

# Louth Town Council

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

01507 355895

[clerk@louthtowncouncil.gov.uk](mailto: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, its Planning Committee and its Community Resources Committee which will be held on Tuesday 19<sup>th</sup> March 2024 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](mailto:clerk@louthtowncouncil.gov.uk) in advance of the meeting to discuss attendance arrangements. If possible, please provide written representation 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 14<sup>th</sup> Day of March 2024

## AGENDA

### TOWN COUNCIL

(Chairman: Cllr. J. Simmons, 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 Town Council Meetings held on 6<sup>th</sup> February 2024 and 27<sup>th</sup> February 2024.
4. **Committee Minutes**  
To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:
  - a. Planning Committee – 12<sup>th</sup> December 2023
  - b. Planning Committee – 9<sup>th</sup> January 2024
  - c. Planning Committee – 30<sup>th</sup> January 2024
  - d. Governance and Finance Committee – 12<sup>th</sup> December 2024
  - e. Community Resources Committee – 31<sup>st</sup> October 2023
  - f. Personnel Committee – 31<sup>st</sup> October 2023
5. **Co-option**  
Council to consider candidates for co-option onto Louth Town Council and resolve as necessary.
6. **Cheque Signatories**  
Council to agree on a signatory to be added to its Lloyds bank mandate to replace Cllr. Crew. Candidates should note that they will need to be available during the day time.
7. **Sessions House Key Holder**  
Council to agree on a new key holder to replace Cllr. Crew. Candidates should note that this role may require attendance on any day of the week at any time of the day and night to open up/close up the building.

8. **King Edward VI Almshouse School and Educational Charity at Louth**  
Council to elect a member to replace Cllr. Crew on the above body.
9. **Meeting Dates**  
Council to approve the attached schedule of meeting dates for 2024/25.
10. **Insurance**  
Council to note that payment for the 3<sup>rd</sup> year of its 3 year agreement with Zurich will shortly become. Payment will be made to meet deadlines.
11. **Payment for Trinity Allotments 2023/24**  
Council to resolve to send payment of £967.53 in respect of the annual rent of the Trinity Allotments, calculation based on the 2023 payment £881.98 plus 9.7% RPI for 2023.
12. **White Ribbon Initiative**  
Council to consider supporting the above by becoming a White Ribbon Supporter Organisation. These organisations commit to seven actions, including raising awareness about ending violence against women in their communities; inspiring people to be changemakers; signposting people to find help; and hosting fundraising events for White Ribbon UK. They make a commitment as an organisation to ending violence against women and girls. Register their interest and pay the one-time fee of £150. Receive a welcome pack from a member of the White Ribbon UK team, and a package of resources in the post to get started. More information can be found at:  
<https://www.whiteribbon.org.uk/supporter-organisations>
13. **Hubbard's Hills Working Group**  
Council to receive an update from the members of the Hubbard's Hills Working Group.
14. **Civility and Respect Pledge**  
Council to consider signing up to the civility and respect pledge to demonstrate that it is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
15. **Next Meeting**  
To note that the next scheduled meeting of the Town Council will take place on 14<sup>th</sup> May 2024.

### **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 20<sup>th</sup> February 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 03-19-24). (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. **Next Meeting** - To note that the next scheduled meeting of the Planning Committee will take place on 9/4/24.

**COMMUNITY RESOURCES COMMITTEE**  
**(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. **Minutes**  
To approve as a correct record the notes of the Community Resources Committee Meeting held on 30<sup>th</sup> January 2024.
4. **Fun and Friendship Day – 5/5/24**  
Committee to consider approving use of the Sessions House car park for disabled parking for the above.
5. **Asset Register**  
Committee to review and approve the Council’s Asset Register.
6. **Closed Session**  
Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a third party, confidential and commercial nature in relation to:
  - a) **Amenity Grasscutting**
    - i. To receive quotes and resolve upon who to award the work to in 2024/25. (To be tabled).
  - b) **Cemetery Grasscutting**
    - i. To receive quotes and resolve upon who to award the work to in 2024/25. (To be tabled).
  - c) **London Road - Astro Turf**
    - i. To receive an update and a copy of the Deed of Surrender (to be tabled) drawn up by Magna Vitae in relation to its lease on the above and resolve upon:
      1. whether this should be approved and signed
      2. approve to meet expenditure shortfall on legal services to complete the transaction with HMLR
    - ii. To receive an update re. legal costs and resolve upon who (LTC or LRSP) should draw up the new lease for the above.
    - iii. To clarify terms for the lease.
    - iv. To consider a request from the LRSP re. funding commitment.

02-06-24 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 6<sup>th</sup> FEBRUARY 2024**

The Mayor, Cllr. J. Simmons (JS) (in the chair).

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS) and Mrs. P.F. Watson (PFW)

**Councillors not present:** M. Barnes (MB), L. Frost (LF).

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

**T71. Apologies for Absence**

Apologies for absence were received from Cllr. LF.

**T72. Declarations of Interest/Dispensations**

The following declarations were made:

- a. Cllr. Mrs. JMS – Item 4 as member of the Hubbard's Hills Trust, for which a dispensation had been granted in 2023 for the duration of her term in office until 2027, allowing her to stay present during the meeting. It was proposed and seconded that the Council should revoke the dispensation on this occasion. However, the vote was lost.

**T73. Minutes**

It was **RESOLVED** to approve the minutes of the Council Meeting held on the 9<sup>th</sup> January 2024 as a correct record.

**T74. Hubbard's Hills**

Following receipt of a letter of resignation from the Hubbard's Hills Trust formally serving notice to terminate the management agreement between it and the Town Council, the Council discussed how to move forward. It was proposed and seconded that the Council should move into closed session at that point. However, the vote was lost. Councillors considered what steps it might need to take to ensure the smooth transition of the management of maintenance of Hubbard's Hills to the Council. The Town Clerk confirmed that if the Council wished to take the management back in house it would need to employ more staff. A lengthy debate ensued, suggestions on how to proceed were made by Councillors which included: employing an individual with expertise in the area to maintain Hubbard's Hills; asking the Hubbard's Hills Trust to help with the transition; negotiating with the Hubbard's Hills Trust, forming a new Trust, forming a new organisation etc. It was **RESOLVED** to move into closed session so that information of a third party and confidential nature could be disclosed.

It was **RESOLVED** to ask Cllr. Mrs. JMS to liaise with the Trust regarding the Council's funding contribution in 2024/25 with a view to the second instalment being adjusted proportionately, pro rata to reflect the shorter length of the contract and that she should arrange for the Trust to write to the Council to confirm the position, as soon as possible. Cllr. Mrs. JMS was also asked to obtain a copy for the Council of the Trust's minutes recording the decommissioning process.

Further, it was **RESOLVED** to form a Hubbard's Hills Working Group, consisting of Councillors JD, EB, KP and PS whose remit would be to consider options and bring recommendations back to Council.

It was also **RESOLVED** that the Council should send a letter to each of the Hubbard's Hills Trustees, acknowledging receipt of the letter of resignation, thanking them for their work, enquiring whether they would each be willing to attend a meeting with the Hubbard's Hills Working Group and informing them of the request that had been given to Cllr. Mrs. JMS.

The Meeting Closed at 9.20pm.

