

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee, Community Resources Committee and Personnel Committee which will be held on Tuesday 16th July 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 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.

LM Phillips
Mrs. L.M. Phillips

Town Clerk

Dated this 11th Day of July 2024

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 18th June 2024. (Attached).

4. Presentation from EDAN Lincs (Ending Domestic Abuse Now in Lincolnshire)

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 07-16-24). (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. Proposed Work to Trees

Committee to consider the following proposed works to trees:

- a) **Location:** 6 St. Mary's Park, **Proposals:** A1 – Ash, Beech, Birch, Cedar, Chestnut, Elm, Fir Oak, Sycamore – T1 on plan (Sycamore) removal of four lower branches. **Reasons:** A1 – To improve light into the property and garden.

8. Louth Market Place Proposed Waiting/Loading Restrictions

Following a meeting with the LCC officer overseeing the above on 3rd July, Committee to consider supporting the original proposed restrictions as shown on the attached plan.

9. **London Road – Proposed ‘No Waiting at Any Time’**
Committee to consider proposals for introducing the above. Details attached.
10. **Eastgate – Proposed Goods Vehicle Loading Only 6am – 8pm**
Committee to consider the above proposals as detailed on the attached letter and plan.
11. **LCC Rights of Way Improvement Plan Survey**
Further to circulation of details of the above on 7th June. Committee to receive draft response compiled by the Planning Working Group and resolve to submit a corporate response. (Summarised survey attached).
12. **Next Meeting**
Committee to note that the date of the next scheduled Planning Committee meeting is 6th August 2024.

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 28th May 2024. (Attached).
4. **Town Clerk’s Remarks**
5. **Market Place Electric Box**
Committee to receive a report from the Town Clerk and consider taking ownership from ELDC of the electricity supply box which is located in the Market Place.
6. **Next Meeting**
Committee to note that the date of the next scheduled Community Resources Committee meeting is 17th September 2024.

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

1. **Election of Personnel Committee Chairman**
The Mayor will initially take the chair for this item. Committee to receive nominations and to elect the Chairman of the Personnel Committee to hold office until the Annual Meeting of Louth Town Council in 2025.
2. **Election of Personnel Committee Vice Chairman**
Committee to receive nominations and to elect Vice Chairman to hold office until the Annual Meeting of Louth Town Council in 2025.
3. **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.
4. **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.

5. Minutes

To approve as a correct record the notes of the Personnel Committee Meeting held on 30th April 2024. (Attached).

6. Local Council Award Scheme – Foundation Award

Committee to note that in order to meet the criteria for the above the Council must have an action plan. Committee to receive suggestions for inclusion on such, note that the next scheduled opportunity for the Council to adopt a final version would be 27th August 2024 and resolve upon the way forward.

7. 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) Appraisals
- b) Holidays
- c) Sickness
- d) Accidents

8. Next Meeting

Committee to note that the date of the next scheduled Personnel Committee meeting is 29th October 2024.

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 18th JUNE 2024**

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

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

Councillors not present: M. Barnes (MB), J. Baskett (JB), L.M. Cooney (LMC), D. Moore (DM), D.E. Wing (DEW).

The Town Clerk Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss. S. Chitauru and one member of the public were also present.

P13. Apologies for Absence

Apologies for absence were received from Cllrs. JB, LMC, DM and DEW.

P14. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – Items 4, 5 and 8 as a member of ELDC and PA1 as an acquaintance of the applicant.
- b. Cllr. GEH – Items 4, 5 and 8 as a member of ELDC.
- c. Cllr. JMS – Items 4, 5 and 8 as a member of ELDC and item 6 as an ELDC representative on the Louth Transport Board.

P15. Minutes

It was **RESOLVED** that the notes of the Planning Committee Meeting held on 28th May 2024 be approved as the minutes.

P16. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 06-18-24) and **RESOLVED** as follows.

- a. N/105/00828/24 - To object on the grounds of: 1) Effect on the at risk Conservation Area. 2) Vitality and Viability of Town Centres - Given the building is a retail outlet in a shopping area of the town it was felt that the proposed reduction in size of the retail space, with no amenities such as a wc, would make the shop unviable. 3) Given the size of the building after the proposals have been implemented e.g., 6 bedrooms the Council would object on the grounds of inadequate parking and servicing as it notes that there are no proposed areas for bin storage or parking and the proposed 6 bedroom house (even if divided into bedsits (which the Council objects to)) would surely generate a substantial amount of rubbish and vehicular traffic which will need adequately servicing. 4) Amenity Space of Residents - there is no proposed amenity space (gardens or yards) for residents.
- b. To support all other applications.

