Photocopier charges
12-Mar	A McEwen	404764	£650.00	Maintenance
12-Mar	Stan's the Man	404765	£540.00	Decoration of the flat
12-Mar	Microshade Business Consultants	404766	£530.16	Hosting
12-Mar	Richard Brookman	404767	£405.00	Market management
12-Mar	Cancelled	404768	£0.00	
12-Mar	HVOSS	404770	£145.00	Bus replacement
12-Mar	Shine on Windows	404771	£46.00	Window cleaner
12-Mar	Worcestershire CC	404772	£4,726.48	Feb pension contributions
12-Mar	Roundabout Stationery	404773	£168.04	Stationery
12-Mar	C James	404774	£271.85	TIC Ticket Sales
12-Mar	Station Motors	404775	£525.81	Vehicle repairs
12-Mar	Ultimate Finance	404776	£1,555.20	Border Scaffolding hire
12-Mar	APATH	404777	£519.54	Fence hire
12-Mar	LBS	404778	£472.50	Maintenance Materials
12-Mar	C Thomas	404779	£25.20	Mileage
12-Mar	N Herefordshire Shopmobility Project	404780	£1,000.00	Grant
12-Mar	Leominster Museum CIO	404781	£1,000.00	Grant
12-Mar	Echo	404782	£1,000.00	Grant
12-Mar	March Salaries	404783-797	£13,956.29	Wages
12-Mar	HMRC	404798	£2,739.03	Period 12 NI & PAYE
13-Mar	Georgia Staples	404799	£30.00	TIC Sales
18-Mar	Barrington Print	404801	£291.30	ID Badges
18-Mar	Zurich Municipal	404802	£14.94	Insurance
18-Mar	GP Essex	404803	£22.50	TIC Sales
18-Mar	Travis Perkins	404804	£51.17	Maintenance materials
18-Mar	J Bartlett	404805	£51.55	Mileage, expenses
18-Mar	Secondhand Warehouse	404806	£52.00	Items for the flat
18-Mar	A McEwen	404807	£585.00	Maintenance
18-Mar	W&L Dairies	404808	£13.60	Milk
18-Mar	Janice & Peter McCaull Trust	404809	£237.50	TIC Ticket Sales
			<b>£33,333.64</b>	

GOVERNANCE AND MANAGEMENT RISK REGISTER

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer
RR1	Lack of forward planning and budgetary controls	<ul style="list-style-type: none"> <li>• Lack of direction</li> <li>• Lack of prioritisation</li> <li>• Poor service delivery</li> <li>• Poor service development</li> <li>• Poor financial planning</li> <li>• Poor financial controls</li> <li>• Inefficient spending</li> <li>• Budgetary overspends</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Review Council's corporate strategy;</li> <li>• Continue regular financial reports;</li> <li>• Quarterly budgetary reviews to be undertaken;</li> <li>• Regular quarterly financial healthchecks by external consultant.</li> </ul>	Clerk (RFO)
RR2	Insufficient resources to meet obligations due to shortfall in the annual budget, in balances and any loan options	<ul style="list-style-type: none"> <li>• Failure to meet Council's objectives</li> <li>• Inability to deliver services</li> <li>• Inability to invest in Council infrastructure</li> <li>• Major project slippage</li> <li>• Key projects not delivered</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Ensure adequate budgeting and precept setting process in place</li> <li>• High level of budgetary controls and frequent monitoring in place</li> <li>• Forward planning in place</li> <li>• Estimates obtained regarding potential costs of projects and service delivery</li> <li>• Build contingency into projects</li> </ul>	Clerk (RFO)
RR3	Sustained poor performance or perceived/actual operational failures causes loss of confidence in Town Council	<ul style="list-style-type: none"> <li>• Poor service delivery</li> <li>• Loss of staff morale</li> <li>• Loss of residents confidence</li> <li>• Loss of Councillor confidence</li> <li>• Loss of key personnel</li> <li>• Community governance review</li> <li>• Breakdown of working relationship with community groups</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Regular staff performance reviews</li> <li>• Regular service area reviews and reporting</li> <li>• Clear roles and responsibilities of both staff and councillors</li> <li>• Regular reports submitted to Council and Committees</li> <li>• Complaints procedure</li> </ul>	Clerk (RFO)
RR4	Failure to deliver improvements throughout the Town Council owned and managed estate	<ul style="list-style-type: none"> <li>• Reduction in level of service delivery</li> <li>• Poorly maintained buildings and equipment</li> <li>• Health &amp; Safety concerns</li> <li>• Inability to carry out management, repairs and maintenance of estate</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Development of realistic achievable projects</li> <li>• Continuous investment programme into equipment and buildings</li> <li>• Continuous training for staff and councillors</li> <li>• Develop office procedures</li> </ul>	Clerk (RFO)