Signed \_\_\_\_\_ (Chairman)      Dated \_\_\_\_\_

02-27-24 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 27<sup>th</sup> FEBRUARY 2024**

The Mayor, Cllr. J. Simmons (JS) (in the chair).

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS) and Mrs. P.F. Watson (Mrs. PFW).

**Councillors not present:** J. Baskett (JB), L. Frost (LF), Mrs. J. Makinson-Sanders (Mrs. JMS).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitauru and Environment Agency (EA) Officers Mr. Paul Arnold, Catchment Engineer Operations Lincolnshire and Mr. Steven Coe, Flood and Coastal Risk Management Advisor, were also present.

**T75. Apologies for Absence**

Apologies for absence were received from Cllrs. JB, LF and Mrs. JMS.

**T76. Declarations of Interest/Dispensations**

The following declarations were made:

- a. Cllr. PS – Item 3 due to his partner working for the EA.

**T77. Presentation from Environment Agency (EA) Officers, Mr. Paul Arnold, Catchment Engineer Operations Lincolnshire and Mr. Steven Coe, Flood and Coastal Risk Management Advisor.**

The Council received a presentation from Mr. Paul Arnold on the operation of Louth's flood attenuation scheme (reservoir), which started with key information about the scheme and its purpose and stated that the previous chance of Main River flooding in any year was 5% (1 in 20), a statistic now lowered to 0.57% (1 in 150) in any year. Mr. Arnold told the Council that the scheme had reduced the flood risk for 185 properties at a benefit cost ratio of 4.9 and capital cost including contingency at £6.5million. Mr. Arnold went on to explain that because of the relatively low cost benefit ratio, there had been a Partnership Funding approach to the scheme which involved funding from Lincolnshire County Council (£3.2m), Flood Defence Grant Aid (£1.24m), East Lindsey District Council (£0.5m), Lindsey Marsh Drainage Board Precept (£1m), Anglian Water (£0.3m) and an annual maintenance payment from Louth Town Council. Mr. Arnold stated that the scheme took 10 years to complete from the Louth Flood of 2007 to the opening in July 2017. He told the Council that the scheme had a passive design, meaning it did not require electricity to work, as the amount of water increases, the size of the hole through which the water flows changes to ensure that the flow going downstream remains the same. Regarding the performance of the reservoirs, Mr. Arnold informed the Council that, during their operation, they had only twice operated at greater than 10% capacity, once in June 2019 with the south tributary being 12% full and in October 2023 with the north being 11% full and the south being 71% full. He continued that Storm Babet in October 2023 had spurred a review in the performance, operation, and design of the reservoir. Mr. Arnold told the Council that the maintenance activities funded by Louth Town Council included reservoir engineer inspections, deformation surveys, six grass cuts annually, monthly operational checks, six monthly instrumentation checks, annual hydroslide and weedscreen cleaner maintenance, three yearly electrical tests and future major interventions or replacement maintenance and electrical items. A Councillor asked whether LTC may be called upon to pay for future major interventions or replacement maintenance and electrical items, to which Mr. Arnold replied that there was a sinking fund, and that, if there was not enough money from LTC contributions, the EA would make up the shortfall and confirmed that they would not ask LTC for more money. It was also asked whether the measures that were in place were adequate and what would happen if the defence was breached. Mr. Arnold answered that the dam was designed to overflow safely in an exceedance and the reservoir would overflow but would not breach. It was then asked whether the EA could provide assurance that what had happened in Horncastle would not happen in Louth. Mr. Arnold told the Council that, in Louth, the location of the control device was at the bottom of the barrier, meaning the flow would go down from the Wolds and straight through the control device of the passive design of the hydroslide. At Horncastle, the river was diverted through a weir, meaning that the control devices were at a higher level than the lowest part of the valley,

thus, another sluice gate was required at the lower-level outflow. Mr. Arnold continued that that there had been a delay in the reservoir closing and, whilst the reservoir tried to alleviate the flooding, the amount of rainfall exceeded what the scheme was designed for. A Councillor asked whether Mr. Arnold and Mr. Coe felt that the design was sufficient to accommodate such levels of rainwater, or whether they felt the design was dated, and asked whether they anticipated that it would increase by 75% in the first seven years. They responded by saying that there was still sufficient capacity. Mr. Coe said that it was difficult to answer regarding the anticipation of an increase of 75% but told the Council that they would always observe how each event performs and would check whether the standards changed. He said that there was no indication that there was anything wrong with the performance of the reservoir. Mr. Arnold added that the Louth scheme was initially for 1/100 probability occurrence in any one year but that the concerns over climate change had caused them to look at a cost-benefit of increasing to 1/150, which was deemed better value to the community. He affirmed that they try to get the maximum they can from the available funds and told the Council that relatively small catchments are impacted more by intense rainfall than big rivers. He continued his presentation, informing the Council that SUD's schemes are the responsibility of the District Council to maintain and that a Field Team check regularly for blockages at trash screens and at Stewton Beck and clear as required. Mr. Coe said that they do keep watch for any blockages, to which a Councillor replied that the blockages on Bridge Street were getting worse. Mr. Coe responded that the EA acted under permissive powers which meant they often could not carry out as much work as they would like. The Town Clerk asked when their last walkthrough of the river took place, to which Mr. Coe responded that it was around November 2023. It was then asked whether the EA had noted any issues with crumbling brick work, and, if so, would they send letters of notification to the land owner, or was it expected that the land owner should take action without notification. Mr. Coe replied that they would need to assess the consequences, but they would be unlikely to act if they believed it would not affect the risk of flooding. He explained that, if the EA was to act on an issue, there would need to be enough benefit to invest public money, and that it could be difficult to generate cost-benefit to work on private land. He stated that it falls on the riparian owners and that Lincolnshire County Council had produced localised guidance. A Councillor expressed their concerns about attenuation ponds within her ward, stating that developers had given the pond to a management company who were to maintain it on a yearly basis, which residents contributed towards. She stated that the residents in the immediate vicinity of the pond were making their contribution, however those further away were not, which subsequently meant that there was insufficient revenue to clean the pond. Mr. Coe responded by saying that the County Council were increasingly trying to fill that gap and were to adopt certain features in future to prevent similar occurrences and that issues such as these needed to be fed back to the County Council. A Councillor asked whether, in Mr. Coe and Mr. Arnold's opinion, Louth's growing population had had an effect on flood risk, and whether Louth was at its capacity. Mr. Coe replied that new building should not add stress to the capacity, and the EA were monitoring developments and working with ELDC on planning policies as advisors. Another Councillor asked why the EA did not comment on planning applications, to which Mr. Coe responded that they comment on all applications that they are bound to but would not provide consultation on anything that was not in a flood zone or comment on certain types of management unless it was directly into a main river. Cllr. DH, who was Louth's Flood Warden, asked why, in October 2023 during Storm Babet, was the flood alert not raised until 1.45pm, which he deemed to be too late, and why the online flood tracking system was not updated for hours. Mr. Coe agreed that the flood alert was raised too late and explained that the flood warning system had been on an automated system due to national industrial action. He explained that, in theory, when the threshold had been reached, the automated system should have sent an alert. This did not happen, and Mr. Coe said he was unsure why. He said that now, the system works semi-manually and that the gauge is monitored every 15 minutes. If the gauge goes over, an alarm is triggered in a control centre which would reach the duty officer who would then check the system and prepare an alert usually within 30 minutes of the threshold being passed. Mr. Coe stated that Louth was often challenging due to how rapidly the level rises. He also informed the Council that the EA would only release flood alerts during social hours, usually between the hours of 8 or 9am to 7 or 8pm, however they would issue flood warnings at any time of the day. Cllr. DH then asked whether they felt that the current threshold for a warning was sufficient or whether they felt it should be lowered, to which Mr. Coe responded that it needed to be looked into, but warned that the lower the threshold is, the more often the alarm would go off, which could lead to people potentially ignoring it in future. Cllr. DH asked whether Mr. Coe and Mr. Arnold would revisit community work in the town in order to prepare people in future. Mr. Coe accepted that it had been a while since there was community engagement but told the Council that it was not their direct responsibility so lacked resources for conducting it. He said that there were other mechanisms to warn the public, such as automatic mobile alerts. A Councillor enquired as to what measures the EA were taking to help farmers in the area. Mr. Coe explained that they were not directly involved but there were groups and partnerships with the NFU, which had the attention of government ministers and drainage boards, who were looking for sustainable solutions. A Councillor then asked how much funding had been cut since 2023, to which Mr. Coe replied that they had a fund for capital programmes of £5.2 billion every 6 years, and that there was a maintenance fund of

