

# 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 and its Planning Committee which will be held on Tuesday 27<sup>th</sup> August 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. Written representation can also be considered rather than attending in person.*

From 7pm a maximum of ten minutes will be set aside for the meeting to receive reports from elected Members of Lincolnshire County Council and East Lindsey District Council.

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 22<sup>nd</sup> Day of August 2024

## AGENDA

### TOWN COUNCIL

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

#### 1. Apologies for Absence

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

#### 2. Declarations of Interest / Dispensations

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

#### 3. Minutes

To approve as a correct record the notes of the Council Meeting held on 18<sup>th</sup> June 2024.

#### 4. Committee Minutes

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

- a) Governance and Finance – 30<sup>th</sup> April 2024
- b) Governance and Finance – 18<sup>th</sup> June 2024
- c) Personnel – 30<sup>th</sup> April 2024
- d) Community Resources – 28<sup>th</sup> May 2024
- e) Planning – 28<sup>th</sup> May 2024
- f) Planning – 18<sup>th</sup> June 2024
- g) Planning 16<sup>th</sup> July 2024

#### 5. Investment Policy

Following receipt of the above on 6<sup>th</sup> August 2024 and discussion at the Governance and Finance Committee, Council to resolve to adopt the attached Investment Policy.

#### 6. National Savings and Investments Account

Council to note that signatories on this account are currently Cllrs: EB, SC, DH, LC and JS. Council to resolve that SC be removed as signatory.

## 7. **Our Hall Louth Ltd.**

Further to receipt by the Council of a business plan and a verbal report on 6<sup>th</sup> August 2024 members of the above to provide a further update re. progress on their fundraising campaign and request that the Council consider supporting in principle:

- a) Our Hall Louth Ltd's bid to purchase the former British Legion Hall on Northgate, Louth by lending funds in the amount of £182,000.00 over 15 years at 6.5% interest, subject to advice from the Town Council's solicitors and production of formal documentation to agree 'mortgage' terms by the same.
- b) A deferred start date of monthly repayments to a date when Our Hall Louth Ltd., have access to grant funding, thus facilitating the re-opening of some of the services that are proposed to be offered by the Hall, and therefore enabling them to generate income to meet the monthly repayments. This proposed deferred date would be no sooner than six months and no later than one calendar year from the drawn down date of the loan. (If the Town Council are not receptive to this supplementary request, the group will seek alternative finance for this bridging period from a third party.)

## 8. **Hubbard's Hills**

Council to note that the 2<sup>nd</sup> instalment of 2024/25 maintenance monies is due and that payment of this should be made in the sum of £8,166 to the Hubbard's Hills Trust by the end of September. Confirmation has been received from the Chairman of the Trust that the Trust would be happy to accept the following calculation of such:

Yearly Contribution: £49,000 | 1st contribution covering Apr to Sep (payment already made): £24,500 |  
2nd contribution to cover Oct and Nov: £24,500 / 6 x 2 = £8,166

## 9. **Community Plus Project, Youth and Community Centre, Park Avenue, Louth**

Council to consider supporting an application to ELDC for rate relief from the above who manage the youth and community centre for the benefit of the local community and delegate authority to the Town Clerk to sign the application on its behalf.

## 10. **Louth United Charities**

Councillors to receive and note hard copy of correspondence from the above (previously circulated by email 20<sup>th</sup> June 2024) and resolve upon a response, if required.

## 11. **Gambling Act 2005 – Review of Statement of Licensing Principles (Gambling Policy)**

Further to circulation by email of details of the above on 18<sup>th</sup> July 2024 and subsequent responses from Councillors. Council to resolve that no corporate response is required.

## 12. **Lincolnshire Minerals and Waste Local Plan: Preferred approach consultation**

Further to circulation by email of details of the above on 1<sup>st</sup> August 2024 and subsequent responses from Councillors. Council to resolve that no corporate response is required.

## 13. **Louth Town Council 2024/25 Action Plan**

On a recommendation from the Personnel Committee Council to receive and resolve to adopt the above, which is required to make an application for the Local Council Foundation Award. Attached.