P17. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/00589/24 – Consent to Display an Advertisement – Co-op Supermarket, Northgate, LN11 0LT – LTC Supported 30/04/24.
- ii. ELDC Approved – N/105/00631/24 – Section 73 Approval – Fairways, 56 Horncastle Road, LN11 9DL – LTC Supported 28/05/24.

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: New water connection.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Northgate (Between Eastgate and a point 40m North).

PERIOD OF RESTRICTION: 26/06/24 – 28/06/24, overnight 18:00 to 06:00 only (Restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).

ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council

REASON FOR RESTRICTION: Event – RAE000156 – Run for Life.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Cornmarket, Mercer Row, Upgate, Gospelgate, Edward Street, George Street, Breakneck Lane, Crowtree Lane (Between Edward Street and Love Lane). No Right Turn Order – From Kidgate onto Upgate.

PERIOD OF RESTRICTION: 30/06/24 – 30/06/24, 09:00 to 14:00 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council

REASON FOR RESTRICTION: Event – RAE000245 – School Event

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Crowtree Lane (Between B1200 Edward Street and Irish Hill).

PERIOD OF RESTRICTION: 04/07/24 – 04/07/24, 16:00 to 21:00 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

c. Enforcement

i. 33 Aswell Street, LN11 9BA – After inspection with a conservation officer, it was determined that a small window installed into the rear wall of the property does not adversely affect the setting of the conservation area, the repairs to the flat roof were considered to be maintenance and there was no change of use to the building, therefore, no formal action would be taken against a breach of planning control.

ii. 174 Eastgate, LN11 9AG – An investigation as to whether there has been an breach of planning control due to the painting of a wall adjacent to the highway and the installation of UPVC windows and a front door on a property subject to an Article 4 Direction within the Louth Conservation Area will take place within 18 working days from 5th June 2024.

d. Committee

i. N/102/02375/23 – Land South of Chestnut Drive, Louth – The following application is due to be presented to the ELDC Planning Committee Meeting on 6th June 2024.

P18. Proposed No Waiting and No Loading At Any Time Restriction and Goods Vehicle Loading Only Bay – Market Place, Louth

Further to discussion regarding the above on 28th May 2024 when it was resolved that the Council would object to the above proposal due to feeling that the area should be left as it is, but with increased enforcement, the Committee received a response from LCC and an update from representatives on the Louth Transport Board, after which, the Committee **RESOLVED** to continue with its objection but proposed that yellow hashes be placed on the curbs of both sides of the road from the pedestrian crossing outside the Lounge to the pedestrian crossing outside Heron.

NB: Mrs. PFW left the room at 9.20pm.

P19. LCC Rights of Way Improvement Plan Survey

After receiving details of the above, the Committee **RESOLVED** that the Planning Working Group should formulate a response to present to the Planning Committee for ratification on 16th July.

NB: Mrs. PFW re-entered the room at 9.25pm.

P20. Proposed Works to Trees

The Committee considered the following proposed works to trees in the Conservation Area and it was **RESOLVED** to support the work provided it was completed by an arborist, as the Committee was worried that the proposed works would have an adverse effect on the ongoing health of the tree:

- a. **Location:** 209 Eastgate. **Proposal:** T1 – Magnolia. Reduce canopy from 6m high to 5m and 8m in diameter to 6m. **Reasons:** None supplied.

P21. Proposed 30mph Speed Limit – Brackenborough Road, Louth

The Committee received details regarding the above proposal from LCC and it was **RESOLVED** to support the proposed 30mph speed limit at Brackenborough Road.

P22. Next Meeting

It was noted that the date of the next scheduled Planning Committee meeting was 16th July 2024.