approximately £10.5 million from national government, which was £0.5 million less than the previous year. Mr. Arnold told the Council that prices had previously been fixed for 6 years but that this was no longer the case, and the cost of doing work had increased by 30%, meaning that they would need to prioritise maintenance work. The Council thanked Mr. Coe and Mr. Arnold for their attendance.

**T78. Deputy Mayor 2023/24 (Mayor Elect 2024/25)**

The Council noted that it found itself in an unusual position due to the passing of Deputy Mayor Cllr. Sue Crew and were therefore required to receive nominations for recommendations of Councillors to fill the post of Deputy Mayor for the remainder of 2023/24. The Council were reminded that this decision would not be 'set in stone', being more of a gentleman's agreement, and would be subject to a formal election at the Annual Town Council Meeting on 14<sup>th</sup> May 2024. Cllr. DH was nominated for the position of Deputy Mayor 2023/24 but Cllr. JS (current Mayor) made it known that she would like to continue as Mayor in 2024/25 (therefore, she could not also be Deputy Mayor in 2023/24). It was agreed that the Council should move to the next item on the agenda on the assumption that whoever won the role as Deputy for 2024/25 would assume the position early, serving for the last three months of 2023/24.

**T79. Deputy Mayor Elect 2024/25**

The Council received nominations for Deputy Mayor Elect in 2024/25 these being Cllrs. JS and DH and noted that Cllr. JS wished to carry on as Mayor in 2024/25 and that Cllr. DH also wished to take on the role. It was agreed that a 'gentleman's agreement' needed to be reached prior to a formal vote at the Annual Town Council meeting on 14<sup>th</sup> May so that arrangements for Mayoral Events could be commenced and a confidential vote was taken to establish who should be Mayor Elect for 2024/25, the other candidate to be awarded the position of Deputy Mayor Elect for 2024/25 and also the position of Deputy Mayor for the remainder of 2023/24. It was **RESOLVED** that Cllr. JS should be Mayor Elect for 2024/25 and Cllr. DH should be Deputy Mayor Elect for 2024/25, also assuming the position of Deputy Mayor for the remainder of 2023/24. It was noted that:

- a. The Deputy Mayor historically ascends to the position of Mayor in the following Mayoral year e.g., Cllr. DH should become Mayor in May 2025.
- b. Candidates are expected to fulfil the role of Mayor as per the job description.
- c. The positions of Mayor and Deputy Mayor would still be subject to formal election at the Annual Town Meeting on 14<sup>th</sup> May 2024.

**T80. National Grid Electricity Transmission – Grimsby to Walpole**

Following discussion by the Planning Working Group on 12<sup>th</sup> February 2024 and the Planning Committee on 20<sup>th</sup> February 2024, the Town Council discussed the tabled draft corporate response to the National Grid. The Council acknowledged that the infrastructure was necessary but would prefer it to be primarily offshore or underground. It was **RESOLVED** to submit the tabled document as the Council's formal corporate response. It was further **RESOLVED** that the Council as a body should write to its local MP, Victoria Atkins to confirm it recognized that it was a needed infrastructure project but that it objected and would prefer it to be primarily offshore or secondarily underground.

**NB: Cllr. JD wished it to be noted that he dissented from the majority view.**

**T81. Next Meeting**

It was noted that the next scheduled meeting of the Town Council would take place on 19<sup>th</sup> March 2024.

The Meeting Closed at 8.48pm.