## 14. **Local Council Award Scheme – Foundation Award**

Council to note that the above offers Councils the opportunity to show that they meet the standards set by the sector, assessed by their peers and to put in place the conditions for continued improvement. Council to receive details of the criteria required to attain the Foundation Award and resolve to confirm that all documentation and information is in place to satisfy the criteria for this and that an application for same should be submitted with associated costs being met from the EMR Quality Council / Office budget whose current balance stands at £4,245.

## 15. **Louth Town Plan**

On a proposal by Cllr. Drake, Council to consider resolving to assign £500 from reserves to support the costs of room hire (where necessary), publicity and associated costs for public and stakeholder meetings to support the development of a new Louth Town Plan. Council to note that the working group's current membership and remit etc., is as per the table below and consider amending the Delegated Powers section to read: Delegated authority over £500 budget to Town Clerk under guidance of the group. Recommendations on the contents of the Town Plan to be brought to the Town Council.

Members in 24/25	6: Cllrs: JD (Chair), PFW, HF, PS, LMC, JMS. Group will have the opportunity to invite Councillors and Non-Councillors to meetings as required.
Remit	To develop an effective Louth Town Plan to provide a long-term vision for the improvement of Louth and its future by creating a coherent planning policy and bringing together interested individuals and organisations in the town to foster co-operation to create plans to improve various sectors in the town.
Delegated Powers	None – group is to make enquires and bring recommendations to the Town Council.
Meetings	As required

## 16. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 19<sup>th</sup> November 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 6<sup>th</sup> August 2024.

#### 4. Public Meeting re. N/105/01111/24 – 3G Pitch at Wood Lane Playing Field - Notes

Committee to receive and note the above.

#### 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 08-27-24). (Attached).

#### 6. Planning Correspondence

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

#### 7. Grimsby to Walpole Project – Environment Impact Assessment (EIA) Consultation

Further to circulation by email of details of the above on 6<sup>th</sup> August 2024 Council to resolve upon whether it wishes to make any specific suggestions re. what information it considers should be provided in the EIA or confirm that it does not have any comments.

#### 8. Bridge Street Crossing

Further to receipt by Cllrs. of details of the above by email on 31/7/24 and following Committee's resolution not to support an investigation into the suitability of a site, in the vicinity of 34 Bridge Street, for a standalone crossing facility, Committee to confirm, given that it has rejected the only viable location for a standalone crossing facility in this area, if it's preferred option is for the signalised junction to be upgraded to incorporate crossing facilities.

With reference to the signalised junction, LCC confirm that a crossing across the B1520 northern arm could be accommodated, but it would require significant alterations to the existing signal installation. The stop line on the northern arm would need to be pulled back and the give way left turn from Westgate would have to be removed. There would also need to be changes to the way in which the junction operates as an 'All Red' period would be required to safely operate the new pedestrian facility, which would cause increased delays for vehicles. Funding is not currently available to carry out this work, so a bid for additional funding would be required.

#### 9. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 17<sup>th</sup> September 2024.

06-18-24 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 18<sup>th</sup> JUNE 2024**

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

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

**Councillors Not Present:** M. Barnes (MB), J. Baskett (JB), D. Moore (DM), D.E. Wing (DEW).

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

In the public forum, the Mayor, Councillor Mrs. J. Simmons made an announcement regarding her health and informed Councillors that she had received the resignation of Cllr. L. Frost that day.

**T17. Apologies for Absence**

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

**T18. Declarations of Interest / Dispensations**

The following dispensations were made:

- a. Cllr. Mrs. JMS – Item 10 as a member of the Hubbard's Hills Trust.

**T19. Town Clerk's Remarks**

The Town Clerk informed the Council that:

