



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

Tuesday 21st March 2017

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

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 27th March 2017** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

Paul Russell
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 4. CO-OPTION**
To formally confirm the co-option of two new Council Members on to the Leominster Town Council and to receive their Declarations of Acceptance of Office.
- 5. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public.
- 6. MINUTES OF THE PREVIOUS MEETINGS**
To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 30th January 2017.



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

7. CLERK'S REPORT

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

8. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 13th February, 6th and 20th March 2017;
- Finance & General Purposes Committee – 27th February 2017;
- Environment & Services Committee – 13th March 2017.

9. FINANCES

(a) **Accounts Paid Statement** – To receive the accounts paid statement for February 2017, which will be presented at the meeting.

(b) **Financial Report** – To receive an interim Quarter Four Financial Report which will be presented at the meeting.

(c) **Risk Register** – To consider the formal adoption of the Council's Financial Risk Register. Please see the attached report.

(d) **Interim Internal Audit Report** – To consider the interim internal audit report. Please see the attached report.

(e) **Branding** – To receive an update regarding this initiative. A presentation will be given at the meeting.

10. CORPORATE STRATEGY

To consider the formal adoption of the 2017-2020 Corporate Strategy Plan.

11. REPORTS

To receive reports from:

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

12. MAYORAL APPOINTMENTS

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

13. DATE OF NEXT MEETING

The Mayor Making ceremony will take place on Saturday 13th May 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP. An option to use Grange Court is available.

The follow on Annual Town Council meeting will be held on Monday 15th May 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

The Annual Town Meeting will be held on Tuesday 30th May 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

14. **CONFIDENTIAL ITEMS**

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

- (a) **Property Report** – An update will be provided at the meeting.
- (b) **London Bridge** – An update will be provided at the meeting.
- (c) **Civic Awards** – To consider proposed nominations for the Civic Awards which will be held prior to the Mayor Making Ceremony on Saturday 13th May 2017.



LEOMINSTER TOWN COUNCIL

FULL COUNCIL MEETING

This page has intentionally been left blank

LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 30th January 2017 commencing at 19:00 hours in the Council Chamber, 17 West Street, Leominster HR6 8EP.

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

OFFICER PRESENT: Town Clerk and the Office Manager.

ALSO PRESENT: Ward Cllr Stone, Inspector Bradley, two members of the public and a press representative.

89/16 APOLOGIES FOR ABSENCE

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

90/16 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Allotment plot holder;
- Cllr J Bartlett: LARC Trustee;
- Cllr F Norman: LARC Trustee;
- Cllr Angela Pendleton: LARC Chair;
- Cllr R Pendleton: LARC Trustee.

91/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

92/16 QUESTIONS FROM THE PUBLIC

Council received a short presentation from Inspector Callie Bradley, Safer Neighbourhood Inspector, Market Towns and Rural Herefordshire.

- She had taken over the role in September 2016 and was based in Leominster. The Team was trying to enable parish and town councils to become more involved with the policing of their areas;
- West Mercia Police operated a Ride Along Scheme which provided an opportunity for any community member over the age of 16 years to accompany police officers on patrol. The Mayor had agreed to participate;
- Volunteers were being sought to help communities with Policing. At present they were looking for volunteers with IT skills who could help update the website;
- The issues raised with Sgt Scott were currently being pursued;
- Although no concerns had been raised by Leominster Primary School regarding speeding traffic, a speed assessment would be carried out. Ivington Primary School was highlighted and it was agreed that a CSO would visit;

The following issues were raised:

- Additional contact with shopkeepers was requested. This would be actioned;
- Further concerns regarding drug dealing in the town were raised and it was agreed to investigate these;
- It was agreed to review Facewatch and encourage local businesses to participate.

Council formally thanked the Inspector for attending.

No questions were raised by members of the public.

93/16 MINUTES OF THE PREVIOUS MEETINGS

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 28th November 2016 be agreed and signed as a correct record subject to the amendment to include Cllr Thomas as being present.

94/16 VACANCY & CO-OPTION

Council **NOTED** that the vacancy created by the resignation of Mrs Mifflin would be subject to co-option as no election had been called. The call for election for the vacancy created by the resignation of Ms Evans ended on Wednesday 1st February 2017.

Council **RESOLVED** to adopt the following process to fill the vacancies:

- Notice of the vacancies had been included in the Leominster News;
- Following formal notification of whether an election had been called or not posters would be erected on Council notice boards advertising the vacancies and relevant details, including a closing date for applications;
- A copy of that notice would be published on the Council website and a short press release to the Hereford Times submitted;
- Notices would be erected week commencing 6th February 2017;
- Closing date for applications would be Friday 17th March 2017;
- Subject to the number of applications received informal interviews of approximately 15 minutes each would be held prior to the Full Council meeting on Monday 27th March 2017;
- The successful candidates would be formally co-opted on to Leominster Town Council on Monday 27th March 2017.

95/16 CLERK'S REPORT

The following Clerk's Report was **NOTED**:

- (a) **CCTV Operations Room Visit** – Members noted that a visit had been arranged to the CCTV operations room in Hereford on Thursday 23rd February at 10:30am. Councillors wishing to attend would inform the Town Clerk.
- (b) **Building Regulation Application** – Subject to Council's agreement regarding the refurbishment of the holiday flat, Council noted that a building regulation application would be submitted to enable the works to proceed. Members were provided with copies of the quotations for the refurbishment of the flat and the garden area.

- (c) **Penalty Notice** – Members noted that the penalty notice issued to a Council contractor working at 11 Corn Square had now been cancelled.

Council considered an outline proposal to address the issues being experienced at this location and, following discussion, **RESOLVED:**

- To request dispensation for contractors to park in marked bays free of charge for longer than the maximum stay of 4 hours until the electrical cable stopping the main door of the depot opening has been removed by Herefordshire Council;
 - To formally request all day parking to be allowed on part of Etnam Street car park. This will have a higher charge than other all day car parks due to its prime location to discourage commuters but encourage visitors;
 - Subject to the above being agreed and delivered, that negotiations commence with Herefordshire Council to agree the allocation of private rented spaces to tenants of 11 Corn Square;
 - To clarify initially with Property Services and the Town Council's solicitor that the concrete apron had not been included in the sale of 11 Corn Square.
 - Subject to clarification being received, to commence negotiations with Property Services to formally purchase the concrete apron in front of the garage and the purchase of additional land in Etnam Street car park.
- (d) **Internal Audit** – The Council considered the quotation received from Mr Iain Selkirk to carry out the Council's 2016/17 Internal audit and **RESOLVED** to accept the quotation of £275 per visit. Two visits would be arranged.
- (e) **CPRE Herefordshire** – Council noted that a study day on intensive poultry units was being held on 4th March 2017 from 10am to 4pm at Aymestry Village Hall. Cllrs Bartlett and Barton would attend.
- (f) **#Leominster Twitter** – Council agreed to support the initiative for Leominster to "tweet" that Leominster was a friendly town and welcomed people of all nationalities, religion and ethnicity. The hashtag #Leominster would be used.
- (g) **New Financial Assistant** – Council noted that the new Finance Assistant, Rachel Williams, would commence employment on 1st February 2017.
- (h) **CAB Update** – Council noted the following update received from CAB. A full report would be submitted in due course.
- Since 1st October CAB had conducted 52 assessments for Leominster residents. The assessments resulted in 40 enquiries giving advice;
 - CAB had booked 17 face to face outreach appointments, including specialist level support;
 - So far the financial outcome was £117,386.82.

