

# Louth Town Council

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

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## To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee and Personnel Committee which will be held on Tuesday 6<sup>th</sup> May 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](mailto: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.

*L.M. Phillips*  
**Mrs. L.M. Phillips**

**Town Clerk**

Dated this 30<sup>th</sup> Day of April 2025

## AGENDA

### 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 15<sup>th</sup> April 2025. (Attached).

#### **4. Refused Application for 3G Pitch at Wood Lane / Alternative Arrangements**

Committee to receive a presentation from a representative of Louth Town Football Club and consider approving that either the Mayor Elect or the Deputy Mayor Elect attend meetings to assist in progressing alternative arrangements for Louth. This representative to report back to Town Council.

#### **5. Applications received by the Local Planning Authority**

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 05-06-25). (Attached).

#### **6. Planning Correspondence**

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

#### **7. Advertisement Consent Appeal**

Committee to note that Wildstone Estates Ltd., has appealed against ELDC's refusal for 1 no. internally illuminated digital poster sign at 152-154 Eastgate (N/105/01928/24). All previous comments have been forwarded by ELDC to the Planning Inspector. Council to resolve upon whether it wishes to make further comments, modify or withdraw it's previous representation which was:

Louth Town Council considered application N/105/01928/24 on 14th January 2025 and object on the following grounds: **Effect on listed buildings and conservation area:** This internally illuminated, wall mounted, digital hoarding would be completely out of place in Louth, an unspoilt Market Town with a medieval street pattern and a

plethora of architecturally notable Georgian and Victorian buildings, which wishes to retain its historic character, directly opposite to the Grade II Listed Almshouses (not mentioned in the application) and the Grade II Listed War Memorial. The proposed materials would be out of keeping with and would therefore have a detrimental impact on Louth's Conservation Area, within which this proposal is located. It would cause a significant change to the character and appearance of a main entrance to the town located within the Conservation Area. Louth Town Council would like to see a Heritage Assessment carried out. **Overbearing nature of the scheme / Noise and disturbance from the scheme:** This proposal with its intermittently changing and bright flashing images would cause light pollution and be a disturbance to and annoyance to the elderly residents of the Almshouses, who live directly opposite and who currently enjoy reasonably tranquil surroundings for a town centre location. It would be crass and visually invasive/intrusive. It would also be disrespectful to the town's War Memorial which is also directly opposite, especially during sombre times of remembrance when a significant portion of the town gathers here to pay their respects to the town's war dead. **Highway safety:** This proposal being located immediately over a highway (Albion Place) which has no footpath and is directly adjacent to a roundabout and also on one of the main entrances/exits of the town, near to Morrison's where permission has recently been granted for redevelopment, which will see the stores main entrance and exit relocated to this area on the roundabout and which will significantly increase the already considerable movement of pedestrians and vehicles in this area, is dangerous and would cause a hazard to drivers and pedestrians alike as it would be a distraction, drawing and diverting the attention of all. **Other concerns:** Louth Town Council is concerned that this proposal will have no benefit to Louth; neither local businesses, nor the promotion of employment opportunities. It is administered by Carter Jonas, a national agency whose application has no regard for the locality. It would be an eyesore imposed by remote commercial interests.

## 8. Proposed Work to Trees

Committee to consider the following proposed works to trees:

- a) **Location:** The Wheatsheaf Inn, Westgate - **Proposals:** T1 - Sycamore - Canopy reduction from 18m to 15m high and 18m to 12m wide. Removal of small stem growing from the base. Raise canopy to 5m. T2 - Elder - Remove to ground level. T3 - Sycamore - Remove and grind out stump - **Reasons:** T1 - To let more light into garden, reduce honey dew drip and open up view onto tennis courts. T3 - To let more light into garden, reduce honey dew drip, lifting of slabs inside garden, lifting of carpark tarmac and would like to renew damaged fence.
- b) **Location:** Elm Cottage, Stainesway – **Proposals:** G1 - Group Consisting Of Horse Chestnut, Sycamore, Oak, Beech, Lime, Ash, Willow, Walnut, Evergreen Oak, Bind Cherry & Mixed Evergreens - T1 on plan (Holm Oak) reduce encroachment to the south by up to 2m to suitable growth points and round into the sides and top to retain aesthetics. **Reasons:** G1 - Tree has a heavy lean to the south, works are to reduce the weight to the south to help balance the tree and mitigate the risk of future failure.

## 9. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 3<sup>rd</sup> June 2025.

### PERSONNEL COMMITTEE

(Membership: Cllrs. Mrs. JMS, Mrs. EB, GEH, DH, HF, JB, JD)

## 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 Personnel Committee Meeting held on 15<sup>th</sup> April 2025. (Attached).

