



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

Tuesday 21<sup>st</sup> November 2017

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

## NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 27<sup>th</sup> November 2017** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell  
TOWN CLERK

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

### 2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

### 3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

### 4. 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 meeting held on 25<sup>th</sup> September 2017.

### 6. CLERK'S REPORT

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



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

### 7. COMMITTEE MEETINGS

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

- Planning & Highways Committee – 2<sup>nd</sup> & 16<sup>th</sup> October, 6<sup>th</sup> & 20<sup>th</sup> November 2017;
- Communications & Events Committee – 9<sup>th</sup> October 2017;
- Finance & General Purposes Committee – 30<sup>th</sup> October 2017;
- Environment & Services Committee – 13<sup>th</sup> November 2017.

### 8. FINANCES

- (a) **Accounts Paid Statement** – To receive the accounts paid to date statement for November 2017, which will be presented at the meeting. An interim Quarter Three Financial Report will be presented to the Finance & General Purposes Committee at its meeting on 18<sup>th</sup> December 2017 with a full Q3 report being considered at the 29<sup>th</sup> January 2018 Council meeting.
- (b) **Leominster First Responders Grant Application** – Funding has been withdrawn by West Midlands Ambulance Service and a request for emergency grant funding has been received. Cllr Thomas will speak to this application.
- (c) **Internal Audit Report** – Please see the attached report.
- (d) **Unsolicited Street Collections** – To consider participating in a County wide initiative to tackle street begging. Vennture is working with organisations across Herefordshire to encourage a positive response to this issue.

### 9. REPORTS

To receive reports from:

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

### 10. MAYORAL APPOINTMENTS

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

### 11. DATE OF NEXT MEETING

The next Leominster Town Council meeting will be held on Monday 29<sup>th</sup> January 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP. The budget and precept for 2018/19 would be adopted and set at this meeting.

### 12. 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



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL MEETING

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) **Project Funding Report** – Please see the attached report.
- (b) **Budget 2018/19 Development** – Please see the attached reports which refer to the two options.

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 25<sup>th</sup> September 2017 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors R Pendleton (Mayor), Bartlett (Deputy Mayor), Barton, Burke, Egan, Lacey, Marsh, Norman, A Pendleton, Preece, Rosser and Rumsey.

**OFFICER PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Cllr Stone, PCSO Adam Michniok, Leominster Safer Neighbourhood Team, and three members of the public.

Prior to the commencement of the meeting the Mayor informed Members that a card of appreciation had been sent to Mr Alec Harris, Honorary Townsman, for the service he had given to Leominster.

### **61/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (personal), Freedland (personal), Herschy (holiday) and Thomas (holiday)

### **62/17 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Lacey – Allotments (Personal)

### **63/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **64/17 COUNCIL VACANCY**

Leominster Town Council formally received the Declaration of Acceptance of Office from Cllr Connor Egan, who was duly elected on to Leominster Town Council on 7<sup>th</sup> September 2017. It was **RESOLVED** that Cllr Egan would sit on the Planning & Highways Committee and the Finance & General Purposes Committee.

### **65/17 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**

There were three members of the public present. No questions were asked.

PCSO Adam Michniok was in attendance and gave the following report

- Council noted the Etnam Street update. Although there were still a number of issues to address it had quietened down;
- A number of van break-ins had occurred and tools had been stolen. The Police would be holding a day at the allotments marking tools;
- A number of tablets had been stolen from Grange Court. The items had been found but were damaged and unusable;
- Concern was expressed regarding a leaflet currently being distributed in some parts of Leominster requesting antiques and gold;
- A number of business premises had been broken in to.

Council thanked PCSO Michniok for attending.

**66/17 MINUTES OF THE PREVIOUS MEETINGS**

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 24<sup>th</sup> July 2017 be agreed and signed as a correct record.

**67/17 CLERK'S REPORT**

Council **RECEIVED** the following report:

- (a) **Ivington Harvest Supper, 8<sup>th</sup> October 2017** – Members noted the invitation received to attend the Ivington Harvest Supper on Sunday 8<sup>th</sup> October. The Service would commence at 11am followed by lunch at 12.30pm.
- (b) **Site Visit Reminder** – Members were reminded that a site visit to assess diversion ZC100, Glendower Road, would take place on Thursday 28<sup>th</sup> September 2017 at 9am.
- (c) **Staff Appraisals** – Members noted that staff appraisals were currently being undertaken and a full report would be provided to the Finance & General Purposes Committee at its meeting in October 2017.
- (d) **Licence, 11 Corn Square** – Council noted that the licence application for 11 Corn Square was currently out for consultation.
- (e) **Blueschool House Audit** – Council noted receipt of a statement from Herefordshire Council regarding a review of its internal procedures following the findings of the audit.
- (f) **Declaration of Interest Forms** – Members were reminded to complete their new Declaration of Interest forms following formal adoption of the Herefordshire Council's new Code of Conduct.
- (g) **11 Corn Square** – Council noted receipt of quotations received to renew the front entrance door to 11 Corn Square, following the main door shattering and undermining the remaining structure, improvements to the TIC entrance door and the provision of a sliding door to the exhibition area. This was considered under Minute 73/17(a).

**68/17 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 & Highway Committee meetings held on 14<sup>th</sup> August, 4<sup>th</sup> & 18<sup>th</sup> September 2017 and authorise the decisions and recommendations contained therein.
- (b) **Environment & Services Committee** – It was **RESOLVED** to approve the minutes of the Environment & Services Committee meeting held on 11<sup>th</sup> September 2017 and authorise the decisions and recommendations contained therein.

## 69/17 FINANCES

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts for August 2017 amounting to £44,900.80, including VAT.

It was **RESOLVED** to pay all outstanding accounts for September 2017 amounting to £43,947.62, including VAT

- (b) **Financial Report** – Following consideration, it was **RESOLVED** to adopt the interim Quarter Two Financial Report. Expenditure to date amounted to £307.040 and income was £422.365.
- (c) **Branding** – Council noted that a presentation by Visual Works Ltd had been given to Members prior to the commencement of the Full Council meeting at 6pm. The presentation included three logo and font options. A preferred option had been identified and was presented to Full Council for consideration

Council considered the proposal presented and, following discussion, it was proposed by Cllr Rosser, seconded by Cllr Norman and **RESOLVED** to adopt the preferred option and further develop it with the addition of references to the architectural and cultural heritage of the town. This could include images of Grange Court, The Priory and the Leominster Knot. Once the logo had been amended it was agreed that it should be finalised ready for use.