96/16 BUDGET & PRECEPT 2017/18

Council considered the adoption of the draft Budget for 2017/18 and the recommendation from the Finance & General Purposes Committee that a

precept of £422,148, which would result in a Band D charge of £118:40, be requested from Herefordshire Council for 2017/18.

Following the presentation of the budget it was proposed by Cllr Norman and seconded by Cllr R Pendleton that the budget for 2017/18 as presented be adopted and that a Precept of £422,148 be requested from Herefordshire Council.

A vote was taken, the result being:

FOR: 12 AGAINST: 1

The Motion was carried.

97/16 COMMITTEE MEETINGS

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

- (a) **Planning & Highways Committee** – It was **RESOLVED** to approve the minutes of the Planning & Highways Committee meetings held on 28th November, 19th December 2016 and 9th and 23rd January 2017, and authorise the decisions and recommendations contained therein.

The following decisions were **AGREED**:

- PH121/16(a) – It was agreed to obtain a standard occultation form from Herefordshire Council and organise delivery of these to the relevant dwellings;
- PH124/16 – P170052: It was agreed to contact the Tree Council to see whether an independent assessment of the Copper Beech tree could be undertaken to verify the need to remove it and continue to push for an independent tree assessment by Herefordshire Council.

- (b) **Finance & General Purposes Committee** – It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 19th December 2016, and authorise the decisions and recommendations contained therein.

- (c) **Environment & Services Committee** – It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 16th January 2017, and authorise the decisions and recommendations contained therein.

Council formally adopted the revised meeting dates for 2017/18.

98/16 FINANCES

- (a) **Accounts Paid Statement** – Council considered the list of invoices paid during January 2017 and it was **RESOLVED** that the invoices paid amounting to £97,407.28 be formally ratified.

- (b) **Financial Report** – Council **RECEIVED** the Quarter Three Financial Report. Following consideration it was **RESOLVED**

- That the report be noted;
- That the payments for Quarter Three amounting to £120,718, exclusive of VAT be ratified;
- That income received and current balances for the 2016/17 financial year as outlined in the report be noted.

(c) **Branding** – Council **RECEIVED** a presentation updating it on this initiative. The presentation covered the process to date and, following the public consultation carried out, a branding recommendation was proposed.

99/16 MAYOR AND DEPUTY MAYOR ELECT

Nominations were invited for the Mayor Elect for the 2017/18 civic year.

Cllr Roger Pendleton was nominated by Cllr Thomas and seconded by Cllr Marsh. There being no other nominations Cllr Roger Pendleton was formally appointed as Mayor Elect.

Nominations were invited for the Deputy Mayor Elect for the 2017/18 civic year.

Cllr Bartlett was nominated by Cllr Davies and seconded by Cllr Rosser.

Cllr Thomas was nominated by Cllr R Pendleton and seconded by Cllr Freedland.

A vote was taken, the result being:

Cllr Bartlett: 6 votes

Cllr Thomas: 5 votes

Cllr Bartlett was formally appointed as Mayor Elect.

100/16 REPORTS

The following Representative on Outside Bodies reports were **RECEIVED**:

Cllr Thomas provided the following report:

- The café unit at the railway station was currently being leased but was not operating;
- The defibrillator previously located at the Co-op had been relocated at the Black Swan Public House in West Street;
- An additional defibrillator was expected to be provided at Morrisons in the near future.

The following Herefordshire Council Ward Members reports were **RECEIVED**

Cllr Stone submitted the following report:

- Congratulations were extended to Cllr Thomas for all his work towards securing defibrillators throughout the town;
- Congratulations were also extended to the Finance Sub-Committee for producing a balanced budget;

- Continued support for the 427 and 490 bus services was welcomed;
- Council noted the tribute paid to the late Peter McCaull;
- The Herefordshire Council budget was expected to be agreed on Friday 3rd February 2017. An increase of 3.9%, including the additional 2% to help towards social care, was planned;
- It was noted that the New Homes Bonus was being withdrawn;
- Congratulations were extended to Leominster for becoming runner up in the Rising Star category of the Great British High Street competition;
- Congratulations were extended to the various local people included in the New Year Honours list.

Cllr Bartlett submitted the following report:

- Had attended Scrutiny meetings relating to budget development;
- The Transport consultation had closed and the results were currently being considered;
- The Economic Master Plan had been adopted by Herefordshire Council on 16th December 2016;
- Had been involved with a number of planning applications within her Ward;
- Attended meetings to discuss the Leominster Public Realm report, BBLP contract obligations and the County of Culture bid.

Cllr Norman submitted the following report:

- She had been involved with a number of planning applications within the Ward;
- Concerns regarding bin emptying, potholes and the public realm continued to be expressed;
- Was Vice-Chair of the Audit & Governance Committee, a member of the Standards Working Group and the Task & Finish group looking at mental health services at Herefordshire Council;
- Concern regarding the high level of phosphates in the Lugg.

(Cllr Taylor left the meeting at 9.06pm)

Concern was expressed regarding the very poor quality of the pothole repairs carried out by Balfour Beatty in Rylands Road recently. The work was shoddy and was already breaking up. Ward Councillors were requested to lobby Council to have this work redone and to report the quality of work carried out.

101/16 MAYORAL APPOINTMENTS

The following report was received from Cllr A Pendleton:

- A list of Mayoral engagements attended was provided to all members;
- Events attended in December 2016 included a Mayoral quiz evening in Kidderminster, Leominster in Stitches fund raising event, the Victorian Street Market and window competition judging and various carol services;
- On 11th January 2017 a civic funeral was held for Peter McCaull, which was well attended. S&A Ltd and Leominster Football Club had agreed to dedicate a cup to Peter McCaull;

- Events attended in January 2017 included meetings with various local organisations including Dementia Friendly Alliance Meeting;
- The Mayoral fundraising concert with The Fortunes was held on 29th January 2017 and had been both enjoyable and successful. Thanks were extended to all those who assisted in the organisation of the event.