The Meeting Closed at 9.37pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group
1	ELDC	N/105/ 00271/24	Section 73 Application	Mr. J. Fairburn	Section 73 application to vary condition no.2 (approved plans); condition no.3 (archaeology); condition no.4 (archaeology); condition no.5 (construction management plan); condition no.6 (tree protection); condition no.7 (foul water drainage); condition no.8 (surface water drainage); condition no.9 (external materials); condition no.10 (landscaping); condition no.11 (boundary treatments); condition no.18 (Great Crested Newts mitigation); and condition no.21 (footpath link) 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 accesses and internal access roads and the provision of public open space and compensatory habitat area.	Phase 3 Land Adjacent Playing Field, Julian Bower, Louth - St. Mary's Ward	No	Louth Town Council supported this application on 19th March 2024.	Support.
2	ELDC	N/105/ 00788/24	Planning Permission	Mrs. V. Martin	Alterations to existing dwelling to provide 4no. replacement windows and a replacement front door.	242 Eastgate, Louth, LN11 8DA - Priory Ward	Yes	New	Support in principle with condition (as stated by Heritage Lincolnshire) that dimensions of glazing bars and frames be checked to ensure they are of a similar size to those previously installed, before permission is granted.
3	ELDC	N/105/ 00886/24	Planning Permission	Mr. B. Smith	Extensions and alterations to existing dwelling to provide additional living accommodation.	91 St. Bernard's Avenue, Louth, LN11 8AS - Trinity Ward	No	New	Support.

PLANNING COMMITTEE 16th JULY 2024 **PLANNING CORRESPONDENCE TO NOTE**

1. ELDC Planning Decisions

- a. ELDC Approved – N/105/00652/24 – Planning Permission – High View, Charles Street, LN11 0LB – LTC Supported 30/04/24.
- b. ELDC Approved – N/105/00628/24 – Outline Planning Permission – Land Adjacent to 23 Legbourne Road, Louth – LTC Supported 30/04/24.
- c. ELDC Approved – N/105/00728/24 – Planning Permission – 5 Pasture Drive, LN11 8XA – LTC Supported 28/05/24.
- d. ELDC Approved – N/105/00726/24 – Section 73 Application – Eversley, Bridge Street, LN11 0DR – LTC Supported 28/05/24.
- e. ELDC Approved – N/105/00682/24 – Listed Building Consent (Alterations) – 18 Westgate, LN11 9YH – LTC Supported 28/05/24.
- f. ELDC Approved – N/105/00712/24 – Planning Permission – 41 Lee Street, LN11 9HJ – LTC Objected 28/05/24.
- g. ELDC Approved – N/105/00750/24 – Planning Permission – 11 Mercer Row, LN11 9JG – LTC Supported 28/05/24.

2. Temporary Traffic Restrictions

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water

REASON FOR RESTRICTION: New water connection.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Broadbank (Between High Holme Road and Temple Terrace).

PERIOD OF RESTRICTION: 21/07/24 – 21/07/24, 08:00 to 18:00 (Restrictions to be implemented for 1 day as and when required during this period.
 Signage will be displayed on site in advance).

- b. ORGANISATION RESPONSIBLE FOR RESTRICTION: Foxhall Construction

REASON FOR RESTRICTION: Scaffold installation.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Cisterngate (Between Broadbank and Greys Road).

PERIOD OF RESTRICTION: 22/07/24 – 05/08/24 (Restrictions to be implemented for 14 days as and when required during this period. Signage will be displayed on site in advance).

- c. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council

REASON FOR RESTRICTION: New sign installation.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Gospelgate (Between George Street and Upgate). Suspension of One Way Order: Gospelgate.

PERIOD OF RESTRICTION: 22/07/24 – 05/08/24 (Restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

- d. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council

REASON FOR RESTRICTION: Sink hole investigation and repair.