- (d) **Armed Forces Day** – Council considered the report presented to host the Herefordshire Armed Forces Day in Leominster on 23<sup>rd</sup> June 2018. Following discussion it was **RESOLVED**:
- That Leominster would host Armed Forces Day 2018;
  - That a Task & Finish Group be appointed to oversee the development and organisation of the day;
  - That Cllrs R Pendleton, Bartlett, Burke, Egan, A Pendleton, Rosser and Rumsey be appointed to the Group;
  - That funding of between £2,500 and £5,000 be included in the 2018/19 budget to help fund the day.
- (e) **CAB Update** – Council considered the report presented from CAB Herefordshire and, following discussion, **RESOLVED**:
- That the update be noted;
  - That Citizens Advice Herefordshire will cease to continue at the end of October 2018;
  - That the service will continue in Herefordshire but delivered by neighbouring Bureaus in Shropshire and Worcestershire;
  - That a letter be sent to Herefordshire Council expressing the Town Council's disappointment and disgust that funding had been withdrawn resulting in a deficit of advice available to the most needy in the community.

## 70/17 REPORTS

The following reports were received from the Representative on Outside Bodies:

- (a) **Shopmobility** – Cllr Rumsey informed Council that a second collection at Morrison's had raised £400, making the total raised £1,000.
- (b) **Leominster in Bloom** – Cllr Lacey reported that the Leominster in Bloom had won a Gold Award.

The following reports were received from the Herefordshire Council Ward Members.

***Cllr Stone***

- Thanks were extended to all those involved in the community litter pick which took place on 8<sup>th</sup> August 2017;
- Leominster North was still without a permanent Locality Steward;
- A number of potholes had been filled and residents were encouraged to report blocked drains on 01432 261800;
- Council was reminded that LEADER funding was available;
- A number of planning issues, including the Barons Cross development, were being addressed;
- Congratulations were expressed to all those involved in helping Leominster to win a Gold award in the Heart of England in Bloom competition;
- Congratulations were also extended to those involved in hanging the bunting throughout the town;
- Cllr Egan was welcomed onto the Town Council.

***Cllr Marsh***

- Responded to residents regarding issues related to trees, traffic, parking, weeds and litter;
- Attended a number of briefings and the 200 celebrations at Shire Hall;
- Had undertaken research into the Flood Management Strategy which was about to be adopted;
- Planning issues had included Westcroft (reserved matters), Barons Cross, poultry units at Stag Batch and the impact of development on the Bargates junction;
- Concern regarding additional cuts to be implemented over the next two years;
- A meeting with the Director of Economy, Environment and Communities had been arranged.

***Cllr Norman***

- Congratulations to Leominster in Bloom, and all those other organisations and staff involved, for winning Gold for Leominster;
- Congratulations to the Food Fayre organisers for hosting such a successful event;
- Acknowledgement that Earl Mortimer College continued to improve on their exam results;
- Positive turnout for the launch of the Friends of Grange Court and Gardens;



- Planning issues including the Barons Cross and the poultry unit proposals;
- A meeting with the Director of Economy, Environment and Communities had been arranged;
- Issues with Balfour Beatty had been highlighted and were currently trying to be addressed;
- Welcomed the agreement to host Armed Forces Day in Leominster in 2018

***Cllr Bartlett***

- Had attended the Overview & Scrutiny Committee and Cabinet meetings;
- Had reviewed the Children's Services report;
- The Children's Centre at Coningsby Road was moving to the multiagency offices. The others were moving into the library;
- The Travellers document was being considered by Cabinet. It included a site in Leominster;
- The Minerals and Waste Plan consultation was coming to an end. It would have an impact on Leominster with heavy traffic movements;
- Had attended the LGA Conference in Birmingham, the Food festival, Adaction, the Police Awards, dying to drive and the Echo AGM.

**71/17 MAYORAL APPOINTMENTS**

The following Mayoral appointments had been attended by the Mayor:

- 3<sup>rd</sup> August – Young Minds;
- 3<sup>rd</sup> August – Chaired the public meeting regarding Etnam Street
- 6<sup>th</sup> August – World War commemorations and the Herefordshire County Fair;
- 11<sup>th</sup> August – Attended the S&A Barbeque;
- Attended BISOYOC
- 15<sup>th</sup> August – attended photoshoot at Brightwells to promote the RAC Rally;
- 29<sup>th</sup> August – Attended Saverne Reception;
- 2<sup>nd</sup> September – Opened the Food Fayre;
- 5<sup>th</sup> September – Souper Tuesday
- 8<sup>th</sup> September – Mayoral outing on steam train from Bewdley to Bridgnorth and back;
- 8<sup>th</sup> September – Thanksgiving service at Hereford Cathedral;
- 9<sup>th</sup> September – Shirehall 200<sup>th</sup> anniversary;
- 9<sup>th</sup> September – Trial by Jury in the Law Court;
- 10<sup>th</sup> September – Pershore Town Civic Service (Cllr Bartlett attended the Police Awards)
- 14<sup>th</sup> September – Young Citizenship celebration at Hereford Cathedral;
- 17<sup>th</sup> September – Battle of Britain;
- 21<sup>st</sup> September – Echo AGM.
- 23<sup>rd</sup> September – Friends of the Priory;

**72/17 DATE OF NEXT MEETING**

Council **NOTED** that the next Leominster Town Council meeting would be held on Monday 27<sup>th</sup> November 2017 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

**73/17 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) **Property Report** – Council was presented with the update report outlining progress at 11 Corn Square and the additional projects being developed at present by the Town Council. Following consideration it was **RESOLVED**:
- That the report be noted;
  - That works undertaken to date be formally ratified;
  - That a notice board be purchased for Council agendas and information;
  - That delegated authority be given to the Clerk to purchase a replacement entrance door as outlined in the quotation received, but without a notice board included, at a cost of up to £5,085 + VAT;
  - That delegated authority be given to the Clerk to investigate alternative options and purchase a replacement standard entrance door to the Tourist Information Centre at a cost not exceeding £1,450 + VAT;
  - That delegated authority be given to the Clerk to investigate alternative options and purchase a sliding door to the exhibition room at a cost not exceeding £978 + VAT;
  - That the Interserve quotation to clean the toilets at 11 Corn Square amounting to £176.85 + VAT per month be accepted;
  - That delegated authority be given to the Clerk to investigate alternative options and purchase new gates for the rear of 11 Corn Square. The cost should not exceed £2,850 + VAT;
  - That the above doors and gates would be fitted using existing contractors;
  - That the issues relating to the completion of the holiday flat be noted;
  - That an insurance claim be submitted to Zurich to meet some of the cost of the replacement entrance door and the repair of the rear wall damaged in the recent high winds.
- (b) **Grange Court** – Council considered the report presented and, following consideration, it was **RESOLVED**:
- That the report be noted;
  - That a response from the LARC Trustees would be received in due course.
- (c) **Draft Budget Development** – Council considered the draft budget report presented and, following consideration, it was **RESOLVED**:
- That the report be noted;

**AGENDA ITEM No: 5**

- That delegated authority be given to the Task & Finish Group to develop budget consultation proposals and undertake a public consultation on the draft budget proposals;
- That a progress report be submitted to the Finance & General Purposes Committee at its meeting on 30<sup>th</sup> October 2017;
- That the Leominster Town Council precept request be submitted to Herefordshire Council following the Full Council meeting to be held on Monday 29<sup>th</sup> January 2018.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9.14pm.