102/16 DATE OF NEXT MEETING

Council noted that the next Full Town Council meeting would be held on Monday 27th March 2017 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

103/16 CONFIDENTIAL ITEMS

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

- (a) **Grange Court Grant** – Council considered the request received to review the terms of the funding agreement between the Town Council and LARC. Following discussion it was **RESOLVED**:
- To defer consideration of this item until further information was available from LARC;
 - That a Task & Finish Group be set up comprising of Cllrs Marsh, Thomas and either Preece or Freedland, to commence negotiations to review the existing agreement;
 - That the matter is referred back to Full Council at its meeting on Monday 27th March 2017 for further consideration.
- (b) **Grange Pavilion** – Council considered the report outlining the current lease on the building and various issues surrounding the use of the building. The lease had 14 years remaining. Following consideration it was **RESOLVED**:
- That the report be noted;
 - That the proposed usage milestones be adopted and submitted to Leominster Pavilion CIC to implement;
 - That the initiative be monitored.
- (c) **Property Report** – Council considered the Property Report and, following discussion, it was proposed, seconded and **RESOLVED**:
- To withdraw the offer of sale of 17 West Street, Leominster to the interested party following notice from the purchaser's solicitor that the original offer had been withdrawn and a new, reduced offer had been submitted;
 - To instruct the Town Clerk to place the property known as 17 West Street on the open market;
 - That the property be marketed for either rent or sale;

- To note the progress reported regarding the refurbishment of 11 Corn Square;
- That the decisions taken by the Task & Finish Group on Thursday 12th January 2017 be ratified;
- The quotations received from CJR Heritage for the refurbishment of the flat and the works to the garden area be accepted.

(d) London Bridge – Council noted the report and progress made to date.

(e) Civic Awards – Council agreed to defer consideration of nominations to receive Civic Awards until the next Council meeting to be held on Monday 27th March 2017. Any nominations with supporting details should be submitted to the Town Clerk.

There being no other business, the Mayor thanked Members for their attendance and closed the meeting at 9:57pm.

MAYOR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 13th February 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

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

OFFICERS PRESENT: Town Clerk.

PH129/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland and Taylor (work).

PH130/16 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:
Cllr Rumsey: Personal Interest regarding the Hop Pole.

PH131/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH132/16 QUESTIONS FROM THE PUBLIC

One member of the public was present but no matters were raised.

PH133/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 23rd January 2017 be agreed and signed as a correct record.

PH134/16 THE LEOMINSTER HUM

Cllr R Pendleton provided the following update:

- A meeting between BPI, Herefordshire Council and Leominster Town Council was held on Monday 6th February 2017;
- A copy of the report and presentation were awaited. These would be subject to a confidentiality agreement. Cllr Pendleton would write a summary for the Town Council on receipt;
- The presentation had been detailed and findings had identified a significant nuisance at night, with a reduced nuisance during the day;
- BPI were looking at options to help address the issues identified and had agreed to communicate with both neighbouring residents and the Town Council regarding future actions to be taken;
- Once a plan of action had been developed and costed it was hoped that investment could begin but it would not be in the immediate future.

PH135/16 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: P170225
SITE: 26 Burgess Street, Leominster HR6 8DE
DESCRIPTION: Proposed works to Ash Tree. Crown lift to allow light into owners and neighbouring properties. Deadwood the tree to make safe.
COMMENT: No objection

APPLICATION: P170155
SITE: Oakwood Farm, Hamnish, Leominster HR6 0QN
DESCRIPTION: Proposed erection of office and facilities building
COMMENT: No objection

APPLICATION: P170275
SITE: Land adjoining The Hop Pole, Bridge Street, Leominster
DESCRIPTION: Proposed terrace of 3 cottages
COMMENT: The following initial comments regarding the above application were agreed:

- That applications 170275, 170276 and 170277 should be submitted as a single full planning application as they all related to the same site;
- Concern was expressed regarding the lack of space to store waste and further information regarding provision was requested;
- An application to register the site as a Community Asset had been submitted in December 2016 and this should be considered during determination of the application;
- The Committee fully supports the recommendation by West Mercia Police to design out crime and/or fear of crime and to promote community safety within the scheme;
- There may be historically significant architectural features in the existing building (medieval cruck roof) which should be protected.

APPLICATION: P170276
SITE: Land at The Hop Pole, Bridge Street, Leominster
DESCRIPTION: Proposed conversion of public house into 3 self contained residential units
COMMENT: The following initial comments regarding the above application were agreed:

- That applications 170275, 170276 and 170277 should be submitted as a single full planning application as they all related to the same site;
- Concern was expressed regarding the lack of space to store waste and further information regarding provision was requested;
- An application to register the site as a Community Asset had been submitted in December 2016 and this should be considered during determination of the application;
- The Committee fully supports the recommendation by West Mercia Police to design out crime and/or fear of crime and to promote community safety within the scheme;
- There may be historically significant architectural features in the existing building (medieval cruck roof) which should be protected.

APPLICATION: P170277

SITE: Land fronting Mill Street at The Hop Pole, Bridge Street, Leominster

DESCRIPTION: Outline: Proposed site for housing development for terrace of 10 dwellings

COMMENT: The following initial comments regarding the above application were agreed:

- That applications 170275, 170276 and 170277 should be submitted as a single full planning application as they all related to the same site;
- Concern was expressed regarding the lack of space to store waste and further information regarding provision was requested;
- An application to register the site as a Community Asset had been submitted in December 2016 and this should be considered during determination of the application;
- The Committee fully supports the recommendation by West Mercia Police to design out crime and/or fear of crime and to promote community safety within the scheme;
- There may be historically significant architectural features in the existing building (medieval cruck roof) which should be protected.
- Committee **RESOLVED** to try to arrange a site visit to the site on Friday 17th February 2017 at 10:15am. Following the meeting Committee agreed to delegate the final response to members of the Committee who had attended the site visit.

APPLICATION: P170289

SITE: Field 5251 north east of roundabout on A49 and A44, Leominster

- DESCRIPTION:** Proposed conversion of an agricultural building into a one bedroomed single storey dwelling.
- COMMENT:** Concern was expressed that this application was sited on the flood plain and the access required to the development would be too close to the roundabout thus creating a traffic hazard.

PH136/16 DECISIONS

The following decisions by Herefordshire Council were noted.

Grants/Approvals

APPLICATION: P163652

SITE: Townsend House, 15 Green Lane, Leominster, Herefordshire, HR6 8QJ

DESCRIPTION: Installation of five rooflights (retrospective).

COMMENT: No objection

DECISION: Approved

APPLICATION: P161692

SITE: 51 West Street, Leominster, HR6 8EP

DESCRIPTION: Change of use to three cottages and one new flat at first floor and retention of part of existing ground floor commercial unit.

