

Louth Town Council

The Sessions House, Eastgate,
Louth, Lincolnshire, LN11 9AJ

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council and its Planning Committee which will be held on Tuesday 14th January 2025 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

There will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. Written representation can also be considered rather than attending in person.

Members of the public should note that they will not be allowed to speak during the formal meeting.

Mrs. L.M. Phillips

Town Clerk

Dated this 9th Day of January 2025

AGENDA TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Membership: All Cllrs.)

1. Apologies for Absence

To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

3. Town Clerk's Remarks

4. Minutes

To approve as a correct record the notes of the Council Meeting held on 19th November 2024.

5. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:

- a. Planning Committee – 8th October 2024
- b. Planning Committee – 29th October 2024
- c. Planning Committee – 19th November 2024
- d. Governance and Finance Committee – 8th October 2024
- e. Community Resources Committee – 17th September 2024

6. Precept

- a. Council to receive a recommendation from the Governance and Finance Committee made on 10th December 2024 that the attached budget proposal papers be approved which result in a precept request for 2025/26 of £349,918.64 which equates to an annual cost for a Band D property of £59.81 (using updated Tax Base figures, now received from ELDC).
- b. Council to delegate authority to the Town Clerk to complete the necessary form and submit to ELDC (Collection Authority).

7. **Town and Parish Council Scrutiny Survey**

As resolved on 10th December 2024, Council to ratify the corporate response to the above, submitted to meet the deadline of 6th January 2025.

8. **Civic Matters**

Council to note/resolve upon the following:

- a. **Funeral Arrangements** – to note that the funeral of Cllr. Mrs. J. Simmons will take place on 23rd January 2025 at 11am in St. James' Church.
- b. **Mayoral Succession** – following the passing of Cllr. J. Simmons to consider whether to elect a successor or allow the current Deputy Mayor to fulfil obligations as necessary (expenses to be taken from the Mayor's day to day budget head) until the Annual Meeting of the Council in May 2025.
- c. **Mayor's Serjeant** – to note that the Mayor's Serjeant has been asked to lead the funeral cortege in to church at Cllr. J. Simmons funeral and consider authorising the use of a mace and the Mayor's hat.

9. **Use of Room at Sessions House**

Council to consider a request from a local knitting group to use the back room of the Sessions House for an hour, twice per week and resolve upon the way forward.

10. **Grants**

Council to consider opening its grants process for year-round applications (from April 2025) instead of for only a few months of the year.

11. **Sexual and General Harassment Training**

Following the introduction of new legislation which places greater responsibilities and legal requirements on all Employers (which includes each individual Councillor) to take proactive steps to prevent sexual harassment at work. The adoption of a policy for use by the Council on 22nd October by the Personnel Committee, the receipt of this by all Councillors with the Town Council agenda for 19th November 2024 and 14th January 2024. Councillors to watch a short video on the above and sign to confirm that they have received, read, understood and will abide by the policy.

12. **Next Meeting**

To note that the next scheduled meeting of the Town Council will take place on 25th March 2025

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, Membership: All Cllrs.)

1. **Apologies for Absence**

To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. **Declarations of Interest / Dispensations**

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

3. **Minutes**

To approve as a correct record the notes of the Planning Committee Meeting held on 10th December 2024. (Attached).

4. **Applications received by the Local Planning Authority**

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 01-14-25). (Attached).

5. **Planning Correspondence**

Committee to receive planning decisions, enforcement complaints, appeal decisions, temporary road closures etc., as advised by the District and County Council. (Attached).

6. Proposed Works to Trees

Committee to receive details and consider supporting the following proposed works to trees:

- a. Location:** 2 Crowtree Lane. **Proposals:** T1 – Cherry – (C1 on plan) crown reduce to previous pruning points, approx.. 3m height. T2 – Cypressus – (C2 on plan) fell. T3 – Silver Birch – (S1 on plan) crown reduce to previous pruning points, approx.. 4m. **Reasons:** T2 – growing too close to wall and C1. T3 – too close to house.

7. Proposed Limited Waiting Bay – B1200, Newmarket, Louth

Committee to receive details of the above and consider supporting an amendment to the proposed waiting limit from Monday - Saturday 8am - 6pm, 2 hours, No return within 2 hours to Monday to Saturday 8am to 6pm, 30 minutes, No return within 1 hour.

8. Proposed 'No Waiting at Any Time' – Linden Walk, Louth

Committee to receive details of the above and consider supporting.

9. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 4th February 2025.

11-19-24 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 19th NOVEMBER 2024**

The Deputy Mayor, Cllr. D. Hobson (DH) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB) J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), J. Simmons (JS), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

Councillors Not Present: M. Barnes (MB), LMC, H. Filer (HF).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitauro, Mr. A Grist and Mr. E. Findlay from the London Road Sports Partnership, Ms N. Wheeldon, Mr. J. Irvine and Mr. R. Varrell from Our Hall Louth Ltd., and one member of the public were also present.

Public Forum:

- Cllr. GEH updated the Council on the 3G pitch proposal at Wood Lane, informing them that a third, amended planning application would be submitted. He went on to disclose that there would be a public meeting held on 27th November to discuss the application, as well as an opportunity to speak on the application at the District Planning Committee Meeting.
- Cllr. Mrs. JMS informed the Council that the Bundles of Joy Louth Baby Bank had recently won East Lindsey District Council's (ELDC) Community Ambassador's Award.

T45. Apologies for Absence

Apologies for absence were received from Cllrs. MB, HF and LMC who would be late to the meeting.

T46. Declarations of Interest / Dispensations

The following dispensations were made:

- a. Cllr. DH – Item 6d, after being approached for funding from the applicant in his role as a member of ELDC.
- b. Cllr. GEH – Item 6d, after being approached for funding from the applicant in his role as a member of ELDC, and Item 10 as a member of the Town and Parish Council Scrutiny Survey Committee.
- c. Cllr. Mrs. JMS – Item 9 as a trustee of the Hubbard's Hills Trust and Item 10 as a member of ELDC.
- d. Cllr. DEW – Item 9 as a trustee of Hubbard's Hills Trust.

T47. Town Clerks Remarks

The Town Clerk informed the Council that:

- A bin had been installed outside Lacey Fields School. The Town Clerk was still awaiting a response from Platform Housing as to whether one could be installed at Virginia Drive, and that she was in talks with Cllrs. Mrs. KP and Mrs. JMS regarding the possible placement of bins on Horncastle Road and Meridian View.
- Louth Town Council had registered online for the Local Council Award Scheme, but the initial criteria had been updated, therefore applications were on hold until the criteria had been completed.
- She had received one quote for the work recommended in the first year to the Sessions House. A second quote was in the process of being prepared and a third had been requested but the Town Clerk had not yet received a reply.
- She was still awaiting a response from the solicitor regarding Old Mill House.
- Lloyds had written to confirm that from mid-January, the Council's Treasury Account (current) would be transferred to a business account.

T48. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on the 27th August 2024 be approved as the minutes.