---

**MAYOR**

---

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 2<sup>nd</sup> October 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors R Pendleton (Chair), Barton, Egan, Freedland, Herschy and Rumsey.

**ALSO PRESENT:** One member of the public

**OFFICER PRESENT:** Town Clerk.

Prior to the commencement of the meeting Committee **RESOLVED** to appoint Cllr R Pendleton to chair the meeting

**PH80/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bartlett (personal), Davies (personal), Rosser (work), Thomas (holiday) and Preece (holiday).

**PH81/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**PH82/17 HEREFORDSHIRE COUNCIL MEMBERS**

There were no Herefordshire Council members present.

**PH83/17 QUESTIONS FROM THE PUBLIC**

There was one member of the public in attendance. The following matter was raised:

*P162594*

Committee received further representations regarding the industrial development to the rear of Silurian Close and to which planning application P162594 was a part of.

Concern was expressed that despite a number of submissions to Herefordshire Council Planning Department regarding this development, which it was alleged had encroached onto a footpath, had not adhered to the planning permissions granted, had undertaken development despite permission being refused and had covered a watercourse, no action had been taken to address any of the issues raised.

The Town Council had raised the concerns via email on 5<sup>th</sup> September 2017 and had been informed that the matter had been referred to the Enforcement Officer on 11<sup>th</sup> September 2017. No further update had been received.

The resident was advised that if he was not satisfied with the way Herefordshire Council was dealing with the planning issues he should:

- Contact his local Ward Councillor;
- Submit an official complaint to Herefordshire Council;
- If he was not satisfied with the response to the complaint he could refer the matter to the Ombudsman to investigate.

The resident was provided with all the relevant details to enable him to pursue the above course of action.

**PH84/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 18<sup>th</sup> September 2017 be agreed and signed as a correct record.

**PH85/17 THE LEOMINSTER HUM**

There was no further update available.

**PH86/17 PLANNING APPLICATIONS**

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

**APPLICATION:** P172444  
**SITE:** 63 Etnam Street, Leominster HR6 8AE  
**DESCRIPTION:** Listed Building Consent: Proposed repairs to timber frame wall, remove overhang above doorway on front elevation and associated works  
**COMMENT:** No objection.

**APPLICATION:** P173327  
**SITE:** Home Farm, Hennor, Leominster HR6 0QR  
**DESCRIPTION:** Proposed new agricultural building  
**COMMENT:** No objection subject to the following conditions being included:

- The proposal did not result in additional traffic movements;
- The proposal complied with all the conditions put in place by the Herefordshire Council Planning Authority.

**APPLICATION:** P173337  
**SITE:** Upper two floors, 30 West Street, Leominster HR6 8ES  
**DESCRIPTION:** Notification of prior approval for a proposed change of use of building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3) – to a two bed self contained maisonette. (This is a prior approval determination)  
**COMMENT:** No objection subject to the following conditions being included:

- The provision of car parking to service the new dwelling;

- Provision was made to store waste created by the new dwelling;
- The proposal complied with all the conditions put in place by the Herefordshire Council Planning Authority.

**APPLICATION:** P173338  
**SITE:** Rear of 30 West Street, Leominster HR6 8ES  
**DESCRIPTION:** Notification of prior approval for a proposed change of use of building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3) – three self contained one bedroom flats. (This is a prior approval determination)

**COMMENT:** No objection. subject to the following conditions being included:

- The provision of car parking to service the new dwelling;
- Provision was made to store waste created by the new dwelling;
- The proposal complied with all the conditions put in place by the Herefordshire Council Planning Authority.

#### **PH87/17 DECISIONS**

The following decisions were noted:

**APPLICATION:** P163735  
**SITE:** 2 Burgess Gardens, Burgess Street, Leominster, Herefordshire, HR6 8DG  
**DESCRIPTION:** (Retrospective) Timber framed side extension.  
**COMMENT:** No comment was agreed as there was insufficient detail provided of the work carried out.  
**DECISION:** Approved with conditions

**APPLICATION:** P172551  
**SITE:** Crabtree Cottage, Hyde Ash, Leominster, Herefordshire HR6 0JR  
**DESCRIPTION:** Proposed conversion of building into ancillary living accommodation.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

**APPLICATION:** P172677  
**SITE:** 14 Church Street, Leominster, Herefordshire, HR6 8NQ  
**DESCRIPTION:** Works to willow and holly tree.  
**COMMENT:** No objection subject to the views of the local Tree Warden and Tree Officer.  
**DECISION:** Trees in a conservation area – works can proceed.

**PH88/17 PLANNING, HIGHWAYS AND PARKING MATTERS**

- (a) **Highway Matters** – The proposal for the provision of a new link road to service the southern side of Leominster would be completed within the next two weeks.

Concern was expressed regarding the poor state of the highway on the corner of Corn Street and West Street. During wet periods pedestrians were constantly being splashed. There were also concerns regarding drainage clearance.

- (b) **427 Replacement Bus Service** – Following consideration it was **RESOLVED** to continue this service currently being supported by Leominster Town Council for a further 12 months. Regular updates on passenger numbers was requested.

**PH89/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that this document had now been submitted to Herefordshire Council under Regulation 16. A further update would be provided in due course.

**PH90/17 LICENSING ACT 2003**

Committee noted the following Licence grant applications/variations received but did not wish to make comment:

- Morrisons Daily Petrol Filling Station
- 11 Corn Square

**PH91/17 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting would be held on Monday 16<sup>th</sup> October 2017 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

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 16<sup>th</sup> October 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

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

**ALSO PRESENT:** Ward Cllr Stone and four members of the public

**OFFICER PRESENT:** Town Clerk.

**PH92/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Freedland.

**PH93/17 DECLARATIONS OF INTEREST**

The following Declarations of Interest was made:

- Cllr Preece (personal) P173462 and P173463.