COMMENT: The Committee had no objection to the proposal, provided that adequate provisions were made for parking and waste storage. Details of the external changes required and proposed parking provisions needed to be confirmed prior to any development taking place.

DECISION: Approved with conditions.

APPLICATION: P163799

SITE: Fontenay, Pierrepont, Leominster, HR6 8RA

DESCRIPTION: Conservatory extension to principle elevation.

COMMENT: No objection subject to the proposal meeting building regulations.

DECISION: Approved with conditions.

APPLICATION: P163818

SITE: 22 Caradoc Drive, Leominster, Herefordshire, HR6 8BQ

DESCRIPTION: Proposed ground floor extension.

COMMENT: No objection

DECISION: Approved with conditions.

APPLICATION: P163988

SITE: The Coach House, The Grange, Leominster, HR6 8NP

DESCRIPTION: Works to trees in a conservation area.

COMMENT: No objection

DECISION: Trees in a conservation area – works can proceed.

PH137/16 HIGHWAYS

- (a) **B4361 At Marlbrook And Wharton - Appraisal of The Existing 50 MPH Speed Limit** – Committee noted the report and recommendations regarding the appraisal of the speed limit on this stretch of the highway. Following consideration it was agreed to support the recommendation not to amend the speed limit.
- (b) **Highway Repairs** – Committee noted that the remedial work to the pothole repairs carried out along Ryelands Road was still of poor quality. Committee **RESOLVED** to formally raise concerns regarding the standard of the work undertaken and further agreed to request that consideration be given to resurfacing this stretch of highway due to the very poor surface and the failure by the contractor to safely and adequately repair it.

PH138/16 PARKING MATTERS

- (a) **Etnam Street** – Committee considered the proposal put forward by Herefordshire Council's Parking Department to amend the hours of parking in Etnam Street car park and, following discussion, **RESOLVED**:
- That the proposals as they stand be rejected;
 - That the ability to park free of charge from 6pm to 8am be retained;
 - That an all day parking tariff be considered from 8am to 6pm only;
 - That consideration be given to providing up to 10 allocated spaces to Leominster Town Council from 8am to 6pm at a reduced rate to the proposed cost of £650. Based on the proposed tariff which would cover 24 hours it was suggested that this rate be reduced from £650 to £271, which reflects 10/24th of £650.
- (b) **CCTV Visit** – Committee noted that a visit to the CCTV control room would take place on Thursday 23rd February 2017 at 10.30am. Committee further noted the well deserved award presented to Ms Debbie Stringer by Herefordshire Council for past services.
- (c) **Additional Items** – Committee agreed to consider the following additional items:
- A waste Charges Consultation was currently being undertaken by Herefordshire Council. Closing date was 3rd March 2017;
 - Committee raised no objection to the variation of the Club Licence of the Leominster Sports & Social Club;
 - Planning Application 170052 – Cllr A Pendleton, Tree Warden, reported to Committee that following discussions with the Planning Department there appeared to be no alternative to the removal of the Copper Beech Tree behind the Bingo Hall due to safety issues raised.

Following consideration Committee agreed to support the application to remove the tree on the proviso that:

- A suitably sized replacement tree be planted to replace the existing Copper Beech Tree;

- That consideration be given to retaining the tree trunk and creating an appropriate wooden sculpture to commemorate its existence.

Committee thanked Cllr A Pendleton for all the hard work she had undertaken dealing with this matter.

PH139/16 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 6th March 2017 at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business, the meeting closed at 8:18pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 6th March 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

ALSO PRESENT: Ward Cllrs Bartlett, Norman and Stone and four members of the public.

OFFICERS PRESENT: Town Clerk.

PH140/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Lacey (illness), Freedland and Rosser (work).

PH141/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest was made.

PH142/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH143/16 QUESTIONS FROM THE PUBLIC

Four members of the public and three Ward Councillors were present. The following matters were raised:

- (a) **S106 Contribution Request** – Committee was requested to consider requesting S106 contributions towards the upkeep and improvement of Leominster Football Club's ground and facilities in the future. The Football Club was requested to submit an outline of the improvements it was planning. Consideration would also be given to including the Football Ground in the Leominster Area Neighbourhood Plan infrastructure list.
- (b) **Leominster HUM** – Committee noted the following comments:
- Concern was expressed that both the Council and local residents were still awaiting a formal response from BPI despite the noise survey being completed in September 2016;
 - Residents requested that the Town Council arrange a meeting between residents, BPI and RPS to provide an update and an overview of planned improvements;
 - Although the Hum had become quieter following the survey the noise level was beginning to increase.

Committee **AGREED** to contact BPI with the above requests and to assist where possible in enabling a further meeting.

- (c) **Highway Matters** – Committee noted the following concerns:

- Concern was expressed regarding the safety of the Barons Cross junction;
- Concern was also expressed regarding the new signage, following the implementation of the new 30mph speed limit. Signage was very poor and needed improving significantly;
- Although a request had been submitted to provide a pedestrian crossing in this area nothing had progressed;
- The road surface both here and throughout Leominster was in a very poor state of repair and required urgent improvement;
- A number of recent highway incidents had occurred in this area and the improvement of this junction required urgent attention.

Committee **AGREED** to investigate the possibility of siting a Speed Indicator Device (SIDs) and to submit the concerns above to the relevant Officers at Herefordshire Council for action.

PH144/16 MINUTES OF PREVIOUS MEETING

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

PH145/16 THE LEOMINSTER HUM

This matter was dealt with under Minute 143/16.

PH146/16 PLANNING APPLICATIONS

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

APPLICATION: P170233

SITE: The Cemetery, Hereford Road, Leominster HR6 8JS

DESCRIPTION: Change of use of land to provide 1209 burial spaces and ensure burial provision for the Leominster area for ninety years. Access roadways to the extension will be created from the existing cemetery

COMMENT: No Objection.

APPLICATION: P170258

SITE: 17 West Street, Leominster HR6 8EP

DESCRIPTION: Change of use to restaurant to include A3, A4 and A5 use

COMMENT: The application was noted.

APPLICATION: P170282

SITE: 15 Croft Street, Leominster HR6 8LA

DESCRIPTION: Two storey rear extension.

COMMENT: No objection

APPLICATION: P170297

SITE: 39 Broad Street, Leominster HR6 8DD

- DESCRIPTION:** Conversion of single dwelling to form three separate town houses
- COMMENT:** Recommend refusal to this application on the following grounds:
- There is insufficient space to store waste;
 - There is a concern that waste disposal could cause both a highway and health hazard due to the pavements being blocked by waste on collection day;
 - The proposal would result in the loss of a reasonably sized dwelling;
 - The application should be subject to the views of the Conservation Officer.

APPLICATION: P170348
SITE: Meadway, Portna Warden Lane, Leominster HR6 8RS
DESCRIPTION: Erection of single storey side and rear extension.
COMMENT: No objection.