T49. Committee Minutes

It was proposed, seconded and **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings:

- a. Planning Committee – 6th August 2024
- b. Planning Committee – 17th September 2024
- c. Governance and Finance Committee – 6th August 2024
- d. Community Resources Committee – 16th July 2024
- e. Personnel Committee – 16th July 2024
- f. Personnel Committee – 6th August 2024

T50. Closed Session Items

At 7.07pm, upon a proposal from Cllr. PS which was seconded by Cllr. Mrs. JMS, the Committee **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, due to the business to be discussed in the following items, information being of a third party and confidential nature with regard to:

- a. **London Road Sports Partnership** – The Council received an update from members of LRSP, along with information of a future funding plan and a request for funding. It was proposed, seconded and **RESOLVED** to come out of closed session as a recorded vote had been requested. It was proposed, seconded and **RESOLVED** that Council would approve the release of £20,000 using its powers under the Local Government (Miscellaneous Provisions) Act 1976, s19 as follows:

Cllr. Mrs. EB	For
Cllr. JB	For
Cllr. JD	For
Cllr. GEH	For
Cllr. DH	For
Cllr. Mrs. JMS	For
Cllr. DM	For
Cllr. Mrs. KP	For
Cllr. JS	For
Cllr. PS	For
Cllr. Mrs. PFW	For
Cllr. DEW	For

NB: Cllr. LMC entered the meeting at 7.11pm after the commencement of closed session to discuss Item 6a. Therefore, she was unable to vote on Item 6a.

At 8.15pm it was proposed, seconded and **RESOLVED** to go back into closed session.

- b. **Our Hall Louth Ltd** – The Council received an update from the group on their future plans and a funding request. A recorded vote was requested. At 9.31pm it was proposed, seconded and **RESOLVED** to go out of closed session. It was proposed, seconded and **RESOLVED** to approve a grant of £20,000 to the Our Hall Louth Ltd. using its powers under the Local Government Act 1972, s145, subject to the group successfully obtaining a £70,000 grant from the UK Shared Prosperity Fund, as follows:

Cllr. Mrs. EB	For
Cllr. JB	For
Cllr. LMC	For
Cllr. JD	For
Cllr. GEH	Against
Cllr. DH	Against
Cllr. Mrs. JMS	Against
Cllr. DM	For
Cllr. Mrs. KP	For
Cllr. JS	For
Cllr. PS	For
Cllr. Mrs. PFW	Against
Cllr. DEW	Against

At 9.34pm it was proposed, seconded and **RESOLVED** to go back into closed session.

- c. **Trinity Allotments** – The Town Clerk provided an update regarding Trinity Allotments, and after discussion, it was proposed, seconded and **RESOLVED** to grant the Town Clerk delegated authority to progress the purchase of the allotment starting at £30,000, with a ceiling of £33,000.
- d. **Grants** – The Council received a grant application from Endeavour Louth in respect of their 3rd Annual Children’s Christmas Party. It was proposed, seconded and **RESOLVED** to award a grant of £245. NB: Cllrs. DH and Mrs. JMS abstained from voting on this item.
At 9.58pm it was proposed, seconded and **RESOLVED** to suspend standing orders in order to continue the meeting beyond 3 hours.
- e. **Horncastle Road Kissing Gate** – The Council received quotes for the repair and reinstallation of the Horncastle Road kissing gate. The Town Clerk cautioned the Council that the reinstallation of the gate would be at the Council’s own risk as Lincolnshire County Council had advised that they would remove the gate if complaints were received. After discussion, it was proposed, seconded and **RESOLVED** to repair and reinstate the gate at a cost of £492 including VAT.

At 10.04pm it was proposed, seconded and **RESOLVED** to come out of closed session.

NB: Cllr. JS left the meeting at 10.05pm.

T51. Royal British Legion, Louth Branch

The Council noted that after 78 years in existence, Louth’s branch of the Royal British Legion would close unless at least ten new members were found to form a branch committee who were expected to meet once a month. It was proposed, seconded and **RESOLVED** that an appeal be made on Facebook for interested persons to come forward.

T52. Sexual and General Harassment

Following the introduction of new legislation which placed greater responsibilities and legal requirements on all employers to take proactive steps to prevent sexual harassment at work, Councillors received a copy of the above policy, approved by the Personnel Committee for use on 22nd October 2024, and it was noted that they would be asked to attend training and sign a document to confirm that they had received, read, understood and would abide by the policy annually.

T53. Hubbard’s Hills

Council received an invitation from the Hubbard’s Hills Working Group to attend a walk around of the Hills on Monday 2nd December at 10am.

T54. Town and Parish Council Scrutiny Survey

The Council received details of the above and it was noted that the closing date for responses was 6th January 2025. It was proposed, seconded and **RESOLVED** that the Planning Working Group should draft a corporate response at their next meeting which would be brought back to the next Planning Committee on 10th December 2024 for ratification. Councillors noted that they could also submit an individual response.

T55. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 14th January 2025.

The Meeting Closed at 10.17pm.

Signed _____ (Chairman)

Dated _____

BUDGET PROPOSAL 25/26

For TC 14th January 2025

		Actual Spend / Income 2022/23	Actual Spend / Income Last Year (2023/24)	Actual Spend / Income this year to 30/9/24 (2024/25)	Current Annual Budget (2024/25)	Projected Spend / Income 2024/25	Proposed Budget 2025/26	Of which Precepted for	Of which taken from General Reserve	Notes
101	Governance and Finance									
1002	Miscellaneous	2.00	-	-	50.00	50.00	20.00			
1190	Interest Received	420.00	2,628.00	1,019.00	1,000.00	2,000.00	2,000.00			
	Governance and Finance : Income	422.00	2,628.00	1,019.00	1,050.00	2,050.00	2,020.00			
4020	Office Administration Costs	3,464.00	3,266.00	1,738.00	3,500.00	3,500.00	3,605.00	3,605.00	-	Suggested increase of 3%
4022	Postage	243.00	230.00	65.00	300.00	130.00	200.00	200.00	-	25/26 ATM to be held in the SH, allows for one other public meeting.
4023	Meeting Expenses	300.00	76.00	450.00	900.00	900.00	500.00	500.00	-	
4024	Councillors Expenses	141.00	-	-	100.00	50.00	100.00	100.00	-	
4025	Insurances	4,631.00	5,317.00	5,624.00	8,000.00	5,624.00	11,000.00	5,624.00	5,376.00	Council will need to enter into a new agreement in 2025. Valuations have now been undertaken of some of the Council's more unique possessions. If the Council wishes to ensure these for their value this will increase costs significantly. A risk assessor is to visit in January and may insist that enhanced security measures are adopted as well as insisting that less use is made of Civic Items outside of the Sessions House.
4026	Fees and Subscriptions	2,586.00	3,047.00	2,970.00	3,351.00	3,351.00	3,560.00	3,560.00	-	24/25: LALC, NALC & ATIS: 2,970.24, ICCM: 100, RMTG: £137, SLCC: 216. Suggested increase of 4%.
4028	Audit Fee (Internal & External)	800.00	840.00	1,050.00	1,000.00	1,050.00	1,050.00	1,050.00	-	External Audit Fees to 28/27 as notified by PKF
4750	Contingency	233.00	145.00	204.00	400.00	400.00	400.00	400.00	-	
	Governance and Finance : Indirect Expenditure	12,398.00	12,921.00	12,101.00	17,551.00	15,005.00	20,415.00	15,039.00	5,376.00	
401	Community Resources Day to Day									
1000	Property Income	1,461.00	2,031.00	1,136.00	2,000.00	2,000.00	2,000.00	2,000.00		Includes such things as SH Rent from Museum, SH use by ELDC as a polling station, JB Grazing Licence, rent from Athletics Club, rent from OMH, rent from Astro Turf, Electric used by St. A's and rent from St. A's
1001	Allotment Rent Received	550.00	790.00	882.00	882.00	882.00	968.00	968.00		Increased to 882 in 24/25. Increases by previous year's RPI annually.
1002	Miscellaneous	1,015.00	75,001.00	1,047.00	1,500.00	1,500.00	1,500.00	1,500.00		
1009	LCC Contribution (Grass)	5,151.00	5,607.00	-	5,747.00	12,008.08	12,008.00	12,008.00		Based on 24/25 rates of 0.058 for 3 cuts
1010	Interments	15,809.00	12,368.00	6,634.00	16,000.00	13,000.00	13,500.00	13,500.00		
1011	Monuments	7,458.00	7,262.00	2,579.00	8,000.00	7,500.00	7,500.00	7,500.00		
1012	Exclusive Burial Rights	10,914.00	13,496.00	5,227.00	16,000.00	12,000.00	12,000.00	12,000.00		
1013	Plaques	-	-	-	-	-	-	-		
1014	Chapel Rent	-	-	-	-	-	-	-		
1015	Welcome Back Fund	23,014.00	-	-	-	-	-	-		
	Community Resources Day to Day : Income	65,372.00	116,555.00	17,505.00	50,129.00	48,890.08	49,476.00	49,476.00		
4001	Salaries	50,740.00	54,590.00	27,295.00	58,000.00	58,000.00	64,000.00	64,000.00	-	Allows for uplift by one SCP on 1/4 as agreed at Pers and accounts for new pay rates, if agreed by NIC in 25/26.
4002	Employers Costs Super / NI	9,050.00	10,871.00	5,573.00	20,000.00	14,000.00	20,000.00	20,000.00	-	Allows for both employees to be a part of the LGPS and an increase in NIC rates.
4003	Grave Digging	900.00	1,264.00	900.00	2,800.00	2,800.00	3,000.00	3,000.00	-	Allows for 6 single graves
4027	Training	710.00	163.00	1,539.00	1,000.00	1,539.00	1,500.00	1,500.00	-	Allows for training of staff and Cllrs
4104	Civic Property	500.00	151.00	16.00	250.00	250.00	250.00	250.00	-	Allows for inscription of mayor's board and minor repairs to other property.
4200	Clocks / Floodlights	2,400.00	2,368.00	406.00	3,000.00	-	600.00	600.00	-	Based on costs being £50 per month