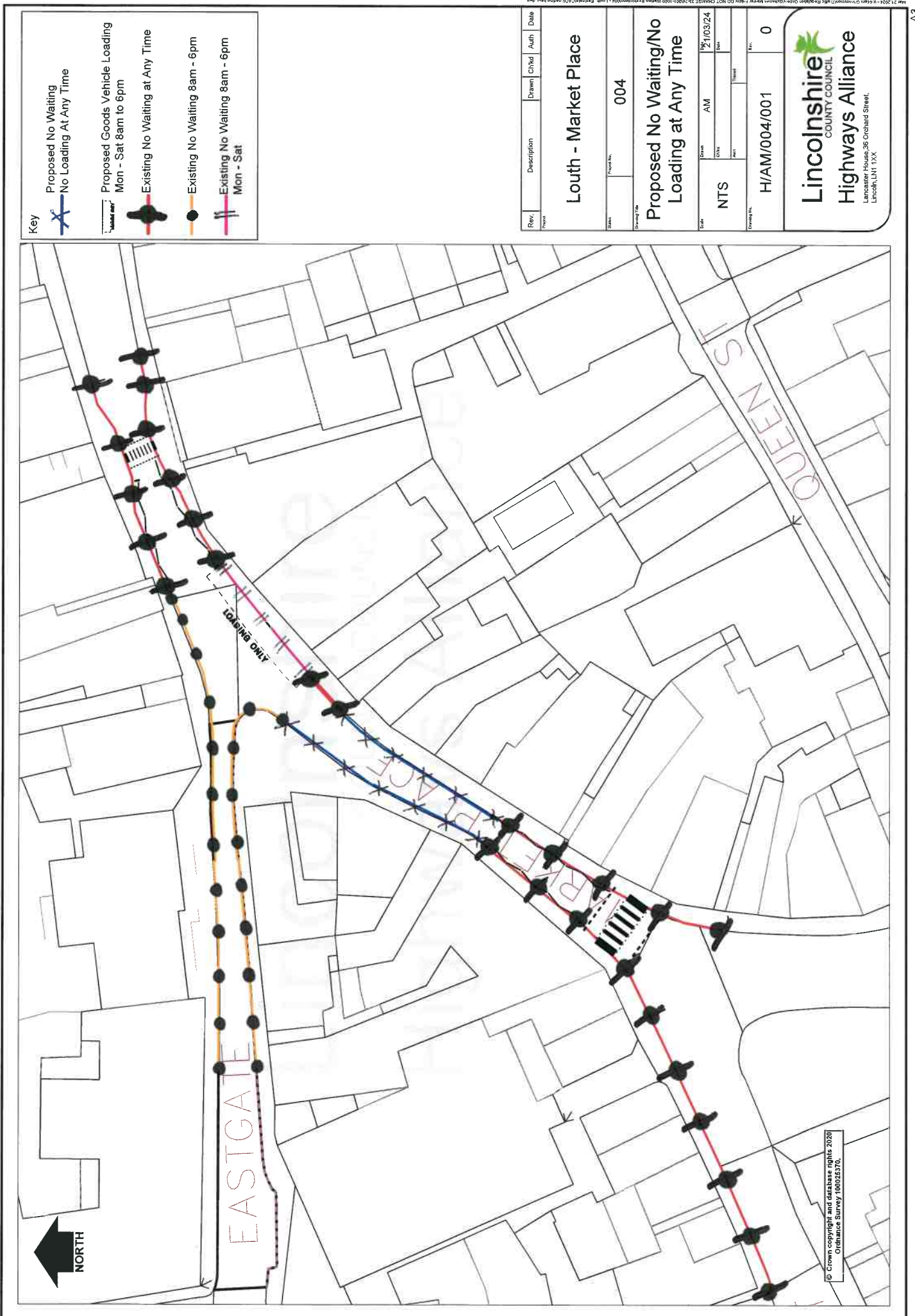
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Broadbank (Between Northgate and Spout Yard Car Park).

PERIOD OF RESTRICTION: 08/07/24 – 08/07/2024, 09:00 to 17:00 (Restrictions to be implemented for 1 day as and when required during this period.
 Signage will be displayed on site in advance).

- e. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
 REASON FOR RESTRICTION: Emergency – Leaking main.
 NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Charles Street (Between Millers Court and Newbridge Hill)
 PERIOD OF RESTRICTION: 01/07/24 – 05/07/24 (Restrictions to be implemented for 5 days as and when required during this period. Signage to be displayed on site in advance).
- f. ORGANISATION RESPONSIBLE FOR RESTRICTION: OCU Group
 REASON FOR RESTRICTION: New electrical connection.
 NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Stewton Lane (Between 650m and 800m east of Hawker Drive).
 PERIOD OF RESTRICTION: 29/07/24 – 02/08/24 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- g. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
 REASON FOR RESTRICTION: New water connection.
 NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Northgate (Between Eastgate and a point 40m north).
 PERIOD OF RESTRICTION: 25/07/24 – 27/07/24 (Amended date), overnight 18:00 to 06:00 only (Restrictions to be implemented for 2 days as and when required during this period. Signage to be displayed on site in advance).

3. Enforcement

- a. **Location:** 174 Eastgate, LN11 9AG. **Nature of Investigation:** 1) Painting of a wall adjacent to the highway. 2) Installation of UPVC windows and a front door on a property subject to an Article 4 Direction within the Louth Conservation Area. **Conclusion:** An investigation into the above has now taken place and it has been established that no breach of planning control has taken place for either issue.