Signed \_\_\_\_\_ (Chairman)                      Dated \_\_\_\_\_

| W/C Tuesday       | Start Time<br>7pm (unless<br>otherwise<br>stated) | Town Council<br>(T), Robed (R) | Planning (P) | Community<br>Resources (C) | Governance<br>and Finance<br>(G) | Personnel (H) | Notes  |                           |
|-------------------|---|--------------------------------|--------------|----------------------------|----------------------------------|---------------|--|---------------------------|
| <b>2023/24</b>    |   |                                |              |                            |                                  |               |  |                           |
| 16 April 2024     | 6pm   |                                |              |                            |                                  |               | Annual Town Meeting                              |                           |
| 23 April 2024     |   |                                |              |                            |                                  |               |  |                           |
| 30 April 2024     |   |                                | P            |                            | G                                |               | Approve 1st instalment of HH                     |                           |
| 07 May 2024       |   |                                |              |                            |                                  |               | Bank Hol Mon 6/5, Sunday 12/5 = JS Civic Service |                           |
| <b>2024/25</b>    |   |                                |              |                            |                                  |               |  |                           |
| 14 May 2024       |   | R                              |              |                            |                                  |               | 2024/25 Annual Town Council Meeting              |                           |
| 21 May 2024       |   |                                |              |                            |                                  |               |  |                           |
| 28 May 2024       |   |                                | P            | C                          |                                  |               | Bank Hol Mon 27th May                            |                           |
| 04 June 2024      |   |                                |              |                            |                                  |               | Thursday 6/6 Beacon Lighting                     |                           |
| 11 June 2024      |   |                                |              |                            |                                  |               |  |                           |
| 18 June 2024      |   | T                              | P            |                            | G                                |               | Swap mtg order to approve AGAR                   |                           |
| 25 June 2024      |   |                                |              |                            |                                  |               | Deadline for submission of AGAR 30/6?            |                           |
| 02 July 2024      |   |                                |              |                            |                                  |               |  |                           |
| 09 July 2024      |   |                                |              |                            |                                  |               |  |                           |
| 16 July 2024      |   |                                | P            | C                          |                                  | H             |  |                           |
| 23 July 2024      |   |                                |              |                            |                                  |               |  |                           |
| 30 July 2024      |   |                                |              |                            |                                  |               |  |                           |
| 06 August 2024    |   |                                | P            |                            | G                                |               |  |                           |
| 13 August 2024    |   |                                |              |                            |                                  |               |  |                           |
| 20 August 2024    |   |                                |              |                            |                                  |               |  |                           |
| 27 August 2024    |   | R                              | P            |                            |                                  |               | Mon 26/8 Bank Hol                                |                           |
| 03 September 2024 |   |                                |              |                            |                                  |               |  |                           |
| 10 September 2024 |   |                                |              |                            |                                  |               |  |                           |
| 17 September 2024 |   |                                | P            | C                          |                                  |               |  |                           |
| 24 September 2024 |   |                                |              |                            |                                  |               |  |                           |
| 01 October 2024   |   |                                |              |                            |                                  |               |  |                           |
| 08 October 2024   |   |                                | P            |                            | G                                |               |  |                           |
| 15 October 2024   |   |                                |              |                            |                                  |               |  |                           |
| 22 October 2024   |   |                                |              |                            |                                  |               |  |                           |
| 29 October 2024   |   |                                | P            | C                          |                                  | H             |  |                           |
| 05 November 2024  |   |                                |              |                            |                                  |               |  |                           |
| 12 November 2024  |   |                                |              |                            |                                  |               |  |                           |
| 19 November 2024  |   | T                              | P            |                            |                                  |               |  |                           |
| 26 November 2024  |   |                                |              |                            |                                  |               |  |                           |
| 03 December 2024  |   |                                |              |                            |                                  |               |  |                           |
| 10 December 2024  |   |                                | P            |                            | G                                |               |  |                           |
| 17 December 2024  |   |                                |              |                            |                                  |               | Carols For All/Mayor's Xmas Get Together?        |                           |
| 24 December 2024  |   | Christmas                      |              |                            |                                  |               |  | BH Wed 25/12 & Thur 26/12 |
| 31 December 2024  |   | New Year                       |              |                            |                                  |               |  | BH Wed 1/1                |
| 07 January 2025   |   |                                |              |                            |                                  |               |  |                           |
| 14 January 2025   |   | R                              | P            |                            |                                  |               |  |                           |
| 21 January 2025   |   |                                |              |                            |                                  |               |  |                           |
| 28 January 2025   |   |                                |              |                            |                                  |               |  |                           |
| 04 February 2025  |   |                                | P            | C                          |                                  | H             |  |                           |
| 11 February 2025  |   |                                |              |                            |                                  |               |  |                           |
| 18 February 2025  |   |                                |              |                            |                                  |               |  |                           |
| 25 February 2025  |   |                                | P            |                            | G                                |               |  |                           |
| 04 March 2025     |   |                                |              |                            |                                  |               |  |                           |
| 11 March 2025     |   |                                |              |                            |                                  |               |  |                           |
| 18 March 2025     |   |                                |              |                            |                                  |               |  |                           |
| 25 March 2025     |   | T                              | P            |                            |                                  |               |  |                           |
| 01 April 2025     |   |                                |              |                            |                                  |               |  |                           |
| 08 April 2025     |   |                                |              |                            |                                  |               |  |                           |
| 15 April 2025     |   |                                | P            | C                          |                                  | H             | 18/4 = Good Friday, 21/4 = Easter Monday         |                           |
| 22 April 2025     | 6pm   |                                |              |                            |                                  |               | Annual Town Meeting                              |                           |
| 29 April 2025     |   |                                |              |                            |                                  |               |  |                           |
| 06 May 2025       |   |                                | P            |                            | G                                |               | Bank Hol Mon 5/5                                 |                           |
| 13 May 2025       |   |                                |              |                            |                                  |               |  |                           |
| <b>Total</b>      |   |                                |              |                            |                                  |               |  |                           |
|                   |   | 6                              | 16           | 6                          | 6                                | 4             |  |                           |
| <b>2025/26</b>    |   |                                |              |                            |                                  |               |  |                           |
| 20 May 2025       |   | R                              |              |                            |                                  |               | 2025/26 Annual Town Council Meeting              |                           |
| 27 May 2025       |   |                                |              |                            |                                  |               |  |                           |

Please note, scheduled meetings are usually preceded by the opportunity for a 15 minute public forum.



02-20-24 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 20<sup>th</sup> FEBRUARY 2024**

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

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), J. Baskett (JB), J. Drake (JD), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), K. Parsons (KP), J. Simmons (JS), Mrs. P.F. Watson (Mrs. PFW).

**Councillors not present:** L.M. Cooney (LMC), H. Filer (HF).

The Town Clerk Mrs. L.M. Phillips, the Town Clerk's Assistant Miss S. Chitauro, Lincolnshire County Councillor Mr. A. Hall and one member of the public were also present.

**Members of the public spoke in the public forum as follows:**

- One lady spoke in the public forum regarding the pylon proposal, from Grimsby to Walpole, sharing her concerns that the proposed pylons would cause destruction of countryside and affect ecosystems. She stated that the notifications of residents within the blue swathe had been variable and that not everyone had received documentation regarding the proposals. She felt that, due to the discrepancies, a freedom of information request may need to be made to determine who had been notified. She told Councillors that amendments had been made to the plans for the Eastern Green Link between East Lothian and County Durham, proposing undergrounding and offshoring, and expressed dismay that these methods had not been made available in Lincolnshire and urged Councillors to request a price breakdown for the work. She went on to explain that it was made clear at a consultation that overcasting/pylons in people's gardens, including her own, would be likely, despite the documentation omitting this information. She further explained that, at a consultation, a National Grid representative stated that pylons would be installed no closer than 50m to a property, but this was quashed at a consultation in Alford where attendees were told that they could be installed 25m from the brickwork of a property, with wires overhead. She finished by reiterating her concerns about noise, visuals, the destruction to the environment and animals, and house prices.

**P118. Apologies for Absence**

Apologies for absence were received from Cllrs. LMC and HF.

**P119. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. Mrs. EB – Proposed Work to Trees Item C as a governor of King Edward VI School.
- b. Cllr. DH – Planning Application 7 as Director of another academy in the town and Items 5, 6, 7 and 8 as a member of East Lindsey District Council (ELDC).
- c. Cllr. GEH – Items 5, 6, 7 and 8 as a member of ELDC.
- d. Cllr. Mrs. JMS – Item 4 as a representative of ELDC and Items 5, 6, 7 and 8 as a member of ELDC.

**P120. Minutes**

It was **RESOLVED** that the notes of the Planning Committee Meeting held on 30<sup>th</sup> January 2024 be approved as the minutes.

**P121. LCC Consultation – Louth Town Centre – Your Thoughts**

The Committee received a draft corporate response formulated by the Planning Working Group and, after discussion, it was **RESOLVED** to submit the response with the following amendments:

- a. Section 1 Cornmarket. To keep the existing parking arrangements at the Cornmarket as 30 minutes waiting on a Monday, Tuesday and Thursday, and disabled parking spaces.
- b. Section 4 Town Centre Parking – 13 Aswell Street and 14 Lee Street. To answer 'no' to the question 'Would you like to see the parking bays at Aswell Street and Lee Street changed to 30 minutes waiting only to match the existing arrangements across the town centre?'

Cllr. Parsons also gave details of the Louth Action Group, a voluntary group working to support the town, and told the Committee that the group were looking for volunteers for their Louth Town Centre Spring Clean to be held on Sunday 28<sup>th</sup> April, meeting at The Gatherums at 10am with the aim of litter picking, weeding, and cleaning street furniture.

**P122. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 02-20-24) and **RESOLVED** as follows:

- a. N/105/00014/24 – To object on the grounds that these works were undertaken without permission and replaced wooden frames for UPVC in the Conservation Area. The new window frames are also wider than previously and have visible trickle vents.