TOWN & PARISH COUNCIL SURVEY

1) Do you feel your Town or Parish Council has all the tools it needs to run properly and be successful?

Louth Town Council runs very well generally with the resources available. It has an excellent staff structure (Clerk and Admin Assistant) that manages all day to day running and budgets are managed well. It would be very helpful if all at ELDC understood that town and parish councils do not run in the same way that the District Council does. Often staffing levels are minimal, as are hours worked. Neither officers nor Councillors have the same delegated authority as those at ELDC and as meetings are not always every month this does mean that the earlier information can be provided, the better and timeframes need to be longer.

Resources are available for assistance / advice with various bodies of support, legally and administratively. However, the Council feels strongly that more support, better updates, information dissemination, communication / two way dialogue is needed between Louth Town Councillors and ELDC and LCC strategic leads and officers regarding subjects such as planning, town centre, markets, investment in Louth, town businesses, out of town retail, vitality and viability of Louth, grants, economic growth, green spaces, tourism and promotion of Louth / Wolds. The Town Council would also like ELDC and LCC to consult with it, listen AND respond to its comments in respect of major town decisions.

The Town Council considers itself fortunate to count 3 District Councillors within its number. It feels that their views on Louth should carry more weight with ELDC.

2) Do you undertake any training for the role? If so, what was the best training you undertook and what other training would help support you in carrying out your role?

Training is available through the Lincolnshire Association of Local Council's (LALC) for councillors needing additional guidance on fulfilling their roles, for example new councillor training, finance, chairing meetings. It is felt councillors do need encouragement to take up opportunities for training, when joining the council. This could be expanded by offering formalised inductions. Generic planning training is provided by LALC, but more specific training focussed on ELDC planning processes would be of much more benefit to ensure Councillors understand how ELDC works and the 'reasons' that can be used when deciding to oppose or support an application. In general it is thought that strategic discussions would identify gaps in knowledge and understanding.

3) How supported do you feel generally as a parish / town council to fulfil your role?

Given the role of a Councillor on Louth Town Council receives no remuneration and Councillors have other work commitments, training needs to be available and / or online at various times of the day (AM / PM / Evenings). Specifically, a better understanding of ELDC process, would make LTC more effective. Councillors do feel there is a divide, mostly due to the lack of communication between Councillors and ELDC Leadership.

4) Do you believe you get sufficient support from East Lindsey District Council to support you in being successful? What else can ELDC do to help you succeed in your roles?

More interaction with ELDC on matters such as planning, town centre, markets, investment in Louth, town businesses, out of town retail, vitality and viability of Louth, grants, economic growth, green spaces, tourism and promotion of Louth / Wolds would be of benefit. It would be good to see a more unified position on issues between LTC / ELDC especially planning decisions for the majority of applications.

Officer presence. Engagement with portfolio holders / strategic leaders re. direction of travel, aspirations and needs of both LTC and ELDC would be helpful and in the case of Planning would benefit the process.

Councillors would really like to see the return of quarterly face to face meetings between themselves and strategic leaders, which are of an informal nature, where questions can be asked and information freely exchanged. It would also be beneficial for Councillors to have a key contact at ELDC. Someone they can contact for 'quick' advice / answers on ELDC related issues.

5) What is your Town / Parish most affected by (most complaints or concerns)? Do you feel you have sufficient knowledge in the matter to help resolve these concerns?

The issue with the biggest impact is planning and often responses from LTC seem to be ignored. More training and more interaction are essential.

6) Do you have any further comments / issues you would like to raise?

Communication is key to our success, so that the voice of Louth residents is heard. LTC would like to see a relationship be built between the two Councils. Please find solutions.

Louth Town Council

SEXUAL AND GENERAL HARASSMENT POLICY

POLICY

1. Louth Town Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. Louth Town Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. Louth Town Council deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all its employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Council. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Council.
8. Louth Town Council recognises that it has a duty to implement this policy and all employees are expected to comply with it. The Council will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:
 - insensitive jokes and pranks
 - lewd or abusive comments
 - deliberate exclusion from conversations
 - displaying abusive or offensive writing or material
 - abusive, threatening or insulting words or behaviour
 - name-calling
 - picking on someone or setting them up to fail
 - exclusion or victimisation
 - undermining their contribution/position
 - demanding a greater work output than is reasonably feasible
 - blocking promotion or other development/advancement.
10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

Louth Town Council

SEXUAL AND GENERAL HARASSMENT POLICY

Examples of sexual harassment

11. Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee towards another and examples of sexual harassment include:
- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
 - unwelcome touching of a sexual nature
 - displaying sexually suggestive or sexually offensive writing or material
 - asking questions of a sexual nature
 - sexual propositions or advances, whether made in writing or verbally.
12. Sexual harassment can also take place where an employee is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

Examples of victimisation

13. Victimisation takes place when an employee is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee who supports or assists another employee to raise a complaint is also subjected to victimisation if they are treated unfavourably.

Third party harassment

14. The Council operates a zero-tolerance policy in relation to harassment perpetrated against one of its employees by a third party such as a volunteer, client, customer, contractor, member of the public or visitor to the Council. All employees are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.
15. If we find that the allegation is well-founded, we will take the steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:
- warning the individual about the inappropriate nature of their behaviour
 - banning the individual from Council premises
 - reporting the individual's actions to the police.

In addition to this, the Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

16. Responsibilities

Employee responsibilities

- 16.1. The Council requires its employees to behave appropriately and professionally at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.
- 16.2. Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:
- in a work situation

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- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

16.3. A breach of this policy will be treated as a disciplinary matter.

17. Council responsibilities

- 17.1. The Council will be responsible for ensuring all members of staff, including officers and those within management positions, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.
- 17.2. The Council will also take into account aggravating factors, such as abuse of power over a more junior colleague, when deciding what disciplinary action to take.
- 17.3. Where an incident is witnessed, or a complaint is made under this policy, the Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt with in a sensitive and confidential manner.