To whom this may concern

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

Ref: KF/073 FAO Katie Fraser
Date: 11th July 2024

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

Dear Sir/Madam

RE: LONDON ROAD, LOUTH – PROPOSED ‘NO WAITING AT ANY TIME’

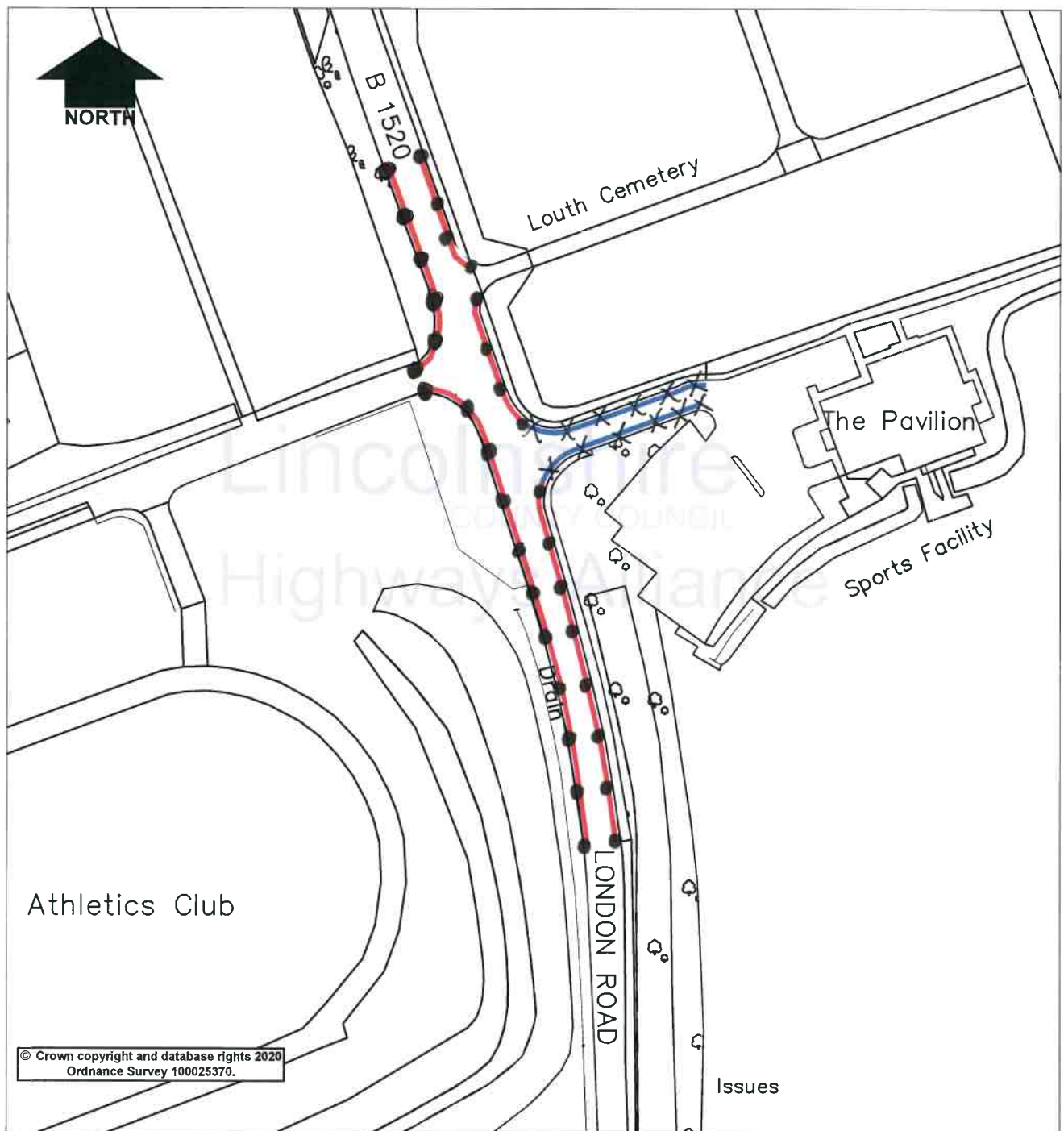
Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

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

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. This proposal supersedes the previous proposal you received. If I do not receive a response by Monday 26th August 2024, I will assume that you have no objections to the proposal.