**NB: Cllrs. Mrs. JMS and Mrs. PFW abstained from voting on this application.**

- b. To support all other applications.

**P123. Planning Correspondence**

The Committee noted the following planning correspondence:

**a. ELDC Planning Decisions**

- i. ELDC Approved – N/105/01826/23 – Planning Permission – Holly Cottage, LN11 0ES – LTC Supported 10/10/23.
- ii. ELDC Approved – N/105/02177/23 – Planning Permission – 19 Mercer Row, LN11 9JG – LTC Supported 12/12/23.
- iii. ELDC Approved – N/105/02393/23 – Planning Permission – Norpol Packaging Ltd, LN11 0YZ – LTC Supported 09/01/24.
- iv. ELDC Approved – N/105/02357/23 – Planning Permission – 1 Alder Close, LN11 8XB – LTC Supported 12/12/23.
- v. ELDC Approved – N/105/02399/23 – Planning Permission – 10 Somersby Court, LN11 9NN – LTC Supported 09/01/24.
- vi. ELDC Approved – N/105/02339/23 – Planning Permission – 1 Shearwater Close, LN11 0SW – LTC Supported 09/01/24.
- vii. ELDC Refused – N/105/02350/23 – Planning Permission – Land Adjacent to Raithby Water Treatment Works – LTC Objected 12/12/23.

**b. Temporary Traffic Restrictions**

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water  
REASON FOR RESTRICTION: Emergency – Water supply leak.  
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Commercial Road.  
PERIOD OF RESTRICTION: 31/01/2024 – 06/02/2024 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

**c. Enforcement**

- i. 15 Lee Street, LN11 9HJ – A recent site inspection confirmed that the unauthorised windows to the front elevation have been removed and replaced to the specification of those windows approved by Planning Permission N/105/226/23. As such, the Enforcement Notice dated 04/02/21 is deemed to be complied with and no further action will be taken by the Planning Department.

**P124. Proposed Works to Trees**

The Committee **RESOLVED** to support the following proposed works to trees:

- a. **Location:** Mallards, Bridge Street. **Proposal:** T1 – Beech – Crown lift to 3m. Reduce in height from 13m to 10m and width from 11m to 8m. T2 – Conifer – Crown lift to 3.5m. Reduce in height from 18m to 12m. T3 – Cherry – Remove due to rot and potential at fork. T4 – Purple Plum – Prune out to 2no. western branches to lift canopy. T5 – Holly – Remove due to proximity to river and maintenance difficulties.
- b. **Location:** 24 St. Mary's Park. **Proposal:** G5 – 3 Common Lime, 2 Sycamore, 1 Red Oak and 1 Common Ash – Red Oak – reduce major eastern limb over no. 22 by approx. 3.5m to a secondary growth point. **Reason:** To allow more light into neighbour's garden.
- c. **Location:** King Edward VI School, Edward Street. **Proposal:** T5 – Hawthorne – Remove. T17 Western Red Cedar – Remove and replace. **Reasons:** T5 – Leaning across highway. T17 – fungus in main limb juncture.

**P125. Street Naming**

After consideration, the Committee **RESOLVED** to endorse the use of the following names for 4no. new roads on the development at Land West Off Grimsby Road: ‘Wildflower Lane’, ‘Dahlia Drive’, ‘Lily Lane’, ‘Rose Lane’, ‘Clover Lane’ and ‘Blossom Drive’.

**P126. Proposed Waiting Restrictions**

The Committee received a proposal from Lincolnshire County Council to implement a ‘No Waiting at Any Time Order’ on Eastgate, in the vicinity of properties no. 2, 3 and 203. It noted objections from local residents. After consideration it was **RESOLVED** to support the proposed restrictions.

**P127. National Grid Electricity Transmission – Grimsby to Walpole**

The Committee received a draft corporate response to the above, formulated by the Planning Working Group. It discussed amendments and it was **RESOLVED** to delay the ratification of comments until the next Town Council Meeting on 27<sup>th</sup> February 2024, to allow for attendance at a public consultation regarding the National Grid’s proposals to be held at London Road on 22<sup>nd</sup> February 2024.

**P128. Next Meeting**

It was noted that the date of the next scheduled Planning Committee meeting was 19<sup>th</sup> March 2024.

The Meeting Closed at 8.22pm.

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/092<br>02375/23 | Outline Erection    | KCS Development Ltd.     | Outline erection of up to 50no. dwellings and associated infrastructure (with means of access, landscaping and layouts to be considered).<br><b>AMENDMENT - Access to public highway included, minor changes to layout.</b> | Land South of Chestnut Drive, Louth - Fulstow Ward.<br>Keddington  | No                  | Louth Town Council considered this application on 12th December 2023 and objected on the grounds of: 1) Traffic the level of vehicle movements which will be generated by this development will exacerbate existing problems on existing infrastructure, especially Eastfield Road and may detrimentally impact Louth's Emergency Services located here. As the site is over a mile from the Town Centre it is envisaged that most local trips required for school runs, medical visits, shopping and leisure will be by car. The consequent generation of traffic will then also add to traffic volumes in the town centre and on car parking availability. 2). Access and Highway Safety there is concern that the additional traffic will cause road safety issues to be exacerbated. 3) Drainage there are concerns regarding more hard landscaping in this area which will make it difficult to deal with the disposal of surface water. The possible future levels of the Lud are also a consideration as it is known that it cannot cope with any more increased discharge. Further, it is known that there are a number of aquifers in this area and hard landscaping may cause flooding problems or move current flooding problems to move to a new area. 4) The Council felt that this application had been made prematurely. It was of the opinion that a review of ward boundaries is required to ensure that new residents contribute fairly to local services and amenities as this development, although currently technically outside of the Louth boundary, will form part of the development already built which is within the boundary and all residents of the new section will use Louth infrastructure and facilities, without contributing correctly to their upkeep, if the boundary is not redrawn. If permission is granted the Council would like to see a condition that public green space, large enough for sports and games to be played on such as rounders and football is included. | Object.  | 24/03/2024                   |
| 2       | ELDC       | N/105<br>00128/24 | Planning Permission | Mrs. A. Bourne           | Pextension to existing dwelling to provide additional living accommodation including a swimming pool.   | Ouroboros, 114 Horncastle Road, Louth, LN11 9QT<br>St. Mary's Ward | No                  | New   | Support.   | 20/03/2024                   |
| 3       | ELDC       | N/105<br>00143/24 | Planning Permission | Mrs. E. Middleton        | Alterations to existing dwelling to provide front replacement uPVC windows and doors.   | 25 Queen Street, Louth, LN11 9BJ<br>Priory Ward                    | Yes                 | New   | Object.  | 19/03/2024                   |
| 4       | ELDC       | N/105<br>00218/24 | Planning Permission | Mr. & Mrs. Quigley       | Extensions to existing dwelling to provide additional living accommodation.   | 5 Ramsgate Road, Louth, LN11 0NJ - St. James' Ward                 | Yes                 | New   | Support.   | 20/03/2024                   |
| 5       | ELDC       | N/105<br>00242/24 | Planning Permission | Mr. A. Mackenzie         | Installation of roof-intergrated PV panels.   | 16 Westgate, Louth, LN11 9YH<br>St. James' Ward                    | Yes                 | New   | Open to Committee  | 20/03/2024                   |
| 6       | ELDC       | N/105<br>00230/24 | Planning Permission | Mr. G. & Mrs. S. Ireland | Extensions and alterations to existing dwelling to provide additional living accommodation.   | 6 Waterside, Louth, LN11 0US<br>St. Margaret's Ward                | No                  | New   | Support with suggestion of opaque windows to prevent the overlooking of neighbours conservatory. | 20/03/2024                   |