APPLICATION: P170548
SITE: 127 Bargates, Leominster HR6 8QS
DESCRIPTION: Works to three trees. Silver Birch, Twisted Willow and Ash Trees
COMMENT: Delegate response to the Council Tree Wardens.

APPLICATION: P170571
SITE: 11 Corn Square, Leominster HR6 8YP
DESCRIPTION: Fell three Lleylandi.
COMMENT: The application was noted.

APPLICATION: P170275
SITE: Land adjoining The Hop Pole, Bridge Street, Leominster
DESCRIPTION: Proposed terrace of 3 cottages
COMMENT: Recommend refusal to this application on the following grounds:

- Despite requests being submitted to organise a site visit the Town Council has been frustrated in its wish to properly discuss the three applications with the developer;
- The applications 170275, 170276 and 170277 should be submitted as a single full planning application as they all relate to the same site;
- There is insufficient space to store waste;
- The application to register the site as a Community Asset submitted in December 2016 should be allowed to go through its full process prior to the determination of this application;
- The Committee fully supports the recommendation by West Mercia Police to design out crime and/or

- fear of crime and to promote community safety within the scheme;
- There is historically significant architectural features in the existing building (medieval cruck roof) which should be protected;
 - The proposal will have an adverse effect on the entrance to the town of Leominster.

It was agreed to approach Heritage England regarding the possibility of listing the building due to its historical importance.

APPLICATION: P170276

SITE: Land at The Hop Pole, Bridge Street, Leominster

DESCRIPTION: Proposed conversion of public house into 3 self contained residential units

COMMENT: Recommend refusal to this application on the following grounds:

- Despite requests being submitted to organise a site visit the Town Council has been frustrated in its wish to properly discuss the three applications with the developer;
- The applications 170275, 170276 and 170277 should be submitted as a single full planning application as they all relate to the same site;
- There is insufficient space to store waste;
- The application to register the site as a Community Asset submitted in December 2016 should be allowed to go through its full process prior to the determination of this application;
- The Committee fully supports the recommendation by West Mercia Police to design out crime and/or fear of crime and to promote community safety within the scheme;
- There is historically significant architectural features in the existing building (medieval cruck roof) which should be protected;
- The proposal will have an adverse effect on the entrance to the town of Leominster.

It was agreed to approach Heritage England regarding the possibility of listing the building due to its historical importance.

APPLICATION: P170277

SITE: Land fronting Mill Street at The Hop Pole, Bridge Street, Leominster

DESCRIPTION: Outline: Proposed site for housing development for terrace of 10 dwellings

- COMMENT:** Recommend refusal to this application on the following grounds:
- Despite requests being submitted to organise a site visit the Town Council has been frustrated in its wish to properly discuss the three applications with the developer;
 - The applications 170275, 170276 and 170277 should be submitted as a single full planning application as they all relate to the same site;
 - There is insufficient space to store waste;
 - The application to register the site as a Community Asset submitted in December 2016 should be allowed to go through its full process prior to the determination of this application;
 - The Committee fully supports the recommendation by West Mercia Police to design out crime and/or fear of crime and to promote community safety within the scheme;
 - There is historically significant architectural features in the existing building (medieval cruck roof) which should be protected;
 - The proposal will have an adverse effect on the entrance to the town of Leominster.

It was agreed to approach Heritage England regarding the possibility of listing the building due to its historical importance.

PH147/16 DECISIONS

The following grants and refusals were noted:

Grants/Approvals

APPLICATION: P163890

SITE: 5 Castle Fields, Leominster, HR6 8BG

DESCRIPTION: Proposed domestic single storey front extension, new sunroom extension to rear and associated alterations

COMMENT: No objection

DECISION: Approved

APPLICATION: P163837

SITE: The Dukes Head Corn Square Leominster Herefordshire HR6 8LR

DESCRIPTION: Non-material amendment to 161473 - Conversion of existing yard area to pub garden - relocate smoking canopy, bike shelter and fence line.

COMMENT: No objection

DECISION: Approved with conditions

APPLICATION: P163972

SITE: Glaslyn, Barons Cross Rd, Leominster, HR6 8RS

DESCRIPTION: Erection of outbuilding for a purpose incidental to the enjoyment of the dwelling house (storage of classic vehicles)

DECISION: Approved with conditions

COMMENT: No objection

APPLICATION: P164015

SITE: 46 South Street, Leominster

DESCRIPTION: Proposed change of use of ground floor shop into flat

COMMENT: Support the application

DECISION: Approved with conditions

APPLICATION: P164154

SITE: Brantwood, Hereford Road, Leominster HR6 8JU

DESCRIPTION: Proposed rear extension

COMMENT: No objection

DECISION: Approved

Refusals

APPLICATION: P163042

SITE: Shop, 1-3 Castlefields, Leominster, Herefordshire, HR6 8BG

DESCRIPTION: Change of use part of the shop to hot food takeaway (use class A5) and the installation of an extraction flue.

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

- The proposal was inappropriate for the area;
- There was inadequate parking to serve the premises;
- There were concerns regarding highway safety;
- All the concerns raised by local residents must be taken into consideration.

If Herefordshire Council is minded to approve this application Leominster Town Council formally requests that:

- That strict controls are put in place to control the waste storage and the smell of the hot food being prepared for sale;
- That measures are taken to provide distinction between the commercial operation and the residential element of the property;
- That the application is considered by the Herefordshire Planning Committee to allow local residents to raise objections directly.

DECISION: Refused.

PH148/16 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted that final amendments would be made to the Neighbourhood Plan over the next few weeks in order for it to progress to Regulation 16. Further funding was being sought to complete the Plan.

PH149/16 HIGHWAYS

- (a) **A49 Proposals** – Committee noted the concerns raised by the Herefordshire Transport Alliance regarding the longer term potential implications of Herefordshire Council’s Transport Plan Strategy for major road infrastructure for the County and agreed to register its concerns regarding the potential of increased air pollution and its disappointment that no progress had been made to provide the Leominster Southern Link Road.
- (b) **Highway Repairs** – Committee noted the confirmation received from Herefordshire Council that remedial pothole repairs had taken place in Ryelands Road on Friday 20th January 2017 and were done to a good but temporary standard. These repairs will be monitored by the Locality Steward for the area on a regular basis. With regard to the resurfacing of Ryelands Road, Herefordshire Council was currently strongly considering that this is included in the 2017/18 programme of works. Once the 2017/18 Annual Plan is in place it would be delivered to all Councillors for their information.

A further email of complaint regarding the poor state of the highways in Leominster had been forwarded to all Ward Councillors and Cllr Rone, Cabinet Lead Member for Roads and Transport. Committee **RESOLVED** to request that Herefordshire Council develops a Leominster wide approach to highway improvements as a matter of urgency to address the many issues identified.