Yours Faithfully

For Programme Leader Minor Works & Traffic



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Ordnance Survey 100025370.

Key:

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

Lincolnshire
COUNTY COUNCIL
Highways Alliance

Lancaster House
36 Orchard Street
Lincoln
LN1 1XX

Rev.	Description	Drawn	Ch'kd	Auth	Date
Project		Drawn	Date		
London Road, Louth		KF	15/05/2024		
Status		Ch'kd	Date		
Project No.		Auth	Traced		
Drawing Title		Scale		Date	
Proposed 'No Waiting at any time'		NTS @A4			
Drawing No.		Rev.		Date	
H/KF/073/002		0			



To whom this may concern

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

Ref: KF/173 FAO Katie Fraser
Date: 11th July 2024

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

Dear Sir/Madam

RE: EASTGATE, LOUTH – PROPOSED GOODS VEHICLE LOADING ONLY 6AM – 8PM

Lincolnshire County Council recently received a request to review the loading bay on Eastgate, Louth outside property numbers 116 – 130.

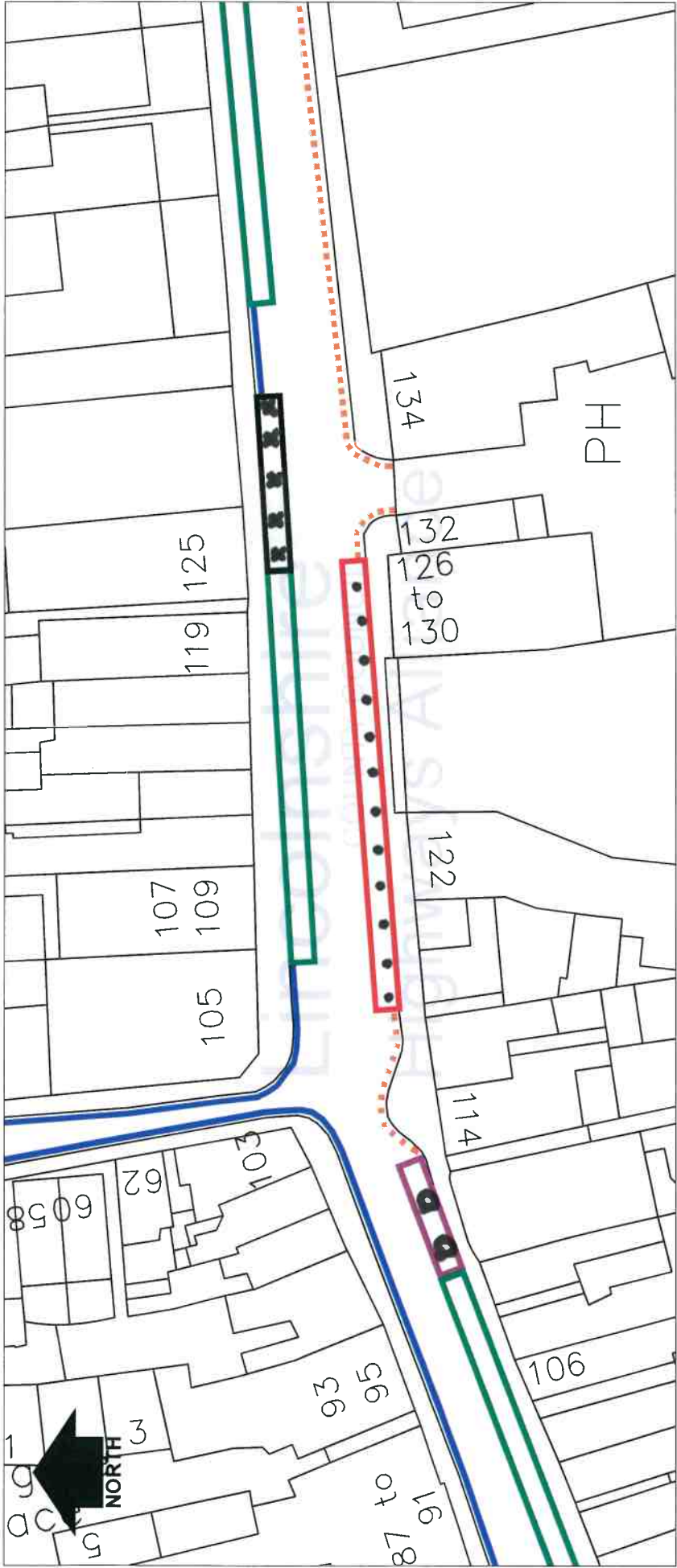
Investigations have shown that businesses along this stretch are struggling with the current operation times on the loading bay as deliveries arrive before 8am. Therefore, we are looking at proposing a change to this bay so the operation time starts at 6am.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by Monday 26th July 2024, I will assume that you have no objections to the proposal.