| 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 |
|---------|------------|-------------------|------------------------|----------------------------|--|--|---------------------|---|--|------------------------------|
| 7       | ELDC       | N/105<br>00271/24 | Section 73 Application | Mr. J. Fairburn            | Section 73 application to vary condition no.2 (approved plans) as previously imposed on planning permission reference N/105/01436/18 for the erection of 11no. houses with attached double garages and 3no. houses with detached double garages, construction of vehicular/pedestrian access and internal access roads and the provision of public open space and compensatory habitat area. | Pase 3 Land<br>Adjacent Playing<br>Field, Julian<br>Bower, Louth - St.<br>Mary's Ward                                  | No                  | N/105/01436/18 - Louth Town Council objected to this application on 14th August 2018 and voted again to reiterate and extend those objects on 5th February 2019 as follows: Over Intensification of the Town of Louth - According to the local plan Louth already has sufficient housing and does not need to approve this development. Loss of Ecological Habitats / Adequacy of Drainage/ Flood Risk - The watercourse / ditch at the south of the site is the start of Stewton Beck. Any development on this site might have serious flooding repercussions further down the watercourse which directly goes against NPPF Paragraph 155 which states that 'the development should be made safe for its lifetime without increasing flood risk elsewhere'. There is no other existing drainage on the site into which sewage or foul water can drain. LTC is concerned, what will happen to the sewage, how many houses could be adversely affected by flooding, if the drains on Hunter Place are to be utilised and are unable to cope with this increase in use. The residents of Hunter Place have already witnessed that the drain in Hunter Place is unable to cope in heavy rain. The infrastructure in this area is clearly already overstretched. Therefore, expecting it to also deal with the requirements of extra houses is illogical. LTC are also concerned that the suggestions to maintain the functioning of the sites complex drainage strategy are inadequate. Archaeological importance - There is some evidence in the form of 'lumps and bumps' visible to the naked eye in the lay of the land to suggest that this may be a site of archaeological importance. LTC would wish to see a thorough assessment and archaeological survey of the site prior to any permissions being granted, to establish this fact. Access and Highway Safety - This application, added to those already granted permission, which will all use the access via Meridian Way / Bluestone Rise, will give rise to a significant increase in the volume of traffic using this access and this will make the road dangerous for its users and residents. Relevant and Previous Planning History - There is significant evidence to suggest that this site should not be used for development. LTC have been made aware that it has appeared on ELDLC's list of 'Discounted Sites' as it was 'not suitable'. Public Visual Amenity - This site and that adjacent provide panoramic views of the AONB not just for residents but for the general public using the area, e.g., walking. These proposals will not protect and enhance the quality and distinctiveness of the area's landscape or prevent aspects/amenity being compromised as contained in ELDLC's own Core Strategy Sustainability Appraisal and as such this application should be refused. Further, the great expanse of huge glass windows proposed on the new dwellings will invite light pollution into the AONB. | No comment.  | 21/03/2024                   |
| 8       | ELDC       | N/105<br>00308/24 | Consent to Display     | Couplands<br>Caravans Ltd. | Consent to display 1no. internally illuminated double sided free standing sign and 2no. non-illuminated single sided free standing signs.  | Couplands<br>Caravans,<br>Tattershall Way,<br>Fairfield Industrial<br>Estate, Louth,<br>LN11 0YZ - North<br>Holme Ward | No                  |   | Support, but suggest light be on a timer to go off at around 9pm, so not on all night.   | 30/03/2024                   |
| 9       | ELDC       | N/105<br>00322/24 | Consent to Display     | Co-op Ltd                  | Consent to Display 3no. internally illuminated logo signs, 1no. non-illuminated single sided free standing sign, 1no. non-illuminated banner sign, 2no. sets on non-illuminated letters, 10no. non-illuminated wall mounted signs and 11no. non-illuminated free standing car parking signs.   | Co-op<br>Supermarket,<br>Northgate, Louth,<br>LN11 0LT - St.<br>James' Ward  | No                  |   | Agree with Heritage Lincolnshire's assessment. In principle support the signage proposals, with the exception of the sign adjacent the Miller's Daughter Public House. This needs to be of a size consistent with that in place currently. The proposed sign is too large. | 22/03/2024                   |

**PLANNING COMMITTEE 19<sup>th</sup> MARCH 2024**  
**PLANNING CORRESPONDENCE TO NOTE**

- 1. ELDC Planning Decisions**
  - a. ELDC Approved – N/105/02486/23 – Planning Permission – Land at 119 Eastfield Road, Louth – LTC Supported 30/01/24.
  - b. LCC Approved – N/105/00305/24/3 – Planning Permission – St. Michaels Church of England Primary School, Monks Dyke Road – LTC Supported 20/02/24.
  
- 2. Temporary Traffic Restrictions**
  - a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.  
REASON FOR RESTRICTION: Emergency – Carriageway Micro Asphalt Surfacing  
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Chestnut Drive; Hazel Grove; Laburnham Crescent; Minster Drive; Oak Close; Spire View Road; Sycamore Drive.  
PERIOD OF RESTRICTION: 01/04/2024 – 31/05/2024 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

01-30-24 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 30<sup>th</sup> JANUARY 2024**

Councillor D. Hobson (DH) (in the chair).

**Present Councillors:** Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), L. Frost (LF), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), K. Parsons (KP), J. Simmons (JS), P. Starsmore (PS) and Mrs. P.F. Watson (Mrs. PFW).

**Councillors not present:** M. Barnes (MB).

The Town Clerk Mrs. L.M. Phillips and the Town Clerk's Assistant Miss. S. Chitauro were also present.

**C42. Apologies for Absence**

Apologies for absence were received from Cllr. MB.

**C43. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. DH – Item 5 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH – Item 5 as a member of ELDC.
- c. Cllr. Mrs. JMS – Item 5 as a member of ELDC.

**C44. Minutes**

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 31<sup>st</sup> October 2023 be approved as the Minutes.

**C45. Annual Town Meeting**

The Committee discussed arrangements for the Annual Town Meeting to be held 16<sup>th</sup> April 2024. It was **RESOLVED** to delegate authority to the Town Clerk to investigate potential venues and make the necessary arrangements for the Annual Town Meeting.

**C46. Polling Place**

The Committee noted that ELDC had confirmed that it would like to use the Sessions House as a polling place and that it would require the venue on 2<sup>nd</sup> May 2024 between the hours of 6.30am and 10.15pm, and that key holders may be required to open/close the building. It was **RESOLVED** to charge the rate of £25 per hour for use of the Sessions House, and that the Town Clerk would check the Town Council's insurance.

**C47. Fun and Friendship Day**

The Committee noted that the above would be taking place at the Priory Hotel on Sunday 5<sup>th</sup> May 2024. The Committee considered nominating representatives to oversee: a stall within the grounds of the Priory to promote the Town Council; tours of the Sessions House and use of the Sessions House car park for a dancing display. It was **RESOLVED** that Town Council would not have a stall within the grounds of the Priory or allow use of the Sessions House car park for a dancing display. It would instead open the Sessions House to the public on the 5<sup>th</sup> May 2024 for tours and provide information to promote the Town Council, with Cllrs. PS and JD volunteering as Town Council representatives for the event.