- a. A presentation from Ms Davis, the Fundraising and Communication Coordinator at EDAN Lincs (Ending Domestic Abuse Now), was in the process of being rearranged, and that the dates of the next two meetings had been offered.
- b. Three quotes had been received from Chartered Surveyors regarding the appraisal of the Sessions House, as discussed at the meeting held on 28<sup>th</sup> May 2024, and that costs were low enough for the Clerk and Chairman of the Community Resources Committee to deal with the matter as per Financial Regulations. They were to meet shortly to discuss the quotes.
- c. All parties had been notified of the outcome of the recent Julian Bower Field discussions and that arrangements had been made for a new grazing licence. The valuation of the site had yet to be arranged.
- d. She had been notified on Monday 10<sup>th</sup> June that Old Mill House had been broken into at the rear of the property. It appeared that those responsible were searching for copper or potentially using the building as shelter. The Town Clerk told the Council that she had asked a local contractor to review the site security and that the matter had been reported to Kelly Palmer, the Neighbourhood Police Officer and to the police on 101, who had issued a crime incident number. The Town Clerk also informed solicitors of the break in and of the outcome of the meeting held on 28<sup>th</sup> May 2024 and was awaiting a response.
- e. The Sessions House would be used as a polling place for the General Election on 4<sup>th</sup> July 2024 and that key holders had arranged a shift system between themselves so that someone would be present during non-work hours to open, close and oversee the building.

**T20. Minutes**

It was **RESOLVED** to approve as a correct record, the notes of the Council Meetings held on the 14<sup>th</sup> May 2024.

**T21. Committee Minutes**

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

- a. Planning – 30<sup>th</sup> April 2024
- b. Community Resources – 19<sup>th</sup> March 2024

**T22. Annual Governance and Accountability Return (AGAR) 2023/24**

On the recommendation of FOG and the Governance and Finance Committee it was **RESOLVED**:

- a. To receive and note the report of the internal auditor.

- b. To receive the Statutory Balance Sheet for the year ended 31st March 2024 and approve signing by the Chairman and Responsible Financial Officer.
- c. To approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2023/24, placing ticks in all boxes except number 9 where n/a should be placed and approve signing by the Chairman and the Town Clerk.
- d. To approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2023/24 and authorise signing by the Chairman. (Attached).
- e. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as reasonably possible after approval of the AGAR and on a recommendation from FOG and the Governance and Finance Committee approve that the period for the exercise of public rights should be set from Thursday 20<sup>th</sup> June 2024 to Wednesday 31<sup>st</sup> July 2024.

**T23. Annual Town Meeting Minutes 2023/24**

The Council received the notes of the Annual Town Meeting held on 16<sup>th</sup> April 2024 and it was agreed that, unless there was a contentious subject requiring discussion in 2025, the Annual Town Meeting would be held at the Sessions House.

**T24. Working Groups**

The Council received details relating to working groups remit, delegated powers and remit and **RESOLVED** to re-establish the following working groups, approving remit and delegated powers as per the paper and membership as follows:

- a. Events Working Group: Cllrs. JS (Chair TC), DH (Vice TC), PS, DM, JB, JD.
- b. Past Mayors: Cllrs. Mrs. EB, JB, DH, GEH. Mrs. JMS, JS, Mrs. PFW.
- c. Floral Enhancements: Cllrs. Mrs. KP, PS, HF, Mrs. JMS, MB.
- d. Speed Awareness: Cllrs. JS (Chair TC), DH, PS, GEH, Mrs. KP, Mrs. EB, MB.
- e. Asset Review Group: Cllrs. DH (Chair CR), Mrs. EB (Chair GF), HF, MB, LF, JMS, GEH, LMC, PS, DM.
- f. Planning Working Group: All Cllrs.
- g. Financial Overview Group (FOG): Mrs. EB (Chair GF), PS (Vice GF), GEH, HF, JD, KP and the Town Clerk.
- h. Louth Travel Board: JB, JD.
- i. Rural Market Town Group: Cllr. Mrs. JMS and the Town Clerk.

**T25. Christmas Tree Festival 2024**

The Council **RESOLVED** that it would take part in the 2024 St. James' Church Christmas Tree Festival running from 5<sup>th</sup> - 11<sup>th</sup> December 2024 and to delegate authority to the Town Clerk to incur expenditure, with the Mayor leading arrangements.