Yours Faithfully

K Fraser

For Programme Leader Minor Works & Traffic



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Ordnance Survey 100025370.

Key:

- Proposed 'Goods vehicles loading only 6am-8pm'
- Existing 'Limited Waiting Mon - Sat 8am - 6pm 30 mins No return within 30 mins'
- Existing Disabled badge holder only Mon-Sat 8am-6pm 3 hours limited waiting no return within 3 hours'
- Existing Dual bay
- Existing 'No waiting at any time'
- Existing 'No waiting or loading at any time'

Rev.	Description	Drawn	Chkd	Auth	Date
0	KF				01/07/2024

Eastgate, Louth

173

Proposed 'Goods vehicle loading only 6am - 8pm

H/KF/173/001



Highways Alliance

Lancaster House, 36 Orchard Street, Lincoln, LN1 1YZ

LCC Rights of Way Improvement Plan Survey

Consultation Closes 28th July 2024

	Question	Answer
1	Please tell us in what capacity you are responding. Please select the most relevant if more than one applies.	Parish/town council
2	If you would like to, please tell us your name	Lynda Phillips
3	If relevant, please provide your organisation name	Louth Town Council
4	Please leave your email address. This is for contacting you to discuss your responses if clarification is required (optional)	clerk@louthtowncouncil.gov.uk
5	From your perspective, what are the current and likely future needs of the public from the perspective of the following:	
	Walkers	
	Runners	
	Disabled users	
	Horse riders	
	Cyclists	
	Carriage drivers	
	Off road motorcycling	
	Off road vehicle users	
6	What are the improvements you feel the ROWIP 2025 should focus on?	
7	Are there any specific user groups you feel we should be consulting? Please provide their organisation name and contact information, if known.	

Potential Impacts

The Equality Act 2010 was set by the UK government. It says we, the council, must think about how changes might affect people with 'protected characteristics'. It also says we must think what can be done to reduce or stop negative impact(s). In Lincolnshire we include others we think should be part of this process too.

Does the current rights of way management have an impact on you or individuals your organisation represents because of any of the following:

8	Age:	Positive Impact Negative Impact N/A	
9	Disability	Positive Impact Negative Impact N/A	
10	Gender	Positive Impact Negative Impact N/A	
11	Gender Reassignment	Positive Impact Negative Impact N/A	
12	Marriage/civil p'ship	Positive Impact Negative Impact N/A	
13	Pregnancy/maternity	Positive Impact Negative Impact N/A	
14	Race	Positive Impact Negative Impact N/A	
15	Religion	Positive Impact Negative Impact N/A	
16	Sexual Orientation	Positive Impact Negative Impact N/A	
17	Rural residents	Positive Impact Negative Impact N/A	
18	Those living in poverty	Positive Impact Negative Impact N/A	
19	If you think there might be a negative effect, please use this space to tell us: <ul style="list-style-type: none"> • To which protected characteristic(s) you are referring • How the option we're suggesting might affect you • How those negative effects could be reduced or stopped 		

05-28-24 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 28th MAY 2024**

Councillor 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), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW) and D.E. Wing (DEW).

Councillors not present: M. Barnes (MB).

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

C1. Election of Community Resources Committee Chairman

It was **RESOLVED** that Cllr. DH be elected as Chairman of the Community Resources Committee. Cllr. DH took the Chair.

C2. Election of Community Resources Committee Vice Chairman

It was **RESOLVED** that Cllr. Mrs. KP be elected as Vice Chairman of the Community Resources Committee.

C3. Apologies for Absence

There were no apologies for absence to note.

C4. Declarations of Interest / Dispensations

There following declarations of interest or dispensations made:

- a. Cllr. Mrs. JMS – Item 9 as a member of the Hubbard's Hills Trust.
- b. Cllr. DEW – Item 9 as a member of the Hubbard's Hills Trust.

C5. Minutes

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 19th March 2024 be approved as the Minutes.