**C48. Closed Session Items**

The Committee resolved to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to business to be discussed in the following items, information being of a third party, confidential and commercial nature in relation to the following:

- a. **London Road Lease with Magna Vitae** – The Committee received correspondence regarding its lease from Magna Vitae. It was **RESOLVED** that the Town Clerk would reply regarding expenses and obtain quotes for legal fees.
- b. **Old Mill House** – The Committee received a report concerning Old Mill House and it was **RESOLVED** that the Town Clerk would contact the Town Council's solicitors and escalate,

depending on the outcome. The Town Clerk was also given authority to engage a new solicitor if necessary.

- c. **Mayor's Social Chain** – The Committee received details of quotes for repairs to the Mayor's Social Chain but noted that further work was now necessary, therefore new quotes were required. It was **RESOLVED** to approve a full refurbishment of the Mayor's Social Chain and the Town Clerk was authorised to incur expenditure in conjunction with the relevant committee chairman, as per Finance Regulations, with expenditure to be taken from the EMR Civic Regalia or the EMR Civic Property budget heads, whose balances were: £2,000 and £3,045.94 respectively.

**C49. Next Meeting**

It was noted that the next scheduled meeting of the Community Resources Committee would take place on 19<sup>th</sup> March 2024.

The Meeting Closed at 9.33pm.

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_

UNAPPROVED



## Asset Inventory as at 31st March 2024

| Description                      | Category           | Cost to LTC of Acquisition | Location                     | Date of Acquisition | Size        | Notes  | Price Per Unit | Proxy value | Value      | Sub Total  | Cost of Replacement after RICs Valuation |
|----------------------------------|--------------------|----------------------------|------------------------------|---------------------|-------------|--|----------------|-------------|------------|------------|--|
| The Old Mill House               | Buildings and Land | -                          | Crowtree Lane                | 1974                | 0.59 acres  | LTC own. Handed over from Louth Borough Council in 1974. Leased to private occupiers.  |                | 1.00        | 300,000.00 |            |  |
| The Sessions House               | Buildings and Land | 200,000.00                 | Eastgate                     | 2011                | 310.5 sq m  | LTC own. Loan paid off 2021. Office and Land.  |                |             | 200,000.00 |            | 1,100,000.00                             |
| St. Aethelheard's Chapel         | Buildings and Land | -                          | London Road Cemetery         | 1974                | 48.63 sq m  | LTC own. Built in 1855. Handed over from Louth Borough Council in 1974. Occupation Agreement with St. A's renewed 5 yearly.  |                | 1.00        | 60,104.00  |            | 600,000.00                               |
| Multi-denominational Chapel      | Buildings and Land | -                          | London Road Cemetery         | 1974                | 48.63 sq m  | LTC own. Built in 1855. Handed over from Louth Borough Council in 1974.  |                | 1.00        | 60,104.00  |            | 600,000.00                               |
| Toilet Block                     | Buildings and Land | -                          | London Road Cemetery         | 1974                | 9 sq m      | LTC own. Built in the 1960's. Flat concrete roof surfaced in asphalt.  |                |             |            |            | 40,000.00                                |
| Cemetery                         | Buildings and Land | -                          | London Road Cemetery         | 1974                | 20 acres    | LTC own. Land originally purchased in 1853 at a cost of £1,260. Handed over from Louth Borough Council in 1974. Value based on AHDB lowest 2018 cost per hectare of pasture land                               |                |             | 104,000.00 |            |  |
| Hubbard's Hills                  | Buildings and Land | -                          | Off Crowtree Lane            | 1907                |             | LTC own. Gifted to the people of Louth from Alfred Pahud Estate on 1/8/1907 for use as pleasure grounds and gardens  |                | 1.00        | 1.00       |            |  |
| Toilet Block                     | Buildings and Land | -                          | Off Crowtree Lane            | N/A                 | 36 sq m     | Privately owned and used by public with kind permission. Built in the 1990's of brick construction with hipped clay tile roof. Maintained by HH Trust, insured by LTC.   |                |             |            |            | 135,000.00                               |
| War Memorial                     | Buildings and Land | -                          | Eastgate                     | 1921                |             | LTC are the custodian. Paid for by public subscription. Originally cost £1,106 to make. ELDC pay for the electricity.  |                | 1.00        | 1.00       |            |  |
| Mount Olivet Allotments          | Buildings and Land | -                          | Mount Olivet                 | 1936                | 0.498 acres | LTC own. Allotment land. Community long term asset. Lease with Louth Cottage Garden and Allotment Association signed in 1936. Handed over from Louth Borough Council in 1974.                                  |                |             |            |            |  |
| London Road Allotments           | Buildings and Land | -                          | London Road                  | 1953                | 5 acres     | LTC own. Allotment land. Community long term asset. Lease with Louth Cottage Garden and Allotment Association signed in 1936. Handed over from Louth Borough Council in 1974.                                  |                |             |            |            |  |
| Land at Julian Bower             | Buildings and Land | -                          | Julian Bower off London Road | 1953                | 4.57 acres  | Field. LTC own. Purchased 1971/1953 from Lindsey County Council. Handed over from Louth Borough Council in 1974. Bottom of field leased to Louth Athletics Association and their pavilion is built there.      |                |             | 80,000.00  |            |  |
| Land at London Road - Astro turf | Buildings and Land | -                          | London Road                  |                     | 4 acres     | LTC own. Originally formed part of the cemetery. Now part of the London Road Pavilion site, developed and upgraded with new astro turf in 2021 at a cost to ELDC of £180,000, currently leased by Macna Vitae. |                |             | 80,000.00  | 884,210.00 |  |
| Hedgetrimmer                     |                    | 310.00                     |                              | Oct-18              |             | LTC own. Husqvarna 226HD60S  |                | 310.00      | 310.00     |            |  |
| Brushcutter                      |                    | 545.00                     |                              | Oct-18              |             | LTC own. (Strimmer) Husqvarna 545RX  |                | 545.00      | 545.00     |            |  |
| Blower                           |                    | 170.00                     |                              | Oct-18              |             | LTC own. Husqvarna 525BX   |                | 170.00      | 170.00     |            |  |