## 4. Closed Session

Committee 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 and confidential nature in relation to Personnel:

- a) New Employee – Following interviews, Committee to receive a recommendation from the Interview Panel and resolve upon a) an offer of employment, b) purchase of reception furniture, c) purchase of IT equipment.

04-15-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 15<sup>th</sup> APRIL 2025**

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

**Present Councillors:** J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (Mrs. KP).

**Councillors not present:** Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), H. Filer (HF), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

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

**Public Forum**

- Cllr. Mrs. JMS shared concerns over the access to the Ticklepenny Lock attenuation pond, which she felt created a safety hazard, and the on-road parking at Mount Pleasant, which was preventing blue light vehicles from attending emergencies along the street.
- Cllr. LMC told the meeting that she had been stopped by a gentleman who had also shared concerns about on-road parking at Lacey Gardens during school hours, which had stopped emergency services and residents from using the road.
- Cllr. JB informed the meeting that Lincolnshire County Council (LCC) were to fill in an area of the road at Watts Lane.

**P136. Apologies for Absence**

Apologies for absence were received from Cllrs. Mrs. EB, HF and Mrs. PFW.

**P137. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. DH – items 4, 5 and 6 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH – items 4, 5 and 6 as a member of ELDC.
- c. Cllr. Mrs. JMS – items 4, 5 and 6 as a member of ELDC.

**P138. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 25<sup>th</sup> March 2025 be approved as the minutes.

**P139. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 04-15-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. 00364/25/FUL – to support with the condition that there should be a biodiversity net gain to its approval and it must have adequate parking to service the needs of its staff and users. The Council is very concerned about the amount of cars parking on street on the Industrial Estate and wonders if ELDC/LCC could look to double yellow line the roads and install a new pay and display car park on the Industrial Estate to solve the congestion problem on the roads?
- b. 00401/25/OUT – to support with the proviso that great care be taken to ensure that the ancient hedgerows on the site and which line Stewton Lane are protected and not damaged in any way during the build. If any are to be removed for the development, the amount must be minimised. The Council was pleased to note that the planting of new hedgerows was proposed which should help to increase biodiversity in the area. The Council were also concerned about flooding and wish to see proper flood mitigation measures put in place.
- c. 00264/25/RVC – to object on the grounds that it does not believe that the original permission conditions are being adhered to, see comments submitted on the portal by the Lincolnshire Wolds Countryside Service, which the Council would reiterate. In addition, the Council believes that better landscaping is

required on the edge of/in an AONB and that further measures are required to ensure that a 10% increase in biodiversity net gain is achieved.

- d. To support all other applications.

#### **P140. Planning Correspondence**

The Committee noted the following planning correspondence:

##### **a. ELDC Planning Decisions**

- i. ELDC approved – N/105/01750/24 – Listed Building Consent – 14 Mercer Row, LN11 9JQ – LTC objected 25/02/25.
- ii. ELDC approved – N/105/01915/24 – Section 73 Application – 10 Southlands Avenue, LN11 8EW – LTC supported 25/02/25.
- iii. ELDC approved – N/105/00222/25 – Section 73 Application – Land at 76A Eastgate, Louth – LTC supported 25/02/25.
- iv. ELDC approved – N/105/00074/25 – Planning Permission – The Beeches, 37 St. Mary's Lane, LN11 0DU – LTC supported 25/03/25

##### **b. Temporary Traffic Restrictions**

- i. **Organisation Responsible for Restriction:** Bostock Scaffolding Services Ltd  
**Reason for Restriction:** Scaffolding at Masons for renovation.  
**Nature and Location of Restriction:** Road closure Order – Butcher Lane.  
**Period of Restriction:** 20/04/25 – 17/05/25 (restrictions to be implemented for 28 days as and when required during this period. Signage will be displayed on site in advance).
- ii. **Organisation Responsible for Restriction:** Louth Town Council  
**Reason for Restriction:** Emergency – tree felling.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Crowtree Lane (closed West of Little Crowtree Lane).  
**Period of Restriction:** 02/04/25 – 04/04/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- iii. **Organisation Responsible for Restriction:** Anglian Water  
**Reason for Restriction:** Emergency – repair water leak.  
**Nature and Location of Restriction:** Emergency Road Closure Order – Watts Lane (between 30m and 80m Southwest of Mount Pleasant Avenue).  
**Period of Restriction:** 01/04/25 – 07/04/25 (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:** Network Plus  
**Reason for Restriction:** Gas mains replacement.  
**Nature and Location of Restriction:** Road Closure Order – Mayfield Crescent.  
**Period of Restriction:** 05/05/25 – 19/05/25 (restrictions to be implemented for 10 days as and when required during this period. Signage will be displayed on site in advance).