**T26. Hubbard's Hills Future Management**

The Council received papers from the Hubbard's Hills Working Group, compiled from comments submitted by Councillors. It was **RESOLVED** that:

- a. Hubbard's Hills would be taken back into direct management from 30<sup>th</sup> November 2024.
- b. The Working Group would continue to work on the details of the changeover and present costed options for the Council in September covering governance and management arrangements, maintenance and development.
- c. The Town Clerk would write an open letter to the existing Trust, to be released to the press, informing them of its decision, thanking them for their service to the Council and the people of Louth over the last 14 years and explaining that the Council would take the time to consider the longer-term future of Hubbard's Hills.
- d. The Town Clerk would evaluate the extra administrative burdens as a result of the changes and consider extra staffing requirements and costings, as well as advising on appointment processes and timescales for the above.
- e. The Working Group (or its follow-on management and administration arrangements) would present further recommendations to the Town Council by end September 2025 which could include any of the original options and more, to be informed by the experience of the preceding year.

**T27. Louth Town Plan**

After a proposal from Cllr. JD, it was **RESOLVED** to establish the Louth Town Plan Working Group, approving remit and membership as follows:

Membership	6
Members in 24/25	Cllrs: JD (Chair), PFW, HF, PS, LMC, JMS. Group will have the opportunity to invite Councillors and Non-Councillors to meetings as required.
Remit	To develop an effective Louth Town Plan to provide a long-term vision for the improvement of Louth and its future by creating a coherent planning policy and bringing together interested individuals and organisations in the town to foster co-operation to create plans to improve various sectors in the town.
Delegated Powers	None – group is to make enquires and bring recommendations the Town Council.
Meetings	As required

**T28. Next Meeting**

It was noted that the date of the next scheduled Town Council meeting was 27<sup>th</sup> August 2024.

The Meeting Closed at 8.52pm.

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

## Louth Town Council

# INVESTMENT POLICY

This policy establishes formal objectives, practice and reporting arrangements for the effective management and control of the Council's financial management activities and associated risks

### 1. INTRODUCTION

Louth Town Council acknowledges its duty to carefully manage precept payers' money and the importance of investing any temporary surplus funds held on behalf of its community safely.

This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account:

- a. Section 15 (1) (a) of the Local Government Act 2003
- b. Statutory Guidance on Local Government Investments (3rd Edition)
- c. Guidance within Governance and Accountability for Smaller Authorities Practitioner's Guide March 2024.

The Local Government Act 2003 states that a local authority may invest:

- a. for any purpose relevant to its functions under any enactment;
- b. for the purpose of prudent management of its financial affairs;

The Council defines its financial management activities as:

*“the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”*

### 2. INVESTMENT OBJECTIVES

The Council's investment priorities are:

- a. security of its reserves (both general and earmarked) to ensure that money held is protected and in order to minimise loss;
- b. adequate liquidity of its investments to ensure money is available when it is needed and not locked away for lengthy periods with or without financial penalty;
- c. return on investment – the Council aims to obtain and achieve the best rates of interest on any investment whilst ensuring that the investment is low risk and easy to access

All investments will be made in pounds sterling (£).

The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (e.g. Standard & Poor's, Moody's Investors Service Ltd; and Fitch Ratings Ltd).

Investments will be distributed over more than one provider or more than one portfolio (where appropriate) in order to minimise risk of financial loss.

## Louth Town Council

# INVESTMENT POLICY

### 3. SPECIFIED INVESTMENTS

Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a Local Authority (as defined) or a Town/Parish Council will automatically be Specified Investments.

The Council for the sensible effective and prudent management of its treasury balances may use:

- a. Treasury Deposits with UK clearing banks
- b. Local Authorities or other Public Authorities
- c. Local Authority Investment Schemes - Local Authority Investment Trust (LAMIT)
- d. Other approved public sector investment funds (i.e. CCLA)

The choice of institution and length of deposit will be at the approval of the Governance and Finance Committee, ratified by full Council.

The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

### 4. NON-SPECIFIED INVESTMENTS

These investments have greater potential risk – examples include investment of funds in:

- a. the money market
- b. stocks and shares

Given the unpredictability and uncertainty surrounding such investments, the Council will generally not use this type of investment.

Any such investment will be subject to specific consideration and approval by full Council.

### 5. LOCAL INVESTMENTS (Lending by Local Councils)

The Town Council may loan funds to local enterprises, local third sector bodies, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

When considering security and liquidity of such loans the Council will set limits for their total exposure and apply the expected loss model in line with the requirements of International Financial Reporting Standards 9 Financial Instruments.