|                                   |          |       |        |   |                     |           |
|-----------------------------------|----------|-------|--------|---|---------------------|-----------|
| Ride on Mower                     | 6,343.59 |       | Nov-23 | LTC own. Husqvarna R316TsX AWD  | 6,343.59            | 6,343.59  |
| Pedestrian Mower                  | 560.00   |       | Feb-20 | LTC own. Husqvarna LB553S   | 560.00              | 560.00    |
| Small Pedestrian Mower            | 212.50   |       | Jul-20 | LTC own. Husqvarna LC140S   | 212.50              | 212.50    |
| Brushcutter                       | 270.83   |       | Jul-20 | LTC own. Husqvarna 525RX  | 270.83              | 270.83    |
| High Reach Hedge-trimmer          | 450.00   |       | Oct-20 | LTC own. Husqvarna 325HE4X  | 450.00              | 450.00    |
| Brushcutter                       | 625.00   |       | Dec-20 | LTC own. Husqvarna 555RXT   | 625.00              | 625.00    |
| Container                         | 3,300.00 |       | May-20 | LTC own. 10ft new.  | 3,300.00            | 3,300.00  |
| Pole Saw                          | 499.00   |       | Feb-22 | LTC own. 525PT5S  | 499.00              | 13,285.92 |
| Desks etc                         | 512.00   |       | May-11 | LTC own. x 2 one left hand radial, one right hand radial  | 256.00              | 512.00    |
| Laptop                            | 583.00   |       | Jun-15 | LTC own. HP   | 583.00              | 583.00    |
| Desk Top Computers                | 3,513.00 |       | May-11 | 1 x HP harddrive and monitor (server) and 1 x Data Drive (backup). Originally purchased 2011, upgraded 2019 and 2024.                                       | 1,756.50            | 3,513.00  |
| Desk Top Computers                | 993.64   |       | Dec-19 | LTC own. 2 x HP harddrives  | 496.82              | 993.64    |
| Monitors                          | 458.74   |       | Oct-23 | 3 x monitors.   | 153.00              | 458.74    |
| Hoover                            | 250.00   |       | Mar-20 | LTC own. Sebo x7 epower cleaner   | 250.00              | 250.00    |
| White Goods                       | 100.00   |       | Aug-07 | LTC own. Fridge   | 100.00              | 50.00     |
| Safe                              | 3,150.00 |       | Jan-23 | Purchased from Safe Security Ltd.   | 3,150.00            | 9,510.38  |
| Christmas Illuminations           | 3,574.00 | Misc. | 2012   | LTC own. Stored at SH, erected on catenary wires by local contractor  |                     | 3,574.00  |
| Crib Figures                      |          | Misc. |        | LTC own. x 10 figures   | 300.00              | 3,000.00  |
| Illuminated Star Xmas Tree Topper | 132.00   | Misc. | Dec-19 | LTC own. Bought from Blachere Illuminations Dec 19. Price ex. VAT.  | 132.00              | 132.00    |
| Xmas Tree Baubles                 | 249.00   | Misc. | Oct-19 | LTC own. Christmas Red Shatterproof Bauble - 14cm 022262 x 55, Pack of 4 x 10cm Red Shatterproof Baubles 022167 x 25, 10cm Matt Christmas Red Baubles x 100 | £1.80, £3.00, £0.75 | 249.00    |
| 4 x Banners                       | 134.00   | Misc. | Nov-19 | LTC own. For use around Xmas Tree   | 33.50               | 134.00    |
| Xmas Tree Baubles                 | 219.00   | Misc. | Nov-20 | LTC own. 176 x 10cm gold, 55 x 14cm gold,   | £0.68, £1.80        | 219.00    |
| Xmas Tree Baubles                 | 502.80   | Misc. | Sep-22 | LTC own. 55 x 14cm and 144 10cm wool white baubles.   | 2.60, 1.18          | 502.80    |

|                                      |                  |            |   |                    |  |   |          |  |              |              |
|--------------------------------------|------------------|------------|---|--------------------|--|---|----------|--|--------------|--------------|
| Xmas Trees Bows                      | Misc.            | 100.00     |   | Feb-23             |  | LTC own. 50 x red bows.   | 100.00   |  | 2.00         |              |
| 4 x Banners                          | Misc.            | 172.00     |   | Nov-20             |  | LTC own. For use around Xmas Tree   | £43      |  | 172.00       |              |
| CCTV                                 | Misc.            | 23,000.00  |   | 2021               |  | LTC own. Maintained in partnership with ELDC. Revalued in 2021 following upgrade to 4G in partnership with ELDC. 1 further camera to be added, not accounted for here as ELDC met cost. | 2,300.00 |  | 23,000.00    |              |
| Railway Station Clock                | Misc.            | 2,782.00   |   | 1995               |  | LTC own. Purchased 1995   | 2,782.00 |  | 2,782.00     |              |
| Town Signs                           | Misc.            | 25,153.00  |   | 1967 / 2020/21     |  | LTC own. x 7 unique oak signs, originally hand carved by Harry Carter depicting Louth's religious, historic and agricultural background, refurbished 2020/21                            | 3,593.29 |  | 25,153.00    |              |
| Paintings / Documents / Object d'art | Misc.            | 330,000.00 |   |                    |  | LTC own. Art work, Charters, Memorabilia. Market Valuation. Handed over from Louth Borough Council.   |          |  | 330,000.00   |              |
| Civic Regalia                        | Misc.            | 7,052.00   |   |                    |  | LTC own. Mayoral Chains of Office, Maces, Robes. Handed over by Louth Borough Council.  |          |  | 7,052.00     |              |
| Court Room Furniture                 | Misc.            | 3,315.00   |   | Jun-17             |  | LTC own. 11 no. tables and 40 no. chairs  |          |  | 3,315.00     |              |
| Pool Van                             | Misc.            | 5,791.67   |   | Mar-19             |  | LTC own. Purchased from Thompson and Smith  | 5,791.67 |  | 5,791.67     | 405,078.47   |
| Interactive Speed Signs and Brackets | Street Furniture | 7,035.00   |   | 2016 x2 & Mar 2022 |  | LTC own. Lamp column mounted speed signs x3.  | 2,470.00 |  | 4,940.00     |              |
| Bins                                 | Street Furniture | 1,979.70   |   | Mar-22             |  | LTC own. 6 x Bins purchased from Broxap of which 4 currently in store (stock), 1 in Stewton Lane, 1 in Railway Walk.  |          |  | 1,979.70     |              |
| Notice Board                         | Street Furniture | 1,654.00   | Aswell Street   | 2014               |  | LTC own.  | 1,654.00 |  | 1,654.00     |              |
| Bus Shelter                          | Street Furniture | 2,748.00   | Legbourne Road  | 2014               |  | LTC own.  | 2,748.00 |  | 2,748.00     |              |
| Planters                             | Street Furniture |            | MKT Pl, C'mkt, WM, R'gate, Aswell St, Q St, Cem, Legbourne Rd, Bus Stop | Various            |  | LTC own. 6 x rectangular black and gold. 2 x rectangular grey. 1 x 6 tiered, 6 x octagonal, 30 x half up the pole.  | 50-1000  |  | 10,000.00    |              |
| Platinum Jubilee Bench               | Street Furniture | 572.90     | St. James' Church Green   | May-23             |  | Balmoral Commemorative - Queen's Platinum Jubilee Bench (Teak) and ground anchors. Purchased from Corido.   | 572.90   |  | 572.90       |              |
| Benches                              | Street Furniture | 1.00       | 30+ Town wide   | Various            |  | LTC own. Wooden, Metal and Recycled Plastic.  | 500.00   |  | 15,000.00    | 36,894.60    |
|                                      |                  |            |   |                    |  |   |          |  | 1,348,979.37 | 1,348,979.37 |

|                                 |  |          |  |        |  |   |  |  |  |  |
|---------------------------------|--|----------|--|--------|--|---|--|--|--|--|
| <b>Disposals during 2023/24</b> |  |          |  |        |  |   |  |  |  |  |
| Ride on Mower                   |  | 5,700.00 |  | Feb-20 |  | Part exchanged Husqvarna R316TsX AWD for new ride on mower. |  |  |  |  |