Complaining about harassment and/or bullying

18. Informal method

- 18.1. The Council recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior colleague of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.
- 18.2. If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

19. Formal method

- 19.1. Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Town Clerk as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:
- the name of the alleged harasser
 - the nature of the alleged harassment
 - the dates and times when the alleged harassment occurred
 - the names of any witnesses
 - any action already taken by you to stop the alleged harassment.

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- 19.2. Where it is not possible to make the formal complaint to the above named person, for example where they are the alleged harasser, we would encourage you to raise your complaint to the Chairman of the Personnel Committee.
- 19.3. On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another work area or suspension with contractual pay until the matter has been resolved. Only one investigation need take place into both the Employee's complaint and any subsequent Disciplinary action. In the event of a potential criminal matter it will be referred to the Police. If this matter concerns the behaviour of a councillor it will be referred to the Monitoring Officer.
- 19.4. On conclusion of the investigation, which will normally be within 10 days of the meeting with you, a report of the findings will be submitted to the Personnel Committee who will hold the grievance meeting.
- 19.5. You will be invited to attend a meeting of a Grievance Panel which will consist of 3 members of the Personnel Committee, at a reasonable time and location, to discuss the matter once the committee hearing the grievance has had the opportunity to read the report. You have the right to be accompanied at such a meeting by a colleague or a union representative and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- 19.6. You will be able to put your case forward at the meeting and the manager will explain the outcome of the investigation. You have a right to appeal the outcome, which is to be made to the Town Clerk within 5 days of receiving the outcome. This will be presided over by the Mayor/Deputy Mayor.
- 19.7. If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.
- 19.8. The Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.
- 19.9. Employees will be given paid time off to obtain help with any resulting physical or mental health problems.

12-10-24 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th DECEMBER 2024**

Councillor P. Starsmore (PS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), H. Filer (HF), G.E. Horton (GEH), D. Hobson (DH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW)

Councillors not present: Mrs. EB, M. Barnes (MB), L.M Cooney (LMC), D.E. Wing (DEW)

Three members of the public, The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Miss S. Chitauro were also present.

Public Forum

- A member of the public addressed the Council with his concerns about the proposed astro-turf pitch on Wood Lane. He said that the current grass pitch was a vital green space for Louth and told the Council that there was a judicial review to be undertaken in 2025 regarding the proposed astro-turf pitch. He said that the Save Wood Lane group would approach the Council for financial support for the review and asked that the Council object to the planning application for the proposed pitch.

Prior to the commencement of the meeting, Deputy Mayor, Cllr. DH gave a short speech and led a minute's silence in memory of 2024/25 Mayor, Cllr. Julia Simmons, who had sadly passed away on 9th December 2024.

P89. Apologies for Absence

Apologies for absence were received from Cllrs. MB, LMC, DEW and Mrs. EB, who would be late to the meeting.

P90. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. EB – Planning application 2 as a client of the applicant.
- b. Cllr. DH – Items 4, 5 and 8 as a member of East Lindsey District Council (ELDC).
- c. Cllr. GEH – Items 4, 5 and 8 as a member of ELDC.
- d. Cllr. JMS – Items 4, 5 and 8 as a member of ELDC.

P91. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 19th November 2024 be approved as the minutes.

P92. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 12-10-24) and it was proposed, seconded and **RESOLVED** as follows:

- a. N/105/01111/24 – Louth Town Council considered application reference N/105/01111/24 for Planning Permission - Creation of 3G Artificial Grass Pitch (AGP) with perimeter fencing, floodlighting, storage container, new hardstanding areas, footpath, re-surfacing of existing multi use games area (MUGA), extension of existing car park and the erection of an acoustic fence 4m in height and amended documents received: 29/11/24 - Design and Access with Planning Statement and Noise Management Plan. 28/11/24 - BNG Metric; Noise Impact Assessment; Proposed Car Park Extension; Transport Assessments; BNG Metric Cover Report; and Site Location Plan. 15/11/24 - Preliminary Ecology Appraisal; Drainage Strategy; and Aboricultural Impact Assessment. 04/11/24 - Proposed Site Plan; Proposed ATP Plan; Proposed Elevation; Floodlighting Scheme; Feasibility Study and Framework Leisure Travel Plan - at Wood Lane Playing Field, Wood Lane, Louth on 10th December 2024 and it was resolved to object on the same grounds as previously (see below) as it was felt that the amendments to the plans are not sufficient to allay the fears of residents:
 - Loss of free, open, public green space
 - Loss of trees

- Loss of ecological habitats
- Adequacy of drainage
- Access and highway safety
- Traffic generation
- Noise and disturbance from the scheme
- Loss of privacy

The proposed development of the Wood Lane Playing Field includes the removal of 14 trees and this coupled with the loss of the playing field, a free, public, open green space to make way for a 3G pitch and 95 new parking spaces will seriously impact the residents and the environment. It will result in the loss of availability of a much loved and much used free, public, open green space which has been enjoyed informally by all for many years in the pursuit of many activities such as football, cricket, rounders, catch, frisbee, running, picnics etc. This has allowed those who are not members of sports clubs to have an area for activities and has allowed the larger population an ability to engage in outdoor fitness on an ad hoc basis. Failure to provide these free, public, open green spaces is detrimental to the larger population who are not members of sports groups and cannot afford to be members. It does not promote inclusivity. ELDC has not proposed to replace these facilities, as per national planning policy and its loss will disadvantage many who live in the surrounding area, which is recognised as a deprived area and whose residents may not own cars or have any other access to free, public, open green space. This will lead to children being forced to find other areas to play in which will be more secluded than the Wood Lane Playing Field and which raises other concerns for their safety. The redevelopment of green spaces for building is creating a situation where there will be almost no green space within the centre of Louth. ELDC has an obligation to ensure these spaces are available to the local population to ensure its wellbeing. Further, the use of materials which have been proven to have carcinogenic properties in the 3G pitch brings health concerns which cannot be overlooked. The adoption of EU REACH by the European Commission which will see a restriction placed on the sale of the rubber infill used for 3G AGPs may also make the maintenance of these pitches difficult which raises concerns about the sustainability of the proposed 3G pitch. Furthermore, the proposals may result in reduced air quality as a result of an increase in carbon emissions caused by additional traffic and less vegetation to counteract that, increased flood risk due to displacement of surface water and a decline in biodiversity as habitats are lost. It will have a negative effect on the local ecosystem, destroying habitats and disrupting wildlife living in the local area e.g., of birds, squirrels and insects of which there are many in the vicinity. The installation of a 3G pitch and 95 new parking spaces will generate a significant increase in the amount of vehicular traffic using St. Bernard's Avenue which turns into Wood Lane (the only access and exit road). This road already services an enormous number of residents whose abodes are located on it or just off it. It is well used currently by pedestrians as the only route for many children to and from their schools, all located off this road (Eastfield Infants' and Nursery Academy, Lacey Gardens Junior Academy, Louth Academy Upper Campus (years 9, 10 and 11), St. Michael's Church of England Primary School and the Limes Play and Learn nursery school) it is also a main thoroughfare dissecting the town which many use to cut from one side of town to the other and which is used as such by both vehicles and pedestrians. It already suffers from highway safety problems which can only be exacerbated by this development. The current problems are created by cars parked on-street (a necessity for many local residents as they have no driveway) and by drivers travelling along the road using excessive speed. It is also a main bus route. It is questionable that this transportation infrastructure would be capable of accommodating the increased strain placed upon it by the increase in traffic which would be generated by this development. The ensuing congestion caused by the increase in traffic and the increase in pedestrians/children walking to/from and around the new installation would greatly increase highway safety risks. The increase in traffic, both pedestrian and vehicular would also have a detrimental impact on the quality of life of residents: the danger, infringement of privacy, noise and light created being unacceptable. Noise and light pollution created by the development, which it is proposed will be operated on a 7 day a week basis from 8am to 10pm, will lead to the loss of enjoyment of previously darker skies by residents, will disrupt the sleep of nearby children and this might have a negative knock-on effect on their education and everyone's mental condition. It is inevitable that disruption will also not cease at 10pm as users will take time to leave the car park (from which the sound of them talking and slamming doors etc., will still escape as there is no sound proofing in this area) past that time and lighting will not be switched off until