Local investments are often a convenient method of investing surplus funds within the community. The Town Council may lend money, on any terms which may be mutually agreed, for the benefit of its inhabitants and such loans are often made interest free. However, the Council will demonstrate that:

- a. Total financial exposure to these type of loans is proportionate;
- b. They have used an allowed “expected credit loss” model for loans and receivables as set out in International Financial Reporting Standard (IFRS) 9 Financial Instruments as adopted by proper practices to measure the credit risk of their loan portfolio;
- c. They have appropriate credit control arrangements to recover overdue repayments in place; and
- d. The local authority has formally agreed the total level of loans by type that it is willing to make and their total loan book is within their self-assessed limit.

## Louth Town Council

# INVESTMENT POLICY

### 6. LIQUIDITY OF INVESTMENTS

The Governance and Finance Committee in consultation with the Responsible Finance Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

Investments will be regarded as commencing on the date the commitment to invest is entered rather than the date on which the funds are paid over to the counterparty.

### 7. LONG TERM INVESTMENTS

Long Term Investments are defined in Guidance as being greater than 36 months. Any investment greater than 36 months will be subject to specific consideration and approval by full Council.

### 8. INVESTMENT STRATEGY 2024 - 2025

In the year 2024/25, the Town Council will seek to invest as much of its balance as possible in a low risk product to achieve its investment objectives.

The Town Council is mindful of the need to make the administration, monitoring and reporting of investments as simple as possible, especially when considering current low rates of return and administration costs associated with managing multiple accounts or creating new accounts.

The following have been identified using Moody's and Fitch Ratings\* as being suitably secure in the following scenarios:

- a. For day to day banking including current account a high degree of liquidity is required with suitable banking arrangements [easy] access for both deposit and withdrawal.

This condition has limited the practical choice to [local] "High Street" banks.

Louth Town Council has an ongoing long-term relationship with Lloyds Bank.

- i. The Business Current Account will continue to be held at Lloyds Bank for actual year finances plus 20% of the annual budget for cash flow purposes. Funds to be managed so as to avoid the balance ever dropping below £150,000.
- ii. A Business Deposit Account with another high street bank will be investigated and funds therein will not exceed £100,000 (amount covered by the Financial Services Compensation Scheme plus 17.6% for cashflow purposes).

The Council is aware that it will be required to incur expenditure going forwards on its assets (e.g., Hubbard's Hills, Old Mill House, Sessions House, Cemetery) and there are large projects within the community that it may wish to become involved with and liquidity of funds remains a higher priority than return on investment especially when the differential in rates of interest are very modest and limited.

For general investment of reserves and other funds an interest earning account that pays a competitive return is sufficient.

The Council will maintain an Investment Account with National Savings and Investments. This will be for all balances not held in the Current/Deposit Account (Earmarked Reserves and any remaining General Reserve not allocated to the current account)

The Responsible Finance Officer shall have delegated authority to make all necessary transfers between the accounts from time to time to meet the annual investment strategy.

## Louth Town Council

# INVESTMENT POLICY

### 9. REGULAR AND END OF YEAR INVESTMENT REPORT

Investment forecasts will be accounted for when budgets are prepared. The Responsible Finance Officer will report on investment activity (as appropriate) to the Governance and Finance Committee within budget (income /expenditure) reports.

### 10. REVIEW AND AMENDMENT OF REGULATIONS

The Annual Investment Strategy must be reviewed annually and revised if considered necessary. The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. All variations will be made available to the public.

## Louth United Charities

Registered Charity No. 220157

Dear Lynda,

**REF: Louth United Charities**

The Trustees of Louth United Charities would like to inform you of a change to the constitution which will see a change to how Trustees are appointed.

Currently the Trustees are made up of one Ex Officio, six Louth Town Council, and five Co-Opted members. Going forward it has been agreed this should change to one Ex Officio, two Louth Town Council and nine co-opted members. This change has been made for the benefit of the charity to ensure those involved have a wider and more focused skills base and experience of administering charities.

It has been agreed that in future as and when a councillor's term comes to an end and a new councillor is to become a trustee, the existing trustees will have the ability to confirm who, from the town council has the required skills, rather than the position be allocated from within the Town Council as at present.