**PH94/17 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.

**PH95/17 REQUESTS FOR DISPENSATIONS**

There had been no requests received.

**PH96/17 QUESTIONS FROM THE PUBLIC**

Four members of the public were present. Clarification was provided regarding planning applications P173462 and P173463.

**PH97/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 2<sup>nd</sup> October 2017 be agreed and signed as a correct record.

It was noted that enforcement action had been taken regarding P162594 and a revised application had been requested as soon as possible.

**PH98/17 THE LEOMINSTER HUM**

An update had been requested but a response had not yet been received.



**PH99/17 PLANNING APPLICATIONS**

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

**APPLICATION:** P173462  
**SITE:** Stag Batch House, Monkland Rd, Leominster HR6 9DA  
**DESCRIPTION:** Proposed provision of roof over existing silage bunker to reduce surface runoff  
**COMMENT:** No objection

**APPLICATION:** P173463  
**SITE:** Stag Batch House, Monkland Rd, Leominster HR6 9DA  
**DESCRIPTION:** Proposed provision of roof over cattle handling area to reduce surface runoff  
**COMMENT:** No objection

**APPLICATION:** P173662  
**SITE:** Ashfield House Residential Home, Bargates, Leominster HR6 8QU  
**DESCRIPTION:** Works to 6 trees in a Conservation Area  
**COMMENT:** No objection

**APPLICATION:** P173356  
**SITE:** Chequers Inn, Etnam Street, Leominster HR6 8AE  
**DESCRIPTION:** Proposed covered shelter  
**COMMENT:** No objection

**APPLICATION:** P173357  
**SITE:** Chequers Inn, Etnam Street, Leominster HR6 8AE  
**DESCRIPTION:** Listed Building Consent: Proposed covered shelter  
**COMMENT:** No objection

**APPLICATION:** P173650  
**SITE:** Brierley Court Barns, Brierley Lane, Leominster HR6 0NU  
**DESCRIPTION:** Application variation of condition 2 of P162302/F  
**COMMENT:** No objection

**PH100/17 DECISIONS**

To note the following decisions made by Herefordshire Council:

**APPLICATION:** P163601  
**SITE:** Hay Lane Farm, Hay Lane, Kimbolton, Leominster, Herefordshire.  
**DESCRIPTION:** Proposed erection of an agricultural workers dwelling and the erection of an agricultural building to house cattle.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

**APPLICATION:** P172354  
**SITE:** 65 Etnam Street, Leominster, Herefordshire, HR6 8AE  
**DESCRIPTION:** Replacement window.  
**COMMENT:** No objection provided it was in keeping with the listed building.  
**DECISION:** Approved with conditions

**APPLICATION:** P172793  
**SITE:** 414 Buckfield Road, Leominster, HR6 8SD  
**DESCRIPTION:** Proposed two storey extension to side of existing house.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

**APPLICATION:** P172818  
**SITE:** 29-31 West Street, Leominster, HR6 8EP  
**DESCRIPTION:** Proposed conversion of attic into self-contained flat.  
**COMMENT:** No objection although concern was expressed regarding storage facilities for refuse/waste.  
**DECISION:** Approved with conditions

**APPLICATION:** P172532  
**SITE:** Shops, 1-3 Castlefields, , Leominster, HR6 8BG  
**DESCRIPTION:** Proposed extension to Castlefield Stores.  
**COMMENT:** Request an extension to the consultation time as there was concern that this was a retrospective application and the plans provided were of extremely poor quality and very hard to read. Clearer plans would be requested. The Town Council had previously objected to a similar application at this site.  
**DECISION:** Approved with conditions

**APPLICATION:** P172634  
**SITE:** The White House, 94 Bridge Street, Leominster HR6 8DZ  
**DESCRIPTION:** Removal of side extension to the north and construction of a two storey replacement. The removal of rear extension and replacement with a two storey and a single storey flat roof extension.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

**APPLICATION:** P172893  
**SITE:** 134 The Meadows, Leominster, HR6 8RE  
**DESCRIPTION:** Proposed single storey kitchen and dining room extension.  
**COMMENT:** No objection  
**DECISION:** Approve with conditions

**APPLICATION:** P162556  
**SITE:** Land west of Eaton Hill, Leominster

**DESCRIPTION:** Erection of two poultry units, feed bins, widening of existing access, new access track and associated development.

On 5<sup>th</sup> September 2016 the following comments were submitted to Herefordshire Council:

**COMMENT:** Concerns were raised regarding the following points:

- The proposal constitutes an industrial process and should therefore be sited in a more appropriate location;
- The proposal will inevitably impinge on the visual and historic amenity of Eaton Hill;
- Potential for run-off from the site to cause contamination of local waterways and woodlands, with particular reference to the fact that the River Lugg is a designated SSSI;
- Possible impact on local residents due to noise and odours;
- Lorry access along existing public footpaths would constitute a potential safety hazard;
- Positive impact on local employment opportunities is likely to be minimal, given low staffing requirements for the facility;
- Leominster Town Council recommends that a full Environmental Statement be required for the development.

The Committee agreed to defer the decision until their next meeting on Monday 19<sup>th</sup> September, following a site visit on Friday 9<sup>th</sup> September.

On 19<sup>th</sup> September 2016 the following comment was submitted to Herefordshire Council:

**COMMENT:** Following a site visit by members of the Committee it was recommended that no objection to this planning application be submitted on the condition that no effluent was discharged into the nearby watercourse. A vote was taken, the result being: For: 3, Against: 1, Abstention: 1. The recommendation was duly carried.

On 19<sup>th</sup> June 2017 the following comment was submitted to Herefordshire Council following a revised application:

**COMMENT:** Recommend refusal for the following reasons:

- The proposal will drain into the River Lugg which is unacceptable and is a health hazard;
- The Town Council wishes to support the objections lodged by the Woodland Trust;

- The proposal will create unacceptable levels of noise, smell and pollution in a sensitive area;
- The proposal is considered inappropriate development in this area due to its close proximity to residential development and a residential Home for the elderly;
- Committee agreed to reiterate its previous comments.

**DECISION:** Approved with conditions

**PH101/17 PLANNING, HIGHWAYS AND PARKING MATTERS**

- (a) **Highway Matters** – The draft highway report relating to the southern link road would be submitted to Committee for consideration at its next meeting on 6<sup>th</sup> November 2017.