C6. Sessions House

The Committee noted that quotes had been sought for the services of Chartered Surveyors to appraise the Sessions House and provide a list of repairs that were needed, categorised by urgency. It was **RESOLVED** to approve the Town Clerk and CR Committee Chairman to consider the quotes received and engage a Chartered Surveyor as per Financial Regulations (as long as cost was between £1,000 and £5,000) and that costs would be taken from the EMR Accommodation.

C7. Christmas

The Committee:

- a. Received an update from the Town Clerk regarding Christmas, who informed the Committee that the Christmas light switch on would take place at the Victorian themed Christmas market on the 28th November 2024, organised by the Louth Town Action Group, to open the event.
- b. **RESOLVED** to delegate authority to the Town Clerk to make arrangements along the same lines as in previous years, provided that costs were contained within budget, and to accept the kind offer of a free real tree from Mr. Strawson.
- c. Noted that they should submit ideas to the Town Clerk by 3rd July, of any possible other ways to decorate the town centre for Christmas that does not require significant attachments on street light columns or electricity.

C8. Working Group

It was **RESOLVED** to re-establish the Asset Working Group under its previous remit and increase the membership of the group to 11 members, with the addition of Cllrs. PS and DM.

Membership	11
Req. Cllrs.	Chairman CR and GF Committees + 9 others
Members in 24/25	Cllrs: DH (Chair CR), GF Chair, HF, MB, LF, JMS, GEH, LMC, JS, PS, DM
Remit	To review all Assets of Louth Town Council to ensure best use etc., and bring recommendations back to the Community Resources Committee.
Delegated Powers	None
Meetings	As required

C9. Hubbard's Hills Future Management

The Committee received an update and possible options paper from the Hubbard's Hills Working Group regarding the future management of Hubbard's Hills. After discussion, it was **RESOLVED** that Councillors should submit their thoughts regarding the options to the Town Clerk by 7th June 2024, which thoughts would be collated into a pros and cons document and circulated to Councillors with the agenda for 18th June for discussion that evening and; if the Council deemed it necessary on 18th June a further standalone meeting would be held on the 25th June 2024 to discuss the matter further.

C10. Closed Session Items

The Committee resolved 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, commercial, confidential and legal nature with regard to the following:

a. Julian Bower Field

The Committee received an update on the field and it was **RESOLVED** to renew the grazing lease for 2024/25 and, during the interim, the Town Clerk would investigate the value of the land to enable the Council to consider its future.

b. Old Mill House

The Committee received legal correspondence regarding Old Mill House and **RESOLVED** to:

- i. Authorise £2,000 expenditure from the EMR Contingency budget head on obtaining advice from Barrister.
- ii. Sign a letter of engagement which would set out the basis on which Louth Town Council's solicitors would act going forward.
- iii. Approve payment of unbilled charges incurred with solicitors, which totaled £701.
- iv. Delegate continued authority to the Town Clerk to progress the matter, in liaison with the relevant Chairmen, if necessary, seeking a valuation from the District Valuer and an insurance valuation of the property and incurring expenditure as required e.g., with solicitors or the District Valuer.

C11. Next Meeting

The Committee noted that the date of the next scheduled Community Resources Committee meeting was 16th July 2024.

The Meeting Closed at 10.04pm

Signed _____ (Chairman) Dated _____

04-30-24 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 30th APRIL 2024**

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

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), D. Hobson (DH) and G.E. Horton (GEH).

Councillors not present: H. Filer (HF).

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

H26. Apologies for Absence

Apologies for absence were received from Cllr. HF.

H27. Declarations of Interest / Dispensations

There were no declarations of interest.

H28. Minutes

It was **RESOLVED** that the notes of the Personnel Committee meeting held on 30th January 2024 be approved as the Minutes.

H29. Review of Policies and Procedures

The Committee reviewed the following Council policies and procedures, and it was **RESOLVED** to approve them for use:

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

H30. Closed Session

The Committee **RESOLVED** 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 item, information being of a third party and confidential nature in relation to Personnel:

- a. **Appraisals** – The Committee received an update and noted that appraisals had taken place.
- b. **Holidays** – The Committee noted holiday levels at the end of 2023/24.
- c. **Sickness** – The Committee received details of sickness absences in the year to date of its staff.
- d. **Accidents** – The Committee noted that there had been no accidents in the period.

H31. Next Meeting

It was noted that the date of the next scheduled Personnel Committee meeting was 16th July 2024.

The Meeting Closed at 9.21pm.

Signed _____ (Chairman)

Dated _____