We have received some applications in our most recent round of expressions of interest where councillors have suggested from people outside of the charity's boundary (the ancient parish of Louth) should apply. I have enclosed a copy of this map so councillors are aware of our operational boundary to ensure councillors signpost effectively and do not raise expectations!

Yours Sincerely,

On Behalf of the Trustees of Louth United Charities.



## Louth Town Council

# 2024/25 ACTION PLAN

This Action Plan is a ‘live’ document and by necessity will change but it aims to provide Louth residents with a clear understanding of:

- a) The overarching principles and objectives that the Council strives to work to.
- b) The Council's priorities / legal and best practice responsibilities for the coming Council year.

It should be noted that whilst some of the key issues facing the town are areas not directly under the control of the Council, it will seek to use its influence to ensure that other providers also respond to the needs and aspirations of Louth’s residents.

### KEY PRINCIPLES

The Council’s main aim is to improve the quality of life for the residents of Louth and develop the local economy.

To achieve this, it will:

- Engage with residents to better understand the community’s needs, and consider how it will address these needs within the resources and powers available to the Town Council.
- Promote all things positive and look for solutions to all things negative in order to enhance the town.
- Provide good quality, cost-effective services to help meet the needs and wishes of residents.
- Make Louth a place of pride by promoting a clean, bright, attractive and safe environment in keeping with Louth’s traditions and sustainable development goals.
- Encourage and assist other bodies, voluntary organisations and partners to provide services that support the above.
- Promote the best interests of the town for the betterment of the local community.

### CORPORATE OBJECTIVES

To develop the vitality, viability and positivity of the town.

- To lobby, consult, improve links with and listen to comments received from other statutory bodies, voluntary organisations and individuals to improve standards of service that meet with local needs.
- To work with partners to create and sustain a socially inclusive and caring community which embraces all its residents and seeks to develop their wellbeing, knowledge, understanding and mutual co-operation.
- To champion the provision of sufficient suitable affordable homes for the people with local connections to Louth, whilst safeguarding the environment in and around Louth from inappropriate development to maintain it for future generations.
- To create a healthy positive community by helping residents to have access to social, recreational and cultural facilities within the Town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.
- To work with others to protect the town and its residents from the impact of environmental change, including climate change.
- Ensure the Town Council is efficient, skilled and uses innovative ways, within its powers, to provide services in the most efficient and effective way.
- Improve the corporate image of the Council and promote democracy.
- Lobby to improve strategic traffic management and road infrastructure.

## Louth Town Council

# 2024/25 ACTION PLAN

### PRIORITIES / LEGAL AND BEST PRACTICE RESPONSIBILITIES 2024/25

#### **Statutory Duties/Powers**

- Ensure that there is transparent information about payments, audit documents, budget and precept available.
- Comply with the law in completing annual accounts and audit activities.
- Ensure that all governing documents such as Standing Order and Financial Regulations, policies and procedures are up to date, have been reviewed and next review date is evident, as necessary.
- Continue to provide burials at Louth Cemetery.
- Continue to ensure assets are insured appropriately.
- Undertake headstone safety testing.
- Continue to provide allotments.

#### **Corporate Development**

- Promote training and ongoing support for members of staff and councillors.
- Ensure that the Council maintains relevant subscriptions to enable access to advice and training.
- Ensure that data protection regulations are met.
- Ensure that IT equipment meets requirements and support is in place.
- Ensure Civility and Respect Pledge parameters are met.
- Maintain good governance adhering to relevant benchmarks to achieve Foundation Award requirements of the Local Council Award Scheme.
- Develop a business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community

#### **Communication and Consultation**

- Ensure website is kept updated.
- Improve the Town Council's Corporate Image
- Enhance biodiversity and protect the environment at the Cemetery.
- Undertake a tree survey at Louth Cemetery
- Represent the views and promote the interests of the people of Louth.
- Engage with the community, local businesses, community groups and organisations in Louth.
- Look to develop a community engagement policy involving two-way communication between council and community on facilities and services we provide such as Hubbard's Hills and Cemetery.
- Listen, investigate and respond to issues identified by the people of Louth and, if appropriate, signpost to the correct person / organisation for resolution / further progression.
- Develop closer links with LCC and ELDC on joint interests such as town development.

#### **Maintaining and Improving