**PH102/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that the revised plan had been submitted to Herefordshire Council under Regulation 16. It appeared that the first email and two subsequent ones had not been received but no delivery failure notice had been generated. Receipt had now been confirmed and the final documentation was being developed prior to the Regulation 16 consultation.

**PH103/17 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting would be held on Monday 6<sup>th</sup> November 2017 at **19:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:41pm.

---

**CHAIR:**

---

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 2<sup>nd</sup> November 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Rosser (Chair), Bartlett, Barton, Davies, Herschy (arrived at 7:21pm), R Pendleton and Preece.

**OFFICER PRESENT:** Town Clerk.

### PH104/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Egan (illness), Freedland (illness), Rumsey (illness) and Thomas (illness).

### PH105/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### PH106/17 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.

### PH107/17 REQUESTS FOR DISPENSATIONS

There had been no requests received.

### PH108/17 QUESTIONS FROM THE PUBLIC

No members of the public were present.

### PH109/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 16<sup>th</sup> October 2017 be agreed and signed as a correct record.

### PH110/17 THE LEOMINSTER HUM

Committee noted that the scheduled work had been completed except for a number of items on the snagging list. BPI would be re-engaging RPS to carry out another noise survey to enable comparisons. A date had not yet been arranged as the final few items needed to be completed, as two areas may still allow noise escape.

### PH111/17 PLANNING APPLICATIONS

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

**APPLICATION:** P173879  
**SITE:** Home Farm, Hennor, Leominster HR6 0QR  
**DESCRIPTION:** Proposed outdoor riding area. Change of use from agricultural  
**COMMENT:** No objection

**APPLICATION:** P173881  
**SITE:** 72 Bargates, Leominster HR6 8QS  
**DESCRIPTION:** Proposed two storey extension and front entrance porch  
**COMMENT:** No objection

### **PH112/17 DECISIONS**

To note the following decisions made by Herefordshire Council:

**APPLICATION:** P162556  
**SITE:** Land west of Eaton Hill, Leominster  
**DESCRIPTION:** Erection of two poultry units, feed bins, widening of existing access, new access track and associated development.  
**COMMENT:** Concerns were raised regarding the following points:

- The proposal constitutes an industrial process and should therefore be sited in a more appropriate location;
- The proposal will inevitably impinge on the visual and historic amenity of Eaton Hill;
- Potential for run-off from the site to cause contamination of local waterways and woodlands, with particular reference to the fact that the River Lugg is a designated SSSI;
- Possible impact on local residents due to noise and odours;
- Lorry access along existing public footpaths would constitute a potential safety hazard;
- Positive impact on local employment opportunities is likely to be minimal, given low staffing requirements for the facility;
- Leominster Town Council recommends that a full Environmental Statement be required for the development.

The Committee agreed to defer the decision until their next meeting on Monday 19<sup>th</sup> September, following a site visit on Friday 9<sup>th</sup> September.

**COMMENT:** Following a site visit by members of the Committee it was recommended that no objection to this planning application be submitted on the condition that no effluent was discharged into the nearby watercourse.

A vote was taken, the result being: For: 3, Against: 1, Abstention: 1. The recommendation was duly carried.  
**DECISION:** Approved with conditions

**APPLICATION:** P172893  
**SITE:** 134 The Meadows, Leominster, HR6 8RE  
**DESCRIPTION:** Proposed single storey kitchen and dining room extension.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

**APPLICATION:** P172499  
**SITE:** Land off Ebnal Close, , Leominster,  
**DESCRIPTION:** Proposed construction of 4 self contained flats with associated parking and gardens  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

**APPLICATION:** P172745  
**SITE:** 43 Westcroft, Leominster HR6 8HF  
**DESCRIPTION:** Proposed two storey extension.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

**APPLICATION:** P173252  
**SITE:** 6 Barons Cross Road, Leominster HR6 8RS  
**DESCRIPTION:** Proposed single storey rear extension  
**COMMENT:** No objection  
**DECISION:** Approved with conditions

## **PH113/17 PLANNING, HIGHWAYS AND PARKING MATTERS**

- (a) **Highway and Development Matters** – Committee received the report presented and, following consideration, **RESOLVED:**
- To note the report;
  - To continue to push for public realm improvements in the town centre;
  - To continue to push for resident parking zones and other relevant Traffic Regulation Orders to be made to improve the parking situation in Leominster;
  - To support the Ward Councillors and Herefordshire Council to investigate opportunities to enable the Southern Urban Extension and the southern link road to be developed;
  - That no financial contribution would be made towards the development of a Transport Strategy for Leominster;
  - To continue to endeavour to secure S106 funding to help develop the Transport Strategy for Leominster;
  - To pursue the completion of the Leominster Area Neighbourhood Plan to adoption;
  - To continue to encourage Herefordshire Council to apply for funding to enable the southern link road to be constructed.

**PH114/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that the revised plan had been submitted to Herefordshire Council under Regulation 16 and consultation would take place between 2<sup>nd</sup> November and 14<sup>th</sup> December 2017. The Plan had been uploaded onto the Town Council and Herefordshire Council websites (<https://myaccount.herefordshire.gov.uk/leominster>)

**PH115/17 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting would be held on Monday 20<sup>th</sup> November 2017 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:27pm.

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

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



# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 20<sup>th</sup> November 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Thomas (Chair), Rosser (Vice-Chair), Bartlett, Barton, Davies, Herschy and Preece.

**ALSO PRESENT:** Ward Cllr Stone.

**OFFICER PRESENT:** Town Clerk.

### **PH116/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Egan (illness), Freedland (illness), R Pendleton (civic duties) and Rumsey (illness).

### **PH117/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **PH118/17 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.

### **PH119/17 REQUESTS FOR DISPENSATIONS**

There had been no requests received.

### **PH120/17 QUESTIONS FROM THE PUBLIC**

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

### **PH121/17 MINUTES OF PREVIOUS MEETING**

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

### **PH122/17 THE LEOMINSTER HUM**

Committee noted that no further update had been received.