PH150/16 PARKING

- (a) **Etnam Street Parking Proposals** – Committee considered the proposals developed relating to the Etnam Street car park. Following discussion Committee **RESOLVED** to submit the following proposals to Herefordshire Council:

Main Etnam Street Car Park

- Retain main car park as a 4 hour maximum stay;
- Retain existing fees as currently charged;
- Consider the asset transfer of car park from Herefordshire Council to Leominster Town Council
- Commence negotiations to transfer the car park.

Overspill Etnam Street Car Park

- Delete the 4 hour maximum stay and change to all day (8am to 6pm);
- Adopt the revised fees as set out in the table below in the short term;

- Consider the asset transfer of overspill car park from Herefordshire Council to Leominster Town Council for a £30,000 payment in 2017/18, followed by £20,000 in 2018/19 and £10,000 in 2019/20.
- Commence the negotiations to transfer the car park as soon as possible.

Etnam Street Car Park	Proposed Charges
65 spaces	Mon-Sat 50p for 1 hr £1.00 for 3 hrs £1.50 for 4 hrs £2.00 for 6 hrs £2.50 all day Sunday 50p for 4 hrs £1.00 all day After 6pm free Season Tickets: £360 p/a (£95 per quarter) Rented Spaces to LTC: £200 p/a

PH151/16 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 20th March 2017 at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

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

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 20th March 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors R Pendleton (Chair), Davies, Lacey, A Pendleton and Preece.

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

OFFICERS PRESENT: Town Clerk.

PH151/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barton (personal), Freedland, Rumsey (holiday), Rosser (work), Taylor and Thomas (holiday)

PH152/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest was made.

PH153/16 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

PH154/16 QUESTIONS FROM THE PUBLIC

One member of the public and Cllr Stone were present. There were no matters raised.

PH155/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 6th March 2017 be agreed and signed as a correct record.

PH156/16 THE LEOMINSTER HUM

Committee noted the open letter, revised report and additional comments received from BPI, RPS and Herefordshire Council following the meeting held on 6th February 2017. Concerns were raised that the noise was as loud as ever.

Following discussion the following timeline was adopted:

- The Open Letter to Leominster Residents would be uploaded onto the Town Council website and an electronic copy would be sent to the residents who had been involved in the matter to date;
- Following receipt of the Action Plan currently being developed by BPI and RPS, which was expected to be ready for release by the end of May, the Plan would be put on public display by the Town Council in the exhibition area at 11 Corn Square;
- Communications with the company would continue.

PH157/16 PLANNING APPLICATIONS

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

APPLICATION: P163285

SITE: Brook Hall, 27 Broad Street, Leominster, HR6 8BT

DESCRIPTION: Proposed conversion of ground floor only into 2 self-contained flats.

COMMENT: No objection to this application providing the following conditions were addressed:

- That the views of the Conservation Officer were taken into consideration;
- The concerns raised by local residents regarding the proposals were fully considered;
- That the points raised in the report submitted by Mr James were addressed fully;
- That all features of architectural and historical significance were protected and could be retrieved in the future;
- That the objections raised by the Transport Department that no car or cycle parking is proposed, nor is there space available. However, it is likely that at least some of the occupants will own cars, which will most likely be parked on the highway. This will increase parking pressure at an already busy place, including probable illegal parking in Vicarage Street. If the development was for fewer flats, it is likely that parking pressure would be reduced. This is contrary to NPPF Guidance clause 40;
- That adequate provision is made for the storage and disposal of waste.

APPLICATION: P163287

SITE: Brook Hall, 27 Broad Street, Leominster, HR6 8BT

DESCRIPTION: Proposed conversion of ground floor only into 2 self-contained flats.

COMMENT: No objection to this application providing the following conditions were addressed:

- That the views of the Conservation Officer were taken into consideration;
- The concerns raised by local residents regarding the proposals were fully considered;
- That the points raised in the report submitted by Mr James were addressed fully;
- That all features of architectural and historical significance were protected and could be retrieved in the future;
- That the objections raised by the Transport Department that no car or cycle parking is proposed, nor is there space available. However, it is likely that at least some of the occupants will own cars, which

will most likely be parked on the highway. This will increase parking pressure at an already busy place, including probable illegal parking in Vicarage Street. If the development was for fewer flats, it is likely that parking pressure would be reduced. This is contrary to NPPF Guidance clause 40;

- That adequate provision is made for the storage and disposal of waste.

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.

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.

APPLICATION: P170779

SITE: Meath House, Mill Street, Leominster, HR6 8EF

DESCRIPTION: Propose to crown reduce 1 x Willow tree (T1) by 30%.
Crown reduce 1 x Walnut tree (T2) by 30%.

COMMENT: Delegate authority to the Town Tree Warden to comment.

APPLICATION: P170798

SITE: 137 Bargates, Leominster, Herefordshire, HR6 8QS

DESCRIPTION: Works to various Conifers.

COMMENT: Delegate authority to the Town Tree Warden to comment.

PH158/16 DECISIONS

The following grants and refusals were noted:

APPLICATION: P161189

SITE: Land adjoining Hengrave Green, Ivington, Leominster, Herefordshire, HR6 0JL

DESCRIPTION: Erection of 7 dwellings with associated vehicular access, parking and landscaping (Outline).

COMMENT: No objection

DECISION: Approved with conditions

APPLICATION: P170026
SITE: The Spinney, Ginhall Lane, Leominster HR6 8RD
DESCRIPTION: Works to various trees
COMMENT: Defer response until the Parish Tree Warden had carried out an inspection of the trees and assessed what was being proposed.
DECISION: Trees covered by TPO – Consent

APPLICATION: P170225
SITE: 26 Burgess Street, Leominster HR6 8DE
DESCRIPTION: Proposed works to Ash Tree. Crown lift to allow light into owners and neighbouring properties. Deadwood the tree to make safe.
COMMENT: No objection
DECISION: Trees in a conservation area – works can proceed.

PH159/16 LEOMINSTER AREA NEIGHBOURHOOD PLAN

Committee noted the following timeline for the completion of the Leominster Area Neighbourhood Plan:

- Initial amendments had now been completed and were being checked prior to submission to Herefordshire Council for final comment;
- The finalised Plan would be submitted to Herefordshire Council along with all the amended maps for final comment prior to Regulation 16 submission and consultation;
- Prior to the Regulation 16 submission a one week public consultation would be held at Corn Square for residents to comment on the amended Plan;
- There would be a further six week public consultation overseen by Herefordshire Council as part of Regulation 16 requirements;
- This would be followed by examination and referendum. Currently the timescale for completion was expected to be approximately six months.

