



# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Wednesday 9<sup>th</sup> August 2017

To: All Members of the Planning & Highways Committee:  
Councillors Thomas (Chair), Rosser (Vice-Chair), Bartlett, Barton, Davies,  
Freedland, J Herschy, R Pendleton, Preece and Rumsey. (One Vacancy)  
(Copies to other Councillors for information)

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Planning & Highways Committee** to be held on **Monday 14<sup>th</sup> August 2017** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell  
TOWN CLERK

### AGENDA

- 1. APOLOGIES FOR ABSENCE**  
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**  
Under the Localism Act 2011 (sections 26-37 and Schedule 4), and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. HEREFORDSHIRE COUNCIL MEMBERS**  
To consider resolving 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 is on the basis that the views expressed are preliminary views taking account of the information currently available to the Town Council and that County Councillors reserve their final views on all applications until they are in full possession of all relevant information both for and against.
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**  
To receive questions and statements from members of the public as provided for in Standing Orders.



## LEOMINSTER TOWN COUNCIL

### PLANNING & HIGHWAYS COMMITTEE

#### 5. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Planning & Highways Committee meeting held on 17<sup>th</sup> July 2017.

#### 6. THE LEOMINSTER HUM

To receive an update if available.

#### 7. PLANNING APPLICATIONS

The following applications have been received from the Planning Authority and require comment:

**APPLICATION:** P172667  
**SITE:** Flats at 28 High Street, Leominster, Herefordshire, HR6 8LZ  
**DESCRIPTION:** Proposed flat.  
**LINK:** [https://www.herefordshire.gov.uk/info/200142/planning\\_services/planning\\_application\\_search/details?id=172667&search=172667](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=172667&search=172667)

**APPLICATION:** P170275  
**SITE:** Land adjoining The Hop Pole, Bridge Street, Leominster, Herefordshire.  
**DESCRIPTION:** Proposed terrace of 3 cottages.  
**LINK:** [https://www.herefordshire.gov.uk/info/200142/planning\\_services/planning\\_application\\_search/details?id=170275&search=170275](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=170275&search=170275)

**APPLICATION:** P170276  
**SITE:** Land at The Hop Pole, Bridge Street, Leominster, Herefordshire  
**DESCRIPTION:** Proposed conversion of public house into 3 self contained residential units.  
**LINK:** [https://www.herefordshire.gov.uk/info/200142/planning\\_services/planning\\_application\\_search/details?id=170276&search=170276](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=170276&search=170276)

**APPLICATION:** P172551  
**SITE:** Crabtree Cottage, Hyde Ash, Leominster, Herefordshire HR6 0JR  
**DESCRIPTION:** Proposed conversion of building into ancillary living accommodation.  
**LINK:** [https://www.herefordshire.gov.uk/info/200142/planning\\_services/planning\\_application\\_search/details?id=172551&search=172551](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=172551&search=172551)



## LEOMINSTER TOWN COUNCIL

### PLANNING & HIGHWAYS COMMITTEE

**APPLICATION:** P172677  
**SITE:** 14 Church Street, Leominster, Herefordshire, HR6 8NQ  
**DESCRIPTION:** Works to willow and holly tree.  
**LINK:** [https://www.herefordshire.gov.uk/info/200142/planning\\_services/planning\\_application\\_search/details?id=172677&search=172677](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=172677&search=172677)

#### 8. DECISIONS

To note the following decisions made by Herefordshire Council:

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

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

**APPLICATION:** P171638  
**SITE:** Land at Westfield Farm, Cobnash, Kingsland, Herefordshire  
**DESCRIPTION:** Proposed Funeral Directors.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

**APPLICATION:** P171860  
**SITE:** 94 Bargates, Leominster, Herefordshire, HR6 8QT  
**DESCRIPTION:** Proposed removal of existing conservatory and erection of an orangery.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

**APPLICATION:** P171903  
**SITE:** Vacant Site Adjacent To, 54 Green Lane, Leominster, Herefordshire, HR6 8QW  
**DESCRIPTION:** Proposed construction of a pair of semidetached dwellings.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions



## LEOMINSTER TOWN COUNCIL

### PLANNING & HIGHWAYS COMMITTEE

**APPLICATION:** P172157  
**SITE:** Sherbrook, Newlands Drive, Leominster, Herefordshire, HR6 8PR  
**DESCRIPTION:** Single storey side and rear extensions with garage conversion.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

**APPLICATION:** P171697  
**SITE:** 8 School Lane, Leominster, Herefordshire, HR6 8AA  
**DESCRIPTION:** Proposed conversion of upper floors into self-contained flat.  
**COMMENT:** No objection.  
**DECISION:** Approved with conditions