#### **P141. Proposed Work to Trees**

It was proposed, seconded and **RESOLVED** to support the following work to trees in the Conservation Area:

- a. **Location:** Boulevard Care Ltd., The Rowans, 266 Eastgate. **Proposals:** T1 – Conifer – Remove. T2 – Sycamore – Remove. T3 – Sycamore – Remove. T4 – To represent any other tree overhanging the boundary – Crown lift as necessary up to 4m. **Reasons:** T1, T2, T3 and T4 – Obstructing neighbouring properties.

#### **P142. Bollards on corner of Eastgate and Cannon Street**

The Committee discussed LCC's recent installation of the above and, after discussion, it was proposed, seconded and **RESOLVED** that the Town Clerk would contact LCC to share the Council's dismay at the bollards, which had been placed without consulting the Town Council, after several members of the Council had received a number of complaints from the public, particularly from those in wheelchairs and mobility scooters, those less able bodied and those pushing prams who were struggling to navigate around and between the bollards. Whilst the Council was in agreement that something needed to be done to protect the building on the corner, it felt that the current measures were unsuitable and suggested a review of the bollards in consultation with the Town Council. In addition, the Council felt that better signage was needed to direct lorries and larger vehicles through the town centre or to indicate a maximum weight restriction for vehicles, due to Louth's medieval street plan and

narrow roads and pavements. The Council also acknowledged that the on-street parking of blue badge holders on Little Eastgate was contributing towards problems in the area and requested that on-street parking there also be reviewed in collaboration with the Town Council.

**P143. Next Meeting**

It was noted that the next scheduled Planning Committee meeting would take place on 6<sup>th</sup> May 2025.

The Meeting Closed at 7.51pm.

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

Dated \_\_\_\_\_

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	00399/25/FUL	Planning Permission	Mr P. Huggill	Change of use to existing workshop/store to form a community kitchen including dining, meeting room and food hub.	1 Castle Court, Warwick Road, Fairfield Industrial Estate, Louth, LN11 0YB - North Holme Ward	No	New	Concern was raised about numerous aspects of this proposal, although all felt that the project was of merit and should be supported in principle. The main objection was due to Traffic/Parking issues that the site may present. This is a very busy part of the Industrial Estate and parking here is somewhat limited, especially during day time hours. Often cars are parked along roadsides and spaces adjacent to units are all full. This re-enforces recent comments on applications that parking on the Industrial Estate is becoming problematic. It was also stated that the scope of the business moves away from the type of business that the Industrial Estate was designed for and this business should be located within the town centre to maintain its viability. Concern was also raised about night time usage, but was countered by the argument that an injection of people after standard hours, increases a public presence and could reduce potential crime by being more populated'.	07/05/2025
2	ELDC	02095/25/FUL	Planning Permission	Mr T. Lloyd	Alterations to existing dwelling to provide a mono-pitched roof and replacement window to rear elevation (works complete)	127 Church Street, Louth, LN11 9DE - Priory Ward	Yes	New	There were no objections to the work that has been carried out, only concern that again, application is retrospective, which is becoming increasingly common. Support with comment about the retrospective nature of the application.	07/05/2025
3	ELDC	02159/25/FUL	Planning Permission	Mr G. Moulding	Change of use of existing annexe to form a holiday let.	22 Horncastle Road, Louth, LN11 9LD - St. Mary's Ward	No	New	Support.	15/05/2025
4	ELDC	00396/25/FUL	Planning Permission	Mrs. N. Siddie	Extension to existing dwelling to provide existing living accommodation.	94 Mount Pleasant Avenue, Louth, LN11 9DJ - St. Michael's Ward	No	New	The working group found the plans for this application confusing and not very clear. This property had an application for alteration refused last year which was appealed against and the appeal was lost. This application looks along similar lines of the previous proposal but again seems to detract from the line of properties within Mount Pleasant Avenue. Object on the grounds of poor plan layout and clarity of what they are proposing.	15/05/2025
5	ELDC	02136/25/FUL	Planning Permission	Dr P. Smith	Extension and alterations to existing dwelling to provide additional living accommodation, with the existing outbuildings to be demolished.	123 Crowtree Lane, Louth, LN11 0QW - St. Mary's Ward	No	New	Support.	15/05/2025
6	ELDC	02171/25/ADV	Consent to Display		1no. externally illuminated fascia sign, 1no. externally illuminated hanging sign, 1no. non-illuminated fascia sign and 1no. non-illuminated window graphic.	Louth Jazz Club, 51 Queen Street, Louth, LN11 9BJ - Priory Ward	Yes	New	There were no objections to the proposed signage. The application states 'illuminated' signage but the plans do not specify this or any detail of illumination, simply two wooden painted signs. Support with note that if any illumination is to be installed the lighting should be in line with the business operating hours and turned off when the club is closed.	19/25/25