PH160/16 HIGHWAYS AND PARKING MATTERS

Committee noted the reply received from Richard Ball following concerns raised by the Committee regarding the poor state of the highways and public realm in Leominster. A meeting had been held with Richard Ball, James Fishlock and Ray Wallace on Wednesday 15th March 2017 to discuss a number of issues.

It was confirmed by Herefordshire Council that it was developing proposals to improve the public realm in Leominster which would be available in a few weeks time. This would include an assessment of current Traffic Regulation Orders. Following this it had been agreed to conduct a public consultation on the proposals, including additional Residents Parking Zones.

It was acknowledged that there was a lack of investment funding available and one suggestion put forward by Committee was the consideration of levying rates on Poultry Farms which were currently exempt.

It was agreed to write to Bill Wiggin MP outlining the Council's and residents concerns regarding the very poor condition of the highways and requesting him to seek additional funding to help alleviate the issue.

PH161/16 DATE OF NEXT MEETING

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

There being no other business, the meeting closed at 8:05pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 27th February 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Marsh (Chair), Bartlett, Norman, A Pendleton, R Pendleton, Rosser and Rumsey.

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: Ward Councillor Stone.

FG27/16 APOLOGIES FOR ABSENCE

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

FG28/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

FG29/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG30/16 QUESTIONS FROM THE PUBLIC

There were no members of the public present. Cllr Stone reported that the refuse collection issues were all in hand and currently being dealt with. He would report in full at the next Leominster Town Council meeting.

FG31/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 19th December 2016 be agreed and signed as a correct record.

FG32/16 FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – Committee considered the financial report up to 31st January 2017 and **RESOLVED:**

- That the report be noted;
- That the payments for January 2017 amounting to £171,736, exclusive of VAT, be ratified;
- That the income received and current balances for the 2016/17 financial year be noted;
- That a request be submitted to Herefordshire Council for financial support to address the overgrown ivy at 11 Corn Square;
- That the potential reported overspend at 11 Corn Square due to various issues being identified be monitored and noted;
- That the interim Internal Audit report following the recent internal audit be presented to Full Council.

- (b) **Outstanding Accounts for Payment** – Committee considered the list of outstanding accounts for payment for February 2017 amounting to £69,527.22, inclusive of VAT, and **RESOLVED** that they be ratified.
- (c) **Corporate Strategy** – Committee noted that the Leominster Town Council Draft Corporate Strategy had been finalised and was currently subject to a public consultation. The document was considered in detail and following discussion it was **RESOLVED**:
- That the document be noted;
 - That the Corporate Strategy be formally launched at the Annual Town Meeting to be held on Tuesday 30th May 2017;
 - That the Corporate Strategy be submitted to Full Council for adoption, subject to the feedback from the public consultation, at its meeting on Monday 27th March 2017;
 - That it be agreed in principle to publish Section 6 of the Strategy in the Leominster News following formal adoption by the Full Council;
 - That Leominster News be contacted to discuss the costs of the extra pages;
 - That Committee Action Plans be developed to ensure the delivery of the Strategy;
 - That all actions identified in the Strategy be coded for easy reference;
 - That thanks be formally extended to the Task & Finish Group consisting of Cllrs March, Bartlett and R Pendleton for all the hard work undertaken developing the Strategy.
- (d) **Leominster Branding** – Committee noted that work was still continuing on the development of the new logo. More vibrant colours had been requested and a final proposal would be submitted to Full Council at its meeting on Monday 27th March 2017 for approval.
- (e) **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;
 - To agree in principle that the works to the John Scarlett Davis painting currently hanging in Grange Court should be carried out;
 - That a further quotation from a suitably qualified Conservator be obtained to carry out the conservation works;
 - That Leominster Festival be approached to help fundraise towards the cost of the works as part of the 2017 Leominster Festival;
 - That a fixed price quotation be obtained and that Brightwells be contacted for advice.

FG33/16 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) Staffing Matters – Committee considered the staffing report and

RESOLVED:

- That the report be noted;
- That the Lone Worker policy be reviewed;
- That training to deal with abuse and complaints be organised for all staff;
- That social media training be organised for those members of staff responsible for the Council's social media communications;
- That incidents of abuse be formally recorded;
- That the Council's complaints procedure and policy be reviewed;
- That a Social Media Policy be developed to monitor and control the Town Council's Twitter and Facebook social media accounts;
- That the Policy be considered at the next Full Council meeting;
- That a Facebook page be developed if practicable.

(b) Property Report – Committee considered the Property Update report and

RESOLVED:

- That the report be noted;
- That the appointment of Jackson Property to manage the sale of 17 West Street be ratified;
- That the progress at 11 Corn Square be noted;
- That the decisions taken by the Task & Finish Group be ratified
- That a new Licence based on that provided by Herefordshire Council be granted to the owner of 25 Corn Square;
- That a new Licence based on that provided by Herefordshire Council be granted to the owner of the Old Merchant House;
- To note that Herefordshire Council's legal department has been instructed to transfer the concrete apron in front of the former depot to the Town Council;
- To note that the Westbury Street Bus Station offices and public conveniences was in the process of being transferred to the Town Council.

FG34/16 DATE OF NEXT MEETING

Committee **NOTED** that the next meeting of the Finance & General Purposes Committee would be held on Monday 24th April 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the Chair thanked members for their attendance and closed the meeting at 9.09pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 13th March 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Lacey (Vice-Chair), Davies, Marsh, Norman, A Pendleton, R Pendleton and Thomas.

OFFICERS PRESENT: Town Clerk, Market Officer and Environmental Supervisor.

ES50/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Rumsey.

ES51/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

ES52/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES53/16 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES54/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 16th January 2017 be agreed and signed as a correct record, subject to the agreed amendment.

ES55/16 CLERK'S REPORT

The Clerk had nothing to report.

ES56/16 FRIDAY MARKET

The Market report was presented updating Members on the operation of the Leominster Market. Following discussion it was **RESOLVED**:

- That the report be noted;
- That income from 20th January to 10th March 2017 of £2,174.00 be noted;
- That the year to date income of £17,182, £1,358.50 less than the same period the previous year, be noted. A loss of casual traders had created the shortfall;
- To note that a letter to all traders to take away and dispose of their rubbish had been distributed.

It was confirmed that the May Fair was the direct responsibility of Herefordshire Council. Further requests to transfer the Leominster Market Charter to the Town Council had been submitted and this was currently

under discussion. It was noted that the Market would take place in the Etnam Street car park during the May Fair.

ES57/16 LEOMINSTER IN BLOOM

Committee received the verbal Leominster in Bloom report and **NOTED** the following:

- That the Environmental Supervisor would be involved in helping to develop the Judges Route for the 2017 entry;
- In order to try to achieve a Gold this year Cllr Angela Pendleton had been requested to provide advice;
- The Judges would be hosted at 11 Corn Square, Leominster.