staff are able to leave. The above concerns would increase stress levels for all nearby residents and this deterioration in the overall quality of life/violation of human rights is quite intolerable. The Council would like to stress that it is not against the installation of a 3G pitch in Louth. In fact, it recognises that Louth really needs this facility and would welcome it. BUT, having facilitated a public meeting for residents to voice their opinions, at which most attendees were opposed to the application, it cannot support it in this location. In view of the above and the lack of plans to re-provide both trees and free public open space the Council would urge ELDC to reconsider. The Council feels that the provision of free, public

- b. N/105/01731/24 – to object on the grounds that the proposed materials are not suitable in or in keeping with the Conservation Area.
- c. To support all other applications.

NB: Cllr. Mrs. EB entered the meeting at 7.38pm during discussions on Item 4 and therefore did not vote on any of the applications.

NB: Cllrs. DH and GEH abstained from voting on Planning Application 4, N/105/01645/24.

P93. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/01403/24 – Listed Building Consent – 137 Eastgate, LN11 9QE – LTC supported 08/10/24.
- ii. ELDC Approved – N/105/01436/24 – Planning Permission – Couplands Caravans, LN11 0YZ – LTC supported 08/10/24.
- iii. ELDC Approved – N/105/0107/24 – Reserved Matters – Land Off Riverhead Road – LTC supported 27/08/24.
- iv. ELDC Approved – N/105/01421/24 – Planning Permission – 50 Crowtree Lane, LN11 9LN – LTC outlined concerns 08/10/24.
- v. ELDC Approved – N/105/01310/24 – Planning Permission – 12 Market Place, LN11 9PB – LTC supported 17/09/24.
- vi. ELDC Approved – N/105/01311/24 – Listed Building Consent – 12 Market Place, LN11 9PB – LTC supported 17/09/24.
- vii. ELDC Approved – N/105/01460/24 – Consent to Display – Drayton Motors Kia, LN11 0HQ – LTC supported 29/10/24.
- viii. ELDC Approved – N/105/01509/24 – Planning Permission – 63 Crowtree Lane, LN11 0QW – LTC objected 29/10/24.
- ix. ELDC Approved – N/105/01160/24 – Planning Permission – 14 Ashley Road, LN11 9DB – LTC objected 28/08/24.
- x. ELDC Approved – N/105/01516/24 – Planning Permission – 125 Eastgate, LN11 9QE – LTC supported 29/10/24.
- xi. ELDC Approved – N/105/01511/24 – Planning Permission – Land Adjacent to Raithby Water Treatment Works – LTC objected 29/10/24.

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.
REASON FOR RESTRICTION: Event – RAE000435 – Santa Run.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Schoolhouse Lane, Kidgate (between Church Street and B1520 Uppgate), Mercer Row, Market Place, Cornmarket, Eastgate (between Market Place and Church Street), Church Street (between Eastgate and Queen Street), Queen Street (between Mercer Row and Church Street), Aswell Street (between Kidgate and Queen Street), B1520 Uppgate (between St. Mary's Lane and B1200 South Street/Newmarket), Gospelgate (between B1200 Edward Street and B1520 Uppgate), Westgate (between B1200 Breakneck Lane and B1520 Uppgate).
PERIOD OF RESTRICTION: 08/12/24 – 08/12/24, 08:00 to 13:00 (restrictions to be implemented for one day as and when required during this period. Signage to be displayed on site in advance).
- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.

REASON FOR RESTRICTION: Resurfacing after pedestrian crossing installation.

NATURE AND LOCATION OF RESTRICTION: Newbridge Hill (between Keddington Road and Ramsgate).

PERIOD OF RESTRICTION: 09/12/24 – 20/12/24 (restrictions to be implemented for 10 days, 24/7 as and when required. Signage will be displayed on site in advance).

- iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water.

REASON FOR RESTRICTION: Emergency – repair leak.

NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Mount Pleasant (between Mount Pleasant Avenue and Robinson Lane).

PERIOD OF RESTRICTION: 03/12/24 – 09/12/24 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

- iv. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water.

REASON FOR RESTRICTION: Emergency – repair leak.

NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Eastgate (between Burnt Hill Lane and Northgate).

PERIOD OF RESTRICTION: 02/12/24 – 06/12/24 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

P94. New Footway – Wood Lane, Louth

The Committee confirmed receipt of details from Lincolnshire County Council of planned works for a new footway to be laid on Wood Lane in February.

P95. Proposed No Waiting At Any Time – Lacey Gardens, Louth

The Committee received details of the proposed No Waiting At Any Time restrictions at Lacey Gardens to enhance the safety of schoolchildren in the area. It was proposed, seconded and **RESOLVED** to support the proposals.

P96. Town and Parish Council Survey

The Committee received a draft corporate response which had been compiled by the Planning Working Group as previously resolved at the meeting held 19th November 2024. It was proposed, seconded and **RESOLVED** that this should form the basis of a response but that amendments should be made to include references to green spaces, grants and funding, tourism, town centre and communication and that if Councillors wished for other comments to be included these should be given to the Town Clerk by Friday 13th December in order to allow her to compile the final response and submit by the deadline (to be ratified on 14th January 2024). Councillors noted that they could also submit their own individual responses.

P97. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 14th January 2025.

The Meeting Closed at 8.37pm.