**AGENDA ITEM No: 8(b)**

					<ul style="list-style-type: none"> <li>• Develop budgetary procedures</li> <li>• Ensure clear policies adopted</li> <li>• Ensure decisions made and recorded</li> </ul>	
RR5	Staff and/or Councillor issues	<ul style="list-style-type: none"> <li>• Loss of key personnel</li> <li>• Loss of Councillors</li> <li>• Fraud</li> <li>• Poor performance</li> <li>• Staff and Councillor ill health</li> <li>• Misconduct</li> <li>• Lack of training</li> <li>• Lack of knowledge</li> <li>• Conflicts of interest</li> <li>• Poor communication between staff, councillors and residents</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Robust training and support for staff and councillors</li> <li>• Robust internal audit system in place</li> <li>• Regular staff reviews</li> <li>• Update job descriptions</li> <li>• Succession planning in place</li> <li>• Proactive staff and councillors prepared to accept challenges</li> <li>• Operate open and transparent governance</li> <li>• Avenues for feedback from service users and residents</li> </ul>	Clerk (RFO)
RR6	Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware.	<ul style="list-style-type: none"> <li>• Council operates illegally</li> <li>• Council unable to react to changes in circumstances resulting in loss or reduction in service delivery</li> <li>• Health and safety issues</li> <li>• Litigation</li> <li>• Additional devolved services leading to being under resourced</li> <li>• Asset transfers</li> <li>• Allotment lease not extended</li> <li>• Significant local service reduction due to austerity</li> <li>• Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Regular training undertaken by staff and Councillors</li> <li>• Regular review of legislative changes through SLCC and NALC</li> <li>• Regular policy reviews</li> <li>• Up to date Standing Orders</li> <li>• Up to date Financial Regulations</li> <li>• Proactive budgeting and financial management</li> <li>• Build up reserves</li> <li>• Encourage flexible working practices</li> <li>• Continued membership of NALC and SLCC</li> <li>• Regular reviews of current leases/agreements</li> </ul>	Clerk (RFO)
RR7	Major operational interruption prevents Town Council from	<ul style="list-style-type: none"> <li>• Council becomes non-operational through fire, damage etc</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Adequate insurance cover in place</li> </ul>	Clerk (RFO)

**AGENDA ITEM No: 8(b)**

	delivering services (Business continuity)	<ul style="list-style-type: none"> <li>• Back-up files and records lost, stolen or damaged</li> <li>• Equipment suffers damage</li> <li>• Severe weather conditions</li> <li>• Property damaged or stolen</li> </ul>			<ul style="list-style-type: none"> <li>• Develop Emergency Plan and emergency response protocol</li> <li>• Fitted fire alarms</li> <li>• Contingency funding in budget/reserves for replacement and repairs</li> <li>• Robust back-up system of storage of important files and records</li> </ul>	
RR8	Town Council organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> <li>• Poor staff morale</li> <li>• Poor councillor morale</li> <li>• Poor processes in place</li> <li>• Poor direction and focus</li> <li>• Poor management of operations</li> <li>• Poor administrative operations, processes and protocols</li> <li>• Loss of residents trust and confidence</li> <li>• Breakdown of working relationship with community groups and organisations</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Review Corporate Plan with clear focused corporate objectives</li> <li>• Clear service delivery targets</li> <li>• Clear staff targets and staff monitoring/review process in place</li> </ul>	Clerk (RFO)
RR9	Catastrophic failure of Council's IT systems	<ul style="list-style-type: none"> <li>• Loss of computer records</li> <li>• Loss of important data</li> <li>• Loss of important financial information</li> <li>• Loss of service delivery</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Off-site back-up facility in place</li> <li>• Adequate insurance in place</li> <li>• Business continuity plan in place</li> <li>• Continued investment in IT infrastructure.</li> </ul>	Clerk (RFO)
RR10	Unable to meet the new requirements relating to the General Data Protection Regulation	<ul style="list-style-type: none"> <li>• Undertake Data Audit</li> <li>• Adopt Data Protection Policy</li> <li>• Adopt Data Breach procedure</li> <li>• Adopt SAR</li> <li>• Appoint DPO</li> </ul>	L	M	<ul style="list-style-type: none"> <li>• Data audit currently being undertaken</li> <li>• Policies before Council for adoption</li> <li>• DPO identified</li> </ul>	Clerk (RFO)