ES58/16 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- To note that four quotations were requested to refurbish the War Memorial. Two quotations from William Protheroe Ltd and Independent Memorial Inspections had been received;
- That the quotation from William Protheroe Ltd amounting to £4,540.25 + VAT to refurbish the Leominster War Memorial be accepted;
- That a grant application be submitted to the War Memorials Trust to help meet the costs;
- That agreement in principle to allocate an allotment to the Addaction Group to help with its work supporting adults, children, young adults and older people to make positive behavioral changes be approved.

ES59/16 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) Play Area Tender Proposals – Committee considered the Play Area Proposals Tender document in detail and, following discussion, it was **RESOLVED**:

- That the tender document be adopted subject to the agreed amendments;
- That the Tender document be sent to appropriate play companies;
- That the Task and Finish Group be given delegated authority to consider the proposals received, shortlist three companies and carry out interviews prior to making a recommendation to Full Council for consideration at its meeting to be held on 15th May 2017;
- That the contract be awarded by Full Council at its meeting to be held on Monday 15th May 2017;

- That a public consultation be undertaken from 27th May to 10th June 2017 on proposals.
- (b) Public Convenience Update Report** – Committee received an update regarding the proposals to refurbish the public conveniences. Quotations were still awaited from Healthmatic for the refurbishment of the conveniences at The Grange, Central Car Park and Westbury Street Bus Station. These would be presented to the Committee in due course when a decision would be made.

It was noted that the Westbury Street public conveniences and kiosk asset transfer had not yet been completed.

ES60/16 DATE OF NEXT MEETING

Committee noted that the next meeting will be held on Monday 22nd May 2017 at 19:00hrs. Venue would be confirmed.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8.30pm.

CHAIR:

DATE:

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"> • Lack of direction • Lack of prioritisation • Poor service delivery • Poor service development • Poor financial planning • Poor financial controls • Inefficient spending • Budgetary overspends 	M	H	<ul style="list-style-type: none"> • Develop Council corporate strategy; • Regular financial reports; • Quarterly budgetary reviews; • Regular quarterly financial healthchecks 	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"> • Failure to meet Council's objectives • Inability to deliver services • Inability to invest in Council infrastructure • Major project slippage • Key projects not delivered 	M	H	<ul style="list-style-type: none"> • Ensure adequate budgeting and precept setting process in place • High level of budgetary controls and frequent monitoring in place • Forward planning in place • Accurate estimates obtained regarding potential costs of projects and of delivering services • Build contingency into projects 	Clerk (RFO)
RR3	Sustained poor performance or perceived/actual operational failures causes loss of confidence in Town Council	<ul style="list-style-type: none"> • Poor service delivery • Loss of staff morale • Loss of residents confidence • Loss of Councillor confidence • Loss of key personnel • Community governance review • Breakdown of working relationship with community groups 	M	H	<ul style="list-style-type: none"> • Regular staff performance reviews • Regular service area reviews and reporting • Develop systems to identify areas of concern at an early stage • Clear roles and responsibilities of both staff and councillors • Regular reports submitted to Council and Committees • Complaints procedure 	Clerk (RFO)
RR4	Failure to deliver improvements throughout the Town Council owned and managed estate	<ul style="list-style-type: none"> • Reduction in level of service delivery • Poorly maintained buildings and equipment • Health & Safety concerns • Inability to carry out management, 	M	H	<ul style="list-style-type: none"> • Development of realistic achievable projects • Continuous investment programme into equipment and buildings • Continuous training for staff and 	Clerk (RFO)

		repairs and maintenance of estate			<p>councillors</p> <ul style="list-style-type: none"> • Regular monitoring of performance through key objectives and KPI's • Develop clear office procedures • Develop clear budgetary procedures • Ensure clear policies adopted • Ensure clear decisions reached and recorded 	
RR5	Staff and/or Councillor issues	<ul style="list-style-type: none"> • Loss of key personnel • Loss of Councillors • Fraud • Poor performance • Staff and Councillor ill health • Misconduct • Lack of training • Lack of knowledge • Conflicts of interest • Poor communication between staff, councillors and residents 	M	H	<ul style="list-style-type: none"> • Robust training and support for staff and councillors • Robust internal audit system in place • Robust recruitment procedures • Regular staff reviews • Ensure job descriptions are relevant and up to date • Succession planning in place • Proactive staff and councillors prepared to accept challenges • Operate open and transparent governance • 360 degree appraisal approach • Avenues for feedback from service users and residents 	Clerk (RFO)
RR6	Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware.	<ul style="list-style-type: none"> • Council operates illegally • Council unable to react to changes in circumstances resulting in loss or reduction in service delivery • Health and safety issues • Litigation • Additional devolved services leading to being under resourced • Asset transfers 	L	H	<ul style="list-style-type: none"> • Regular training undertaken by staff and Councillors • Regular review of legislative changes through SLCC and NALC • Regular policy reviews • Up to date Standing Orders • Up to date Financial Regulations • Proactive budgeting and financial management • Build up reserves 	Clerk (RFO)

AGENDA ITEM No: 9(c)

		<ul style="list-style-type: none"> • Allotment lease not extended • Significant local service reduction due to austerity • Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council 			<ul style="list-style-type: none"> • Encourage flexible working practices • Continued membership of NALC and SLCC • Regular reviews of current leases/agreements 	
RR7	Major operational interruption prevents Town Council from delivering services (Business continuity)	<ul style="list-style-type: none"> • Council becomes non-operational through fire, damage etc • Back-up files and records lost, stolen or damaged • Equipment suffers damage • Severe weather conditions • Property damaged or stolen 	M	H	<ul style="list-style-type: none"> • Adequate insurance cover in place • Develop Emergency Plan and emergency response protocol • Fitted fire alarms • Contingency funding in budget/reserves for replacement and repairs • Robust back-up system of storage of important files and records 	Clerk (RFO)
RR8	Town Council organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> • Poor staff morale • Poor councillor morale • Poor processes in place • Poor direction and focus • Poor management of operations • Poor administrative operations, processes and protocols • Loss of residents trust and confidence • Breakdown of working relationship with community groups and organisations 	H	H	<ul style="list-style-type: none"> • Development of corporate Plan with clear focused corporate objectives • Clear service delivery targets • Clear staff targets and staff monitoring/review process in place 	Clerk (RFO)
RR9	Catastrophic failure of Council's IT systems	<ul style="list-style-type: none"> • Loss of computer records • Loss of important data • Loss of important financial information • Loss of service delivery 	M	H	<ul style="list-style-type: none"> • Off-site back-up facility in place • Adequate insurance in place • Business continuity plan to be developed • Continued investment in IT infrastructure. 	Clerk (RFO)