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

**APPLICATION:** P172146  
**SITE:** Crab Tree Workshop, Knoakes Lane To C1105, Hyde Ash, Herefordshire, HR6 0JS  
**DESCRIPTION:** Variation to Condition 2 Reference 161259 (Proposed conversion; /alteration to form office. w.c,store and link lobby) - Replace 'link';flat roof with slated pitched roof and change rear (NE) roof covering;and pitch.  
**COMMENT:** No objection subject to the views of the Conservation Officer.  
**DECISION:** Approved

#### 9. APPLICATION FOR GRANT/VARIATION OF PREMISES LICENCE

To consider an application for a variation of premises licence for The Ducker (formally The Ducking Stool), 11 South Street, Leominster, Herefordshire, HR6 8JA.

#### 10. HIGHWAYS AND PARKING MATTERS

- (a) **Proposed Meeting with Developer** – To consider organising a pre application meeting with a local developer.
- (b) **S106 Task & Finish Group** – Please see the attached report of the first meeting.
- (c) **Barons Cross Speeding Issues** – To receive an update following a meeting with the Safer Roads Partnership and the Police.



## LEOMINSTER TOWN COUNCIL

### PLANNING & HIGHWAYS COMMITTEE

**11. LEOMINSTER AREA NEIGHBOURHOOD PLAN**

To receive a verbal update on the progress of this document.

**12. DATE OF NEXT MEETING**

It is requested that the next meeting be held on Monday 4<sup>th</sup> September 2017 at **19:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

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

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

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

**OFFICER PRESENT:** Town Clerk.

**PH35/17 APOLOGIES FOR ABSENCE**

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

**PH36/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PH37/17 HEREFORDSHIRE COUNCIL MEMBER DISPENSATIONS**

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

**PH38/17 QUESTIONS FROM THE PUBLIC**

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

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

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

**PH39/17 MINUTES OF PREVIOUS MEETING**

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

**PH40/17 THE LEOMINSTER HUM**

No further update had been made available.

**PH41/17 PLANNING APPLICATIONS**

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

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

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

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

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

Following further consideration of this application and the contents of the S106 agreement that had been signed and entered into between Herefordshire Council and the Developers, it was **RESOLVED** to delegate authority to the Town Clerk and his team to develop outline proposals for

the provision of a community centre facility that would serve the new and existing developments.

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

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

### **PH42/17 DECISIONS**

The following approvals were noted:

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

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

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

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

### **PH43/17 HIGHWAYS AND PARKING MATTERS**

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



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

Following consideration it was **RESOLVED:**

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

**PH44/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

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

**PH45/17 DATE OF NEXT MEETING**

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

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

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

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

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

### S106/COMMUNITY ASSETS TASK & FINISH GROUP

Report of the S106/Community Assets Task & Finish Group meeting held on Monday 12<sup>th</sup> June 2017 commencing at 6pm.

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**PRESENT:** Cllrs Bartlett and Thomas.

**OFFICER PRESENT:** Town Clerk

The aim of the Task & Finish Group was to:

- Identify community assets within the Parish of Leominster
- Identify S106 infrastructure requirements

It was agreed to contact Herefordshire Council to obtain a comprehensive list of all the play areas in Leominster. This would include play areas that were under the ownership of housing associations and any other ownership.

The following assets were initially identified on top of those identified within the LANP:

- Bridge Street Recreation ground
- The Football ground
- Community Centre
- Grange Court
- The Old Priors
- Dales recreation ground
- Conningsby Leisure Centre
- Sydonia car park
- The Forbury
- Cockcroft Hill

It was agreed to draw up a list of assets with details and to look at sites currently under the ownership and management of Herefordshire Council. Cllr Bartlett would provide a copy of HC assets.

The following process would be adopted when identifying community asset sites:

- Identity
- Priority of site
- Submission date (short, medium, long term)
- Potential users
- Outline business plan if the asset was to come into public ownership
- Funders
- Organisations that may wish to own, manage and maintain them

It was agreed that a report be developed and considered at the next asset meeting. A similar template table to the one below would be used:

<b>Asset</b>	<b>Open Space</b>	<b>P/House</b>	<b>Leisure</b>	<b>Play Area</b>	<b>Other</b>
The Grape Vaults		Yes			
The Grange	Yes				

S106 – It was agreed to establish the latest S106 criteria from Herefordshire Council.

It was further agreed to identify the basic five categories and what the Town Council wished S106 contributions to achieve.