Signed _____ (Chairman) Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
1	ELDC	N/105/ 01111/24	Planning Permission	East Lindsey District Council	Creation of 3G Artificial Grass Pitch (AGP) with perimeter fencing to 4.5m in height, floodlighting, storage container, new hardstanding areas, footpath, re-surfacing of existing multi-use games area (MUGA), extension of existing car park and the erection of an acoustic fence 4.0m in height. AMENDMENT - description of development corrected with regards to the height of perimeter and acoustic fencing.	Wood Lane Playing Field, Wood Lane, Louth - St. Michael's Ward	No	See over.	Object, as previously.	15/01/2025
2	ELDC	N/105/ 01700/24	Consent to Display	John Barkers Property Ltd.	Consent to display 1no. internally illuminated fascia sign and 1no. externally illuminated fascia sign.	Milford Court, Warwick Road, Fairfield Industrial Estate, Louth - North Holme Ward	No	New	Support.	15/01/2025
3	ELDC	N/105/ 01707/24	Planning Permission	Mr. R. Oddie	Alterations to existing external walls to provide a detached garage in connection with existing dwelling, which is a listed building, and the construction of vehicular access.	137 Eastgate, Louth, LN11 9QE - St. James' Ward	Yes	New	Defer to Committee.	15/01/2025
4	ELDC	N/105/ 01809/24	Planning Permission	Mr. H. Earey	Erection of a front boundary fence to a maximum height of 2m.	146 St. Bernard's Avenue, Louth, LN11 8BJ - St. Michael's Ward	No	New	Defer to Committee.	15/01/2024
5	ELDC	N/105/ 01852/24	Planning Permission	Couplands Caravans	Erection of a 2m high boundary palisade fence.	Couplands Caravans, Tattershall Way, Fairfield Industrial Estate, Louth, LN11 0YZ - North Holme Ward	No	New	Support.	15/01/2025
6	ELDC	N/105/ 01896/24	Planning Permission	Mr. and Mrs. Walker	Alterations to existing dwelling to provide replacement windows.	52 Broadbank, Louth, LN11 0EW - St. James' Ward	Yes	New	Defer to Committee.	15/01/2025
7	ELDC	N/105/ 01906/24	Planning Permission	Mr. G. Bell	Extensions to existing dwelling to provide additional living accommodation and to include extension to existing garage.	Braemar, 1 Millers Court, Louth, LN11 0BF - St. James' Ward	No	New	Support.	15/01/2025
8	ELDC	N/105/ 01928/24	Consent to Display	Wildstone Estates Ltd	1no. internally illuminated digital poster sign.	152-154 Eastgate, LN11 9AB - Priory Ward	Yes	New	Defer to Committee.	21/01/2025
9	ELDC	N/105/ 01929/24	Planning Permission	Mr. and Mrs. Bassett	Erection of a dwelling and construction of a vehicular access and parking area.	Field Fare, 154 Horncastle Road, Louth, LN11 9QT - St. Mary's Ward	No	New	Support.	15/01/2025
10	ELDC	N/105/ 01978/24	Planning Permission	Red Hill Design	Extension to existing dwelling to provide additional living accommodation and alterations to existing vehicular access and driveway. Demolition of existing single storey side extension.	1 St. Mary's Lane, LN11 0DU - St. James' Ward	Yes	New	Support.	24/01/2025

Previous comments of Louth Town Council in relation to Planning Application N/105/01111/24.

Louth Town Council considered application reference N/105/01111/24 for Planning Permission - Creation of 3G Artificial Grass Pitch (AGP) with perimeter fencing, floodlighting, storage container, new hardstanding areas, footpath, re-surfacing of existing multi use games area (MUGA), extension of existing car park and the erection of an acoustic fence 4m in height and amended documents received: 29/11/24 - Design and Access with Planning Statement and Noise Management Plan. 28/11/24 - BNG Metric; Noise Impact Assessment; Proposed Car Park Extension; Transport Assessments; BNG Metric Cover Report; and Site Location Plan. 15/11/24 - Preliminary Ecology Appraisal; Drainage Strategy; and Aboricultural Impact Assessment. 04/11/24 - Proposed Site Plan; Proposed ATP Plan; Proposed Elevation; Floodlighting Scheme; Feasibility Study and Framework Leisure Travel Plan - at Wood Lane Playing Field, Wood Lane, Louth on 10th December 2024 and it was resolved to object on the same grounds as previously (see below) as it was felt that the amendments to the plans are not sufficient to allay the fears of residents:

Loss of free, open, public green space, Loss of trees, Loss of ecological habitats, Adequacy of drainage, Access and highway safety, Traffic generation, Noise and disturbance from the scheme, Loss of privacy.

The proposed development of the Wood Lane Playing Field includes the removal of 14 trees and this coupled with the loss of the playing field, a free, public, open green space to make way for a 3G pitch and 95 new parking spaces will seriously impact the residents and the environment. It will result in the loss of availability of a much loved and much used free, public, open green space which has been enjoyed informally by all for many years in the pursuit of many activities such as football, cricket, rounders, catch, frisbee, running, picnics etc. This has allowed those who are not members of sports clubs to have an area for activities and has allowed the larger population an ability to engage in outdoor fitness on an ad hoc basis. Failure to provide these free, public, open green spaces is detrimental to the larger population who are not members of sports groups and cannot afford to be members. It does not promote inclusivity. ELDC has not proposed to replace these facilities, as per national planning policy and its loss will disadvantage many who live in the surrounding area, which is recognised as a deprived area and whose residents may not own cars or have any other access to free, public, open green space. This will lead to children being forced to find other areas to play in which will be more secluded than the Wood Lane Playing Field and which raises other concerns for their safety. The redevelopment of green spaces for building is creating a situation where there will be almost no green space within the centre of Louth. ELDC has an obligation to ensure these spaces are available to the local population to ensure its wellbeing. Further, the use of materials which have been proven to have carcinogenic properties in the 3G pitch brings health concerns which cannot be overlooked. The adoption of EU REACH by the European Commission which will see a restriction placed on the sale of the rubber infill used for 3G AGPs may also make the maintenance of these pitches difficult which raises concerns about the sustainability of the proposed 3G pitch. Furthermore, the proposals may result in reduced air quality as a result of an increase in carbon emissions caused by additional traffic and less vegetation to counteract that, increased flood risk due to displacement of surface water and a decline in biodiversity as habitats are lost. It will have a negative effect on the local ecosystem, destroying habitats and disrupting wildlife living in the local area e.g., of birds, squirrels and insects of which there are many in the vicinity. The installation of a 3G pitch and 95 new parking spaces will generate a significant increase in the amount of vehicular traffic using St. Bernard's Avenue which turns into Wood Lane (the only access and exit road). This road already services an enormous number of residents whose abodes are located on it or just off it. It is well used currently by pedestrians as the only route for many children to and from their schools, all located off this road (Eastfield Infants' and Nursery Academy, Lacey Gardens Junior Academy, Louth Academy Upper Campus (years 9, 10 and 11), St. Michael's Church of England Primary School and the Limes Play and Learn nursery school) it is also a main thoroughfare dissecting the town which many use to cut from one side of town to the other and which is used as such by both vehicles and pedestrians. It already suffers from highway safety problems which can only be exacerbated by this development. The current problems are created by cars parked on-street (a necessity for many local residents as they have no driveway) and by drivers travelling along the road using excessive speed. It is also a main bus route. It is questionable that this transportation infrastructure would be capable of accommodating the increased strain placed upon it by the increase in traffic which would be generated by this development. The ensuing congestion caused by the increase in traffic and the increase in pedestrians/children walking to/from and around the new installation would greatly increase highway safety risks. The increase in traffic, both pedestrian and vehicular would also have a detrimental impact on the quality of life of residents: the danger, infringement of privacy, noise and light created being unacceptable. Noise and light pollution created by the development, which it is proposed will be operated on a 7 day a week basis from 8am to 10pm, will lead to the loss of enjoyment of previously darker skies by residents, will disrupt the sleep of nearby children and this might have a negative knock-on effect on their education and everyone's mental condition. It is inevitable that disruption will also not cease at 10pm as users will take time to leave the car park (from which the sound of them talking and slamming doors etc., will still escape as there is no sound proofing in this area) past that time and lighting will not be switched off until staff are able to leave. The above concerns would increase stress levels for all nearby residents and this deterioration in the overall quality of life/violation of human rights is quite intolerable.

The Council would like to stress that it is not against the installation of a 3G pitch in Louth. In fact, it recognises that Louth really needs this facility and would welcome it. BUT, having facilitated a public meeting for residents to voice their opinions, at which most attendees were opposed to the application, it cannot support it in this location. In view of the above and the lack of plans to re-provide both trees and free public open space the Council would urge ELDC to reconsider. The Council feels that the provision of free, public, open green space is as equally essential as the provision of quality sports facilities.