## PLANNING COMMITTEE 6<sup>th</sup> MAY 2025

### PLANNING CORRESPONDENCE TO NOTE

#### 1. ELDC Planning Decisions

- a. ELDC refused – N/105/01731/24 – Planning Permission – 184 Eastgate, LN11 9AG – LTC objected 10/12/24.
- b. ELDC approved – N/105/00043/25 – Planning Permission – Westville, Irish Hill, LN11 9YL – LTC objected 25/02/25.
- c. ELDC refused – N/105/01111/24 – Planning Permission – Wood Lane Playing Field, Louth – LTC objected 25/03/25.
- d. ELDC approved – 00302/25/FUL – Planning Permission – 180 Eastgate, LN11 9AG – LTC – LTC supported 25/03/25.
- e. ELDC approved – N/105/00219/25 – Planning Permission – Honda UK Racing, LN11 0WD – LTC supported 25/03/25.

#### 2. Temporary Traffic Restrictions

- a. **Organisation Responsible for Restriction:** Anglian Water

**Reason for Restriction:** Meter exchange.

**Nature and Location of Restriction:** Road Closure Order – Church Street (between Newmarket and a point 40m North).

**Period of Restriction:** 14/05/25 – 15/05/25 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

- b. **Organisation Responsible for Restriction:** Direct Traffic Management

**Reason for Restriction:** Foul and surface water connections.

**Nature and Location of Restriction:** Road Closure Order – Monks Dyke (between Almond Crescent and Millgood Close).

**Period of Restriction:** 26/05/25 – 30/05/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

#### 3. Enforcement

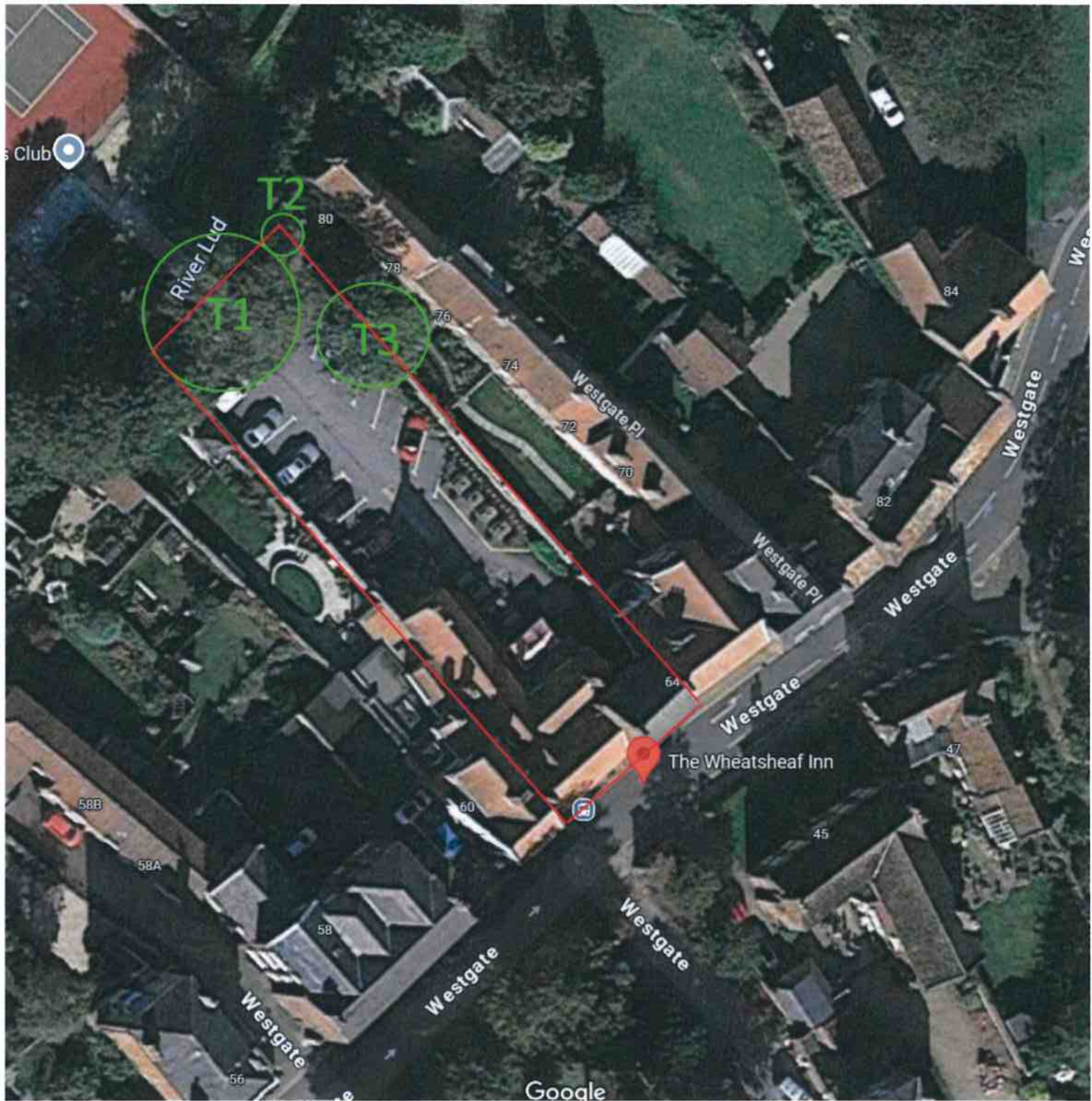
- a. **Location:** 1 Freer Gardens, Louth, LN11 8AW. **Nature of Investigation:** Untidy land. The matter is due to be fully investigated by an enforcement officer, who will aim to visit the location within 18 working days to establish whether of breach of planning control has taken place.