### **PH123/17 PLANNING APPLICATIONS**

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

- APPLICATION:** P173286  
**SITE:** 4 Millers Close, Leominster HR6 8BP  
**DESCRIPTION:** Proposed Porch  
**COMMENT:** No objection.
- APPLICATION:** P173800  
**SITE:** Hadnock House, Widgeon Hill Farm, Hamnish, Leominster HR6 0QN  
**DESCRIPTION:** Proposed construction of a new garage  
**COMMENT:** No objection.
- APPLICATION:** P173933  
**SITE:** 1 Corn Square, Leominster HR6 8LR  
**DESCRIPTION:** Proposed change of use of former Tourist Information Centre (A2) to a drinking establishment (A4)  
**COMMENT:** No objection. Committee acknowledged and supported the concerns raised by local businesses regarding the addition of s further licensed premises and the threat it may have on existing businesses.
- APPLICATION:** P173934  
**SITE:** 1 Corn Square, Leominster HR6 8LR  
**DESCRIPTION:** Listed Building Consent: Proposed change of use of former Tourist Information Centre (A2) to a drinking establishment (A4)  
**COMMENT:** No objection. Committee acknowledged and supported the concerns raised by local businesses regarding the addition of s further licensed premises and the threat it may have on existing businesses.
- APPLICATION:** P174031  
**SITE:** 7 Battlebridge Close, Leominster HR6 8TH  
**DESCRIPTION:** Proposed conversion of existing attached garage to family room  
**COMMENT:** No objection.
- APPLICATION:** P173995  
**SITE:** Long Acre, Ebnall, Leominster HR6 9AL  
**DESCRIPTION:** Proposed fascia sign on front of building and two standing signs on the site boundary  
**COMMENT:** No objection.
- APPLICATION:** P173980  
**SITE:** 15 Croft Street, Leominster HR6 8LA  
**DESCRIPTION:** Non material amendment to planning permission 171308 to allow a 1 sqm increase in the footprint on the first floor to allow access into the third bedroom. Reduce the pitch of the roof on the first floor extension from 30 degrees to 20 degrees  
**COMMENT:** Noted.  
**NOTE:** This application has been approved.

**PH124/17 DECISIONS**

The following decisions made by Herefordshire Council were noted:

- APPLICATION:** P170749  
**SITE:** Land off Ebnal Close, Leominster, Herefordshire.  
**DESCRIPTION:** Application for removal of condition 3 of planning permission.  
**COMMENT:** No comment.  
**DECISION:** Approved
- APPLICATION:** P173327  
**SITE:** Home Farm, Hennor, Leominster HR6 0QR  
**DESCRIPTION:** Proposed new agricultural building  
**COMMENT:** No objection subject to the following conditions being included:
- The proposal did not result in additional traffic movements;
  - The proposal complied with all the conditions put in place by the Herefordshire Council Planning Authority.
- DECISION:** Approved
- APPLICATION:** P171820  
**SITE:** 12 Perseverance Road, Leominster, HR6 8QR  
**DESCRIPTION:** Remove existing garage and replace with conservatory. Erect new garage on drive.  
**COMMENT:** No objection  
**DECISION:** Approved with conditions
- APPLICATION:** P173006  
**SITE:** 2a Caswell Crescent, Leominster, HR6 8BE  
**DESCRIPTION:** Proposed detached annexe ancillary to the main dwelling for accommodation for an elderly parent.  
**COMMENT:** Recommend refusal for the following reasons:
- The proposal constitutes over-development of the site;
  - The proposal is a detached property within the curtilage of an existing property. This constitutes back-land development and is against the adopted Core Strategy policies related to extensions of dwellings;
  - The proposal is to be sited against the fence of a neighbouring property without any gap which is unacceptable and may lead to overlooking issues and privacy issues;
  - The proposal is of poor design and is out of keeping with the area both in design and location.
- DECISION:** Approved with conditions

- APPLICATION:** P173013  
**SITE:** Barn at Ivingtonbury, Ivington, Leominster, HR6 0JH  
**DESCRIPTION:** Conversion of outbuilding into residential accommodation (2no. – part retrospective)  
**COMMENT:** No objection  
**DECISION:** Approved with conditions
- APPLICATION:** P173014  
**SITE:** Barn at Ivingtonbury, Ivington, Leominster, HR6 0JH  
**DESCRIPTION:** Listed Building Consent: Conversion of outbuilding into residential accommodation (2no. – part retrospective)  
**COMMENT:** No objection  
**DECISION:** Approved with conditions
- APPLICATION:** P173337  
**SITE:** Upper two floors, 30 West Street, Leominster HR6 8ES  
**DESCRIPTION:** Notification of prior approval for a proposed change of use of building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3) – to a two bed self contained maisonette. (This is a prior approval determination)  
**COMMENT:** No objection subject to the following conditions being included:
  - The provision of car parking to service the new dwelling;
  - Provision was made to store waste created by the new dwelling;
  - The proposal complied with all the conditions put in place by the Herefordshire Council Planning Authority.**DECISION:** Prior approval not required.
- APPLICATION:** P173338  
**SITE:** Rear of 30 West Street, Leominster HR6 8ES  
**DESCRIPTION:** Notification of prior approval for a proposed change of use of building from Office Use (Class B1(a)) to a Dwellinghouse (Class C3) – three self contained one bedroom flats. (This is a prior approval determination)  
**COMMENT:** No objection. subject to the following conditions being included:
  - The provision of car parking to service the new dwelling;
  - Provision was made to store waste created by the new dwelling;
  - The proposal complied with all the conditions put in place by the Herefordshire Council Planning Authority.**DECISION:** Prior approval not required.

**PH125/17 PLANNING, HIGHWAYS AND PARKING MATTERS**

**(a) Highway Matters – The following matters were raised:**

- Concerns had been raised by residents at Laurels Court, Westfield Walk, regarding vehicles parking and blocking the access. The matter would be raised with Highways;
- It was agreed to enquire why the new Traffic Regulation Order to install double yellow lines in Etnam Street had not be actioned;
- It was noted that the proposed crossing in Bridge Street had not been completed;
- It was agreed to ask for an update regarding the repairs to the railings damaged by a lorry at the level crossing;
- It was agreed to establish the ownership of the piece of land on the corner of New Street and Lugg Way, and to establish what the future plans were for this area.

**PH126/17 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

The Plan was currently out to public consultation, which Herefordshire Council was overseeing. The consultation would close on 14<sup>th</sup> December 2017. Copies of the document would be available from the Council Offices and the Library.

**PH127/17 DATE OF NEXT MEETING**

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

There being no other business the meeting closed at 7:23pm.

---

**CHAIR:**

---

**DATE:**

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Monday 9<sup>th</sup> October 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Norman (Chair), Lacey, Herschy, A Pendleton and R Pendleton.

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

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

Prior to the commencement of the meeting the Chair thanked all those who had been involved in making Leominster so attractive this year. The bunting, floral arrangements and general upkeep of the town centre was a credit.

### **CE15/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bartlett, Davies, Rumsey, Rosser and Thomas.

### **CE16/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **CE17/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **CE18/17 QUESTIONS FROM THE PUBLIC**

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

### **CE19/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 12<sup>th</sup> June 2017 be agreed and signed as a correct record.

### **CE20/17 CLERK'S REPORT**

The Clerk had nothing to report.

### **CE21/17 2017-18 WORK PROGRAMME**

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

- That the amendments to the Work Plan be noted;
- That the Town Map leaflet be produced in time for the forthcoming RAC Rally which was being hosted by Brightwells in Leominster;
- A welcome pack be developed for the RAC Rally event.

- That LEADER and other grant funding be pursued to enable the projects identified to be implemented.

It was noted that the RAC Rally event commenced on 8<sup>th</sup> November 2017 with a number of events being held locally and would leave Leominster on the 10<sup>th</sup> November 2017.

#### **CE22/17 FRIDAY MARKET**

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

- That the report be noted;
- That efforts continue to attract new traders and support existing traders;
- That the retirement of three existing traders be noted;
- That the issue of waste continues to be monitored and that the Take Away be requested to carry out a litter pick to help address the additional litter created;
- That the increase of stalls at the Farmers Market be welcomed and that the introduction of craft stalls be encouraged;
- That trader insurance options be investigated to establish whether temporary cover can be provided to new and casual market traders;
- That the Victorian Street Market Window Competition be supported again this year.

It was noted that Markets are dropping in popularity although the food traders remain very popular.

The Victorian Street Market preparations were underway. Councillors would once again parade in robes this year. Details of the itinerary would be provided in due course. Queen Victoria would be in attendance with some form of transport.

#### **CE23/17 TOURIST INFORMATION CENTRE**

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

- That the report be noted;
- That internal and external signage utilising the new branding be provided at 11 Corn Square;
- That the lack of new volunteers coming forward to volunteer in general be noted and that efforts be made to encourage new volunteers;
- That training for both staff and volunteers to operate in the Tourist Information Centre be developed;
- That the general town mini-guide be produced as soon as possible;
- That congratulations be extended to all those involved in the third Leominster Food Fayre.

#### **CE24/17 COMMITTEE UPDATE REPORT**

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

- That the report be noted;

- That involvement in the H-Art initiative be pursued as it had had a positive impact on the town in 2017;
- That issues regarding staffing capacity be noted.

**CE25/17 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information and the Communications & Events 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) **Draft Interpretation Plan Report** – Committee considered the draft Interpretation Plan Report which had also been shared with the Destination Leominster Group. It was agreed to continue to liaise with various other groups in the town to enable this initiative to come to fruition. Funding would probably be drawn down from the LEADER fund or Heritage Lottery. The following additions were suggested:
- The document to be proof read prior to publication;
  - The inclusion of QR codes on all information boards;
  - The inclusion of Fair Trade, Walkers are Welcome and Dementia Friendly logos on relevant signage.

- (b) **TIC Visitor Numbers** – The visitor number information was noted. Numbers were down in 2017 but this was due to the move from 1 Corn Square and a lack of external signage. However, those who had visited the new TIC had been complimentary.

**CE26/17 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 12<sup>th</sup> March 2018 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 8:43pm.

---

**CHAIR:**

---

**DATE:**



# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 30<sup>th</sup> October 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Marsh (Chair), Burke (Vice Chair), Bartlett, Egan, Norman and R Pendleton.

**OFFICER PRESENT:** Town Clerk.

### **FG13/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Freedland (illness), Preece (illness) Rosser (illness) and Rumsey (illness).

It was noted that Cllr A Pendleton had stepped down from the Committee.

### **FG14/17 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made:

- Cllr Norman: Trustee on the Janice & Peter McCaull Trust.

### **FG15/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **FG16/17 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **FG17/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 26<sup>th</sup> June 2017 be agreed and signed as a correct record subject to the agreed amendment.

### **FG18/17 CLERK'S REPORT**

The following Clerk's Report was noted:

- (a) Civic Events** – Committee noted the forthcoming civic events commencing with the Remembrance commemoration on 11<sup>th</sup> November 2017 at 11am at the War Memorial.
- (b) Three Choirs Grant Application** – Committee noted that a grant application would be received from this organisation in December 2017 and would be requesting £1,000.
- (c) Janice & Peter McCaull Trust** – Committee agreed to consider the grant request received from this Trust under its grant applications.
- (d) Market Trader Insurance** – Committee noted that quotations were currently being sought to provide trader cover for various markets. This

was particularly aimed at casual traders. It was suggested that the NFU be approached to provide a quotation.

**FG19/17 2017-18 WORK PROGRAMME**

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

- That the report and progress to date be noted;
- To continue to develop the civic protocols and processes;
- To note that the next Destination Leominster meeting would be held on 15<sup>th</sup> November 2017;
- To note that work would commence on the Medium Term Financial Plan in December 2017;
- To consider organising twice yearly meetings with the neighbouring parishes to discuss items of joint interest;
- To note that the 2018/19 budget and the participatory budget element was currently being delivered.

**FG20/17 FINANCIAL AND COMMITTEE MATTERS**

**(a) Financial Report** – Committee considered the Quarter Two Financial Report up to 30<sup>th</sup> September 2017 and **RESOLVED:**

- That the report be noted;
- That the payments for July 2017 amounting to £47,602, exclusive of VAT, for August 2017 amounting to £52,463, exclusive of VAT, and for September 2017 amounting to £39,229, exclusive of VAT, be ratified;
- That the income received and current balances up to 30<sup>th</sup> September 2017 amounting to £518,050 be noted. This included the receipt of the annual precept in full and the capital receipt for West Street;
- To note that the projected end of year balances were currently being estimated at £275,000.

**(b) Outstanding Accounts for Payment** – Committee noted the payments to date for October 2017 which amounted to £38,687.36.

**(c) Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**

- That the report be noted;
- That funding of up to £600 be allocated towards the cost of frames for the past Mayor photographs. This would be funded from 110/4215 Civic Regalia;
- To request that the Mayor oversee the development of the past Mayor photographs and framing;
- To adopt the revised Risk Register and to review it again in March 2018.

**FG21/17 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred

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

**(a) Grants Report – Committee considered the Grant Report and RESOLVED to note the report.**

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

- WildPlay Rangers - £1,000 subject to the completion of the feedback form and confirmation of the actual number of beneficiaries that lived in Leominster (Cllr Norman proposed and Cllr Bartlett seconded);
- 151 Leominster Squadron Royal Air Force Cadets - £1,000 subject to the completion of the feedback form and the securing the other grant funding outlined in the report amounting to £4,500 (Cllr R Pendleton proposed and Cllr Burke seconded);
- Royal British Legion - £250 (Cllr Norman proposed and Cllr Egan seconded);
- Hereford Cathedral - £1,000 subject to the completion of the feedback form, the securing the other grant funding outlined in the report amounting to £110,540 and on condition that Leominster schools were invited to view the installation (Cllr Burke proposed and Cllr Norman seconded. There was one abstention);
- The Victorian Street Market competition - £250;
- The Janice & Peter McCaull Trust - £250.

Committee **NOTED** the submitted grant form from Vennture to develop and provide a number of youth initiatives in Leominster.

Committee further **NOTED** the grant offer, yet to be formally confirmed, from the Community Connect Fund, Herefordshire, was likely to be successful.

**(b) Property Report – Committee considered the Property Report and RESOLVED:**

- That the report be noted;
- That the additional expenditure outlined in the report be ratified;
- That the Corn Square Task & Finish Group considers the additional projects and submits a recommendation to the Town Council;
- That a report be developed and submitted to the Town Council to consider requesting an additional Public Works Loan Board loan.

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

- That the report be noted;
- That the incremental points increases recommended be formally ratified.

**(d) Draft Budget Report – Committee considered the Draft Budget Report and RESOLVED:**

- That the report be noted;
- That the draft budget continue to be developed and submitted to Council for initial approval;
- That an increase of approximately 9.5% be agreed due to the significant further increase in responsibilities being devolved to the Town Council from Herefordshire Council;
- That the Participatory Budgeting exercise be undertaken with a presence on the Friday Market in November 2017.

**FG22/17 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 18<sup>th</sup> December 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 21:17.

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

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

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 13<sup>th</sup> November 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Bartlett (Chair), Burke, Davies, Herschy, Lacey, Marsh, Norman, A Pendleton and R Pendleton.

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

### ES34/17 APOLOGIES FOR ABSENCE

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

### ES35/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Leominster Allotment Association.

### ES36/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

### ES37/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

### ES38/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 11<sup>th</sup> September 2017 be agreed and signed as a correct record.

### ES39/17 CLERK'S REPORT

The Clerk had nothing to report.

### ES40/17 2017-18 WORK PROGRAMME

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

- That the revised 2017/18 Work Programme be noted;
- That quotations for the refurbishment of the public conveniences at Central car park and the Grange open space be requested;
- That the investigations into recycling of non-domestic waste aimed at providing economic benefit to the town be continued;
- That due diligence be undertaken if the Leominster Cemetery is to be transferred to the Town Council;
- That the potential provision of a new skate park be undertaken;
- That funding to help towards the cost of providing a new skate park, possibly from Sport England, be investigated;

- That consideration be given to approaching the Co-op for potential funding for youth initiatives;
- That the development of various trails within the town be undertaken as part of the Destination Leominster initiative;
- That further information regarding the ash dieback disease be obtained.

It was noted that the next Destination Leominster meeting would be taking place on Wednesday 15<sup>th</sup> November 2017 at 2pm.

Thanks were formally extended to the Environmental Team for the works they undertook to prepare the War Memorial for the Armistice Day and Remembrance Sunday commemorations.

#### **ES41/17 OPEN SPACES & PLAY AREA REPORT**

Committee considered the report presented. Following discussion it was **RESOLVED:**

- That the report be noted;
- That The Grange Master Plan Tender be reviewed and at least one further tender be sought;
- That the awarding of the Grange Master Plan Tender be postponed until March 2018;
- That a request to asset transfer the play areas as identified within the relevant report be submitted to Herefordshire Council, subject to the issues identified being addressed by Herefordshire Council, or a financial contribution to be made to Leominster Town Council to carry out the repairs itself;
- That the proposal to manage all the green spaces within the town under licence that are currently being managed by Balfour Beatty on behalf of Herefordshire Council, be approved in principle.

Concern was expressed regarding the level of fly tipping on the Mowbray Close/Far Meadow open space and it was agreed to consider an initiative to engage with the relevant housing associations and the local community to try to address the issue once the asset transfer had been completed.

#### **ES42/17 COMMITTEE UPDATE REPORT**

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

- That the report be noted;
- That the following items be purchased:
  - WW1 Bench - £609.50 + VAT
  - Kerb Brush Sweeper - £500 + VAT
  - Delivery charges - £145 + VAT
- That the Safeguarding Statement be formally adopted.

#### **ES43/17 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information the Environment & Services Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the

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

**(a) Direct Labour Force Report** – Committee considered the report presented and, following discussion, it was **RESOLVED:**

- That the report be adopted;
- To agree in principle to putting in place a Direct Labour Force to commence operations as from 1<sup>st</sup> April 2018;
- To agree in principle to the recommendations contained within the Report, especially with regard to additional staffing and an increase in the incremental points scale for the Environmental Supervisor;
- To charge the Town Clerk and the Environmental Supervisor to commence the implementation of enlarging the Environmental Team;
- To identify potential funding sources to enable the implementation of the Direct Labour Force;
- To provide an initial sum of £10,000, already allocated in the 2018/19 budget, to commence the purchase of relevant equipment and to cover the costs to recruit additional personnel
- To investigate whether the existing contract with the Town Council's external contractor could be terminated early, but only on the proviso that an amicable agreement can be reached;
- To reduce the existing contract to a maximum of 12 cuts in 2018/19 as allowed within the current contract;
- To give notice to the existing contractor that the grass cutting contract would complete on 31<sup>st</sup> October 2018
- To formally thank the existing contractor for their significant contribution over the past three years to improving the management of the amenity areas in Leominster that are under Town Council control.

**(b) Public Convenience Update Report** – Committee considered the verbal report presented and **RESOLVED:**

- That the report be noted;
- That quotations continue to be sought from local traders to carry out the works at Central Toilets and Grange Toilets;
- That the LEADER funding Expression of Interest submission for the Bus Station toilets and Tourist Information Point be noted.

A report would be presented to Full Council regarding the various options to fund the public convenience refurbishments, as there was currently no funding allocation within the Town Council's earmarked reserves, as this had been used to help fund the Corn Square refurbishment.

**ES44/17 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 22<sup>nd</sup> January 2018 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

**AGENDA ITEM No: 8**

There being no other business, the Chair thanked members for their attendance and closed the meeting at 9:12pm.

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

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