**PLANNING COMMITTEE 14th JANUARY 2025
PLANNING CORRESPONDENCE TO NOTE**

1. ELDC Planning Decisions

- a. ELDC Approved – N/105/01675/24 – Planning Permission – Louth County Hospital, LN11 0EU – LTC supported 19/11/24.
- b. ELDC Approved – N/105/01630/24 – Planning Permission – Millstone Lodge, LN11 9JS – LTC supported 19/11/24.
- c. ELDC Approved – N/105/01680/24 – Planning Permission – 22 Victoria Road, LN11 0BX – LTC supported 19/11/24.
- d. ELDC Approved – N/105/01737/24 – Listed Building Consent – 137 Eastgate, LN11 9QE – LTC objected 19/11/24.
- e. ELDC Refused – N/105/01520/24 – 94 Mount Pleasant, LN11 9DJ – LTC supported 19/11/24.
- f. ELDC Approved – N/105/01690/24 – Planning Permission – 94 Kidgate, LN11 9BX – LTC supported 10/12/24.
- g. ELDC Refused – N/105/01566/24 – Planning Permission – 25 Southlands Avenue, LN11 8EW – LTC objected 19/11/24.
- h. ELDC Approved – N/105/01602/24 – Listed Building Consent – 4 Market Place, LN11 9NR – LTC supported 10/12/24.

2. Temporary Traffic Restrictions

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.

REASON FOR RESTRICTION: Carriageway resurfacing.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Riverhead Road (between Victoria Road and Eastfield Road); Ramsgate Road (between Victoria Road and a point 25m west). No Waiting and No Loading At Any Time Order – Riverhead Road (between Victoria Road and Eastfield Road); Ramsgate Road (between Victoria Road and a point 25m east); Riverhead (between Riverhead Road and a point 100m northeast).

PERIOD OF RESTRICTION: 09/01/2025 – 22/01/2025, 22:00 to 06:00 (restrictions to be implemented for 8 days as and when required during this period. Signage to be displayed on site in advance).

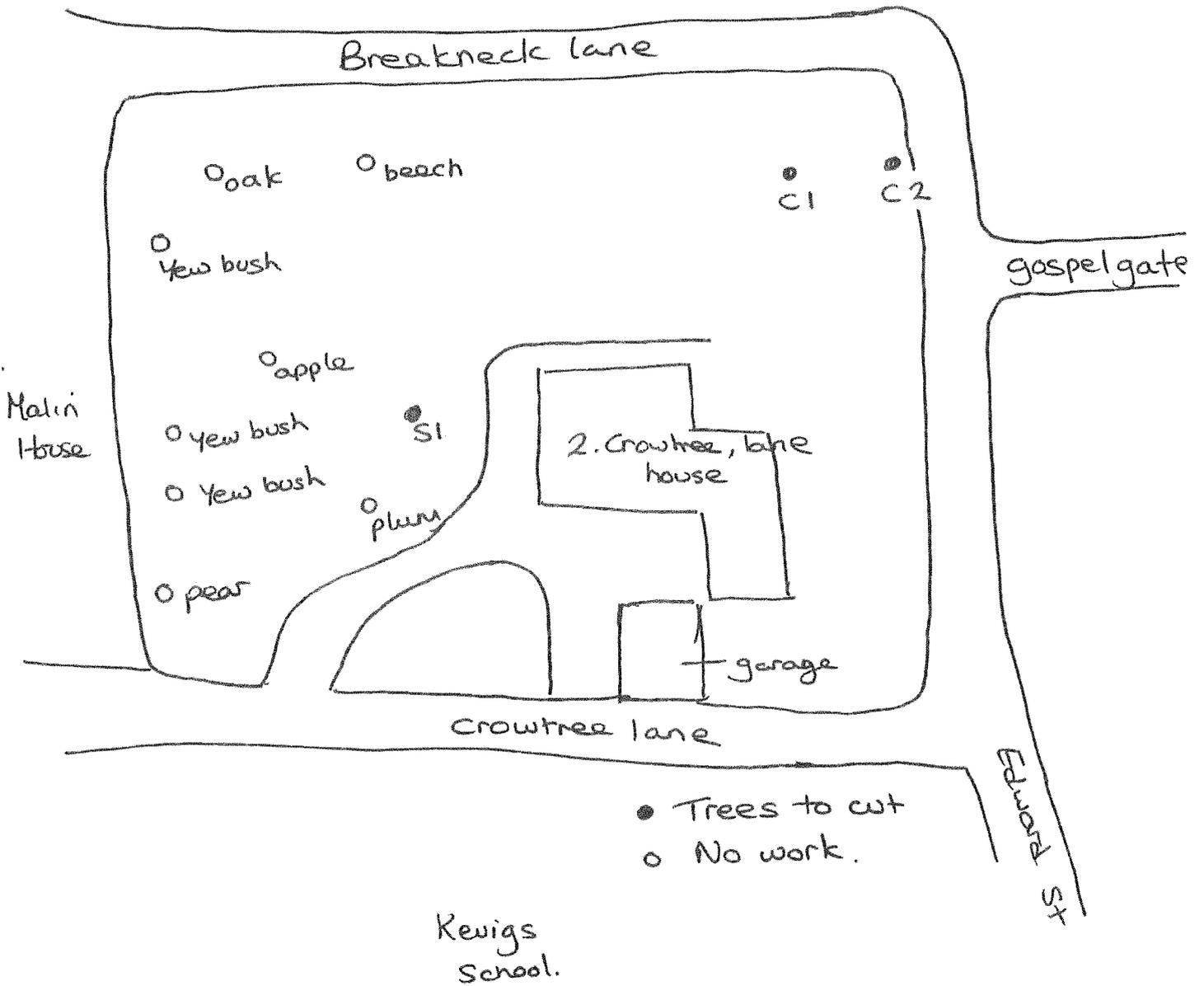
- b. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.

REASON FOR RESTRICTION: All events and markets 2025.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – B1200 Lincoln Road (between A16 roundabout and St. Mary's Lane); B1520 Bridge Street/Upgate (between B1521 St. Mary's Lane and B1200 Newmarket); B1520 Upgate (between Newmarket and London Road); B1520 London Road (between Upgate and A16 Louth Bypass); Aswell Street; Breakneck Lane; Burnt Hill Lane; Butcher Lane; Church Street; Commarket; Crowtree Lane; Eastgate; Edward Street; George Street; Gospelgate; Irish Hill; Kidgate; Linden Walk; Market Place; Market Place Car Park; Mercer Row; Ramsgate; Schoolhouse Lane; Shambles; Tennyson Road; The Paddock; Upgate; Queen Street; Westgate. No Right Turn Order – from A16 Louth Bypass into the event field 250m North of B1200 roundabout; from B1520 Upgate onto Mercer Row; from Hill Terrace onto Linden Walk; from Julian Bower onto B1520 London Road; from Kidgate onto Upgate; from Linden Walk onto Newmarket; from Meridian View onto B1520 London Road; from Newmarket onto Tennyson Road; from Quarryside onto B1520 London Road; from Queen Street onto Market Place; from Tennyson Road into Linden Walk. No Left Turn Order – from B1520 Upgate onto Mercer Row; from Newmarket onto Tennyson Road; from Primrose Hollow onto B1520 London Road; from Quarry Road onto Linden Walk. 40mph Speed Limit Order – A16 Louth Bypass (between A157 roundabout and B1520 roundabout). 30mph Speed Limit Order – B1520 London Road (between permanent 30mph terminal point and a point 400m South of Louth Cricket Club entrance). A16 Louth Bypass (between A157 roundabout and B1520 roundabout). No Waiting and No Loading at Any Time Order – A157 (between A16 roundabout and a point 200m west); A16 (between B1200 roundabout and a point 1200m north); A16 (between B1200 roundabout and a point 200m south); A16/B1200 (entire roundabout); B1200 (between A16 roundabout and St. Mary's Lane; B1200 Elkington Road; Crowtree Lane; Eastgate; Irish Hill; Market Place; Mercy Row; Queen Street; The Paddock. PERIOD OF RESTRICTION: 01/01/25 – 31/12/25 (restrictions to be implemented for various nights and/or days as and when required during this period. Signage will be displayed on site in advance).