#### 4. Committee

- a. N/105/01545/24 – 139 Eastgate, LN11 9QQ – the following application is due to be presented to the ELDC Planning Committee Meeting on 8<sup>th</sup> May 2025.



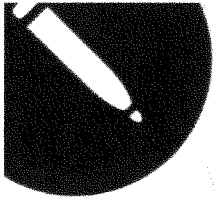
# PROPOSED WORKS TO TREES, THE WHEATSHEAF, WESTGATE







# PROPOSED WORKS TO TREES, ELM COTTAGE, STAINESWAY



04-15-25 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 15<sup>th</sup> APRIL 2025**

Councillor Mrs. J. Makinson-Sanders (Mrs. JMS) (in the chair).

**Present Councillors:** J. Baskett (JB), J. Drake (JD), D. Hobson (DH), G.E. Horton (GEH).

**Councillors not present:** Mrs. E. Ballard (Mrs. EB), H. Filer (HF)

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

**H28. Apologies for Absence**

Apologies for absence were received from Cllrs. Mrs. EB and HF.

**H29. Declarations of Interest / Dispensations**

There were no declarations of interests or dispensations.

**H30. Minutes**

It was proposed, seconded and **RESOLVED** that the notes of the Personnel Committee meeting held on 4<sup>th</sup> February 2025 be approved as the Minutes.

**H31. Review of Policies and Procedures**

The Committee reviewed the following Council policies and procedures. It was proposed, seconded and **RESOLVED** to approve them for use:

- a. Health and Safety Policy
- b. Drugs and Alcohol Policy
- c. Councillor/Employee Policy
- d. Sickness and Absence Policy
- e. Use of Council Email/Internet Policy
- f. Grievance and Disciplinary Policy
- g. Recruitment and Selection Policy
- h. Lone Worker Policy

**H32. Employee Eyesight**

The Committee noted that following professional testing a member of it's staff required corrective lenses for DSE work and that, as an employer, the Council had a responsibility to fit it's DSE users with basic frames and appropriate lenses. It was proposed, seconded and **RESOLVED** that the Council would contribute £75.00 to the employee's frames and lenses.

**H33. Closed Session Item**

At 8.42pm it was proposed, seconded and **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information from a third party in relation to Personnel:

- a. Appraisals – the Committee noted that the Town Clerk had undertaken appraisals of the Council's staff for 2024/25.
- b. Holidays – the Committee noted that first quarter letters confirming entitlement, when holiday must be taken, and the amount left had been issued.
- c. Sickness – the Committee received details of sickness levels in the year to date of its staff.
- d. Accidents – the Committee noted that there had been no accidents in the period.
- e. New Employee – after discussion, it was proposed, seconded and **RESOLVED** to invite six candidates to interview on Tuesday 6<sup>th</sup> May, with members of the Personnel Committee to make up the interview panel and a Personnel Committee meeting to be called thereafter to resolve upon appointment.

At 9.39pm it was proposed, seconded and **RESOLVED** to move into open session.

The Meeting Closed at 9.39pm.

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