- c. **ORGANISATION RESPONSIBLE FOR RESTRICTION:** Anglian Water.
REASON FOR RESTRICTION: Emergency – repair leak.
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Trinity Lane.
PERIOD OF RESTRICTION: 09/12/24 – 13/12/24 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- d. **ORGANISATION RESPONSIBLE FOR RESTRICTION:** Anglian Water.
REASON FOR RESTRICTION: Emergency – repair leak.
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Belvoir Way (between North Holme Road and a point 50m north).
PERIOD OF RESTRICTION: 09/12/24 – 13/12/24 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- e. **ORGANISATION RESPONSIBLE FOR RESTRICTION:** Lincolnshire County Council.
REASON FOR RESTRICTION: Carriageway resurfacing.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Wood Lane (between St. Bernard’s Avenue and Virginia Drive).
PERIOD OF RESTRICTION: 10/02/25 – 28/02/25 (Restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance. Closure times will be adjusted as appropriate to minimise disruption to the nearby school).
- f. **ORGANISATION RESPONSIBLE FOR RESTRICTION:** Lincolnshire County Council.
REASON FOR RESTRICTION: Resurfacing of road.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Riverhead Road.
PERIOD OF RESTRICTION: 09/01/25 – 20/01/25, 22:00 to 06:00 (Restrictions to be implemented for 11 days as and when required during this period. Signage will be displayed on site in advance).
- 3. Enforcement**
- a. **Location:** 18-20 Uppgate, Louth, LN11 9ET. **Nature of Investigation:** Untidy building. The matter is due to be fully investigated by an enforcement officer, who will aim to visit the location within 18 working days to establish whether of breach of planning control has taken place.
- b. **Location:** Halifax Building Society, 15a Commarket, Louth, LN11 9QJ. **Nature of Investigation:** Installation of security wall spikes and gate without planning permission within a conservation area. A recent site inspection has confirmed that the breach of planning control has now been resolved and no further action is to be taken by the planning department.

PROPOSED WORK TO TREES, 2 CROWTREE LANE





Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Ref: RG/238 FAO Roxanne Greaves
Date: 08/01/2025

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam

RE: LOUTH, B1200 NEWMARKET – PROPOSED LIMITED WAITING BAY

Lincolnshire County Council recently received a request from a local business to look at waiting restrictions at the above location.

Investigations have shown that due to on-street parking, there is no suitable parking place for customers and delivery drivers to access the business. So it is proposed to introduce a limited waiting bay outside the business.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by **5th February 2025**, I will assume that you have no objections to the proposal.

Yours faithfully

R Greaves

For Programme Leader Minor Works & Traffic



To whom this may concern

Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Ref: KF/ FAO Katie Fraser
Date: 2nd January 2025

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam

RE: LINDUM WALK, LOUTH – PROPOSED ‘NO WAITING AT ANY TIME’

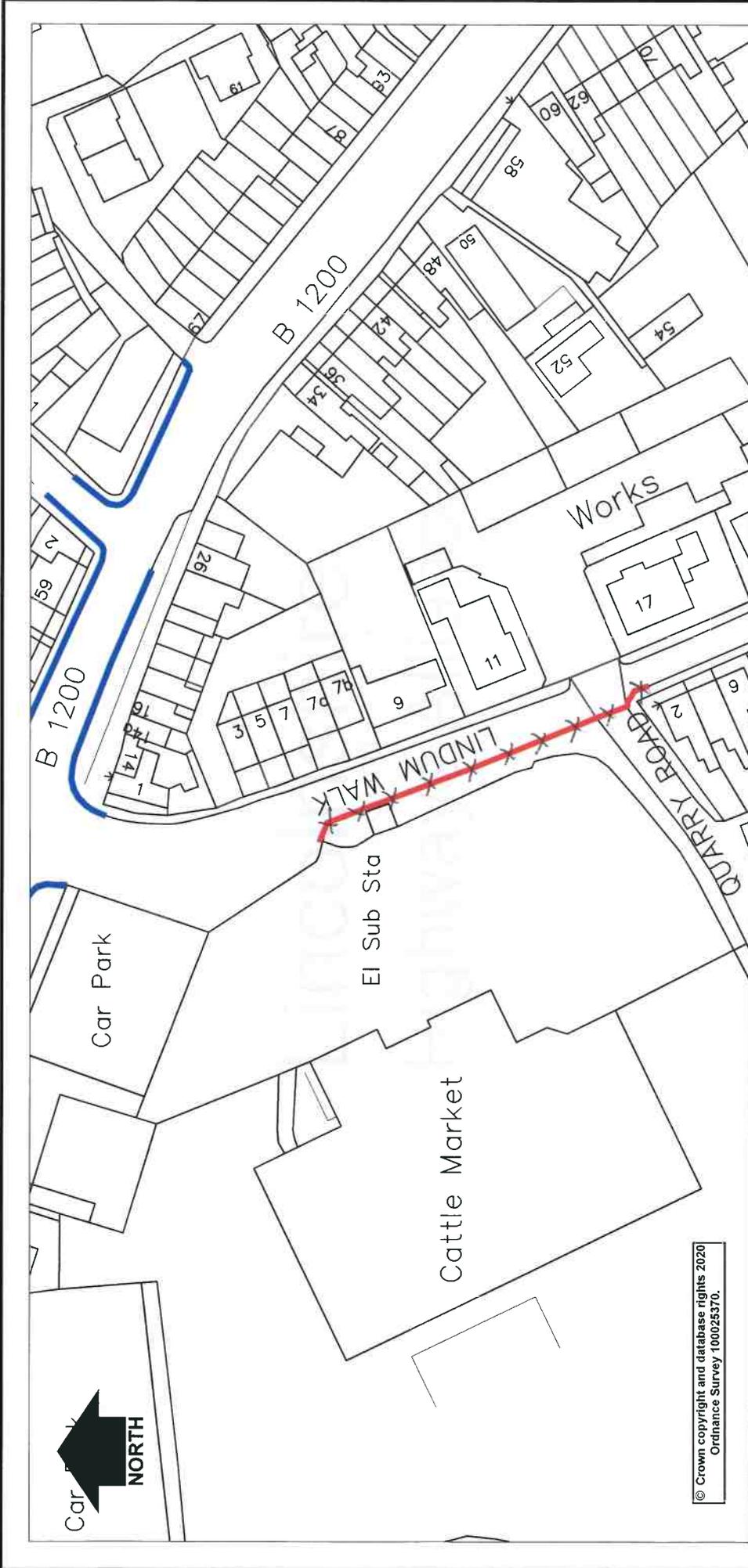
Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

Investigations have shown that inconsiderate and dangerous parking is occurring at the junctions, causing visibility and safety concerns for all road users.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by Monday 3rd February 2025, I will assume that you have no objections to the proposal.

Yours Faithfully

For Programme Leader Minor Works & Traffic



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Key:

-  Proposed 'No waiting at any time'
-  Existing 'No waiting at any time'

Project		Lindum Walk, Louth		Drawn	Chk'd	Auth	Date
Status	Project No.	260	KF				26/11/2024
Drawing Title	Drawing No.	Proposed 'No waiting at any time'		Auth			
		H/KF/260/001		Rev.	0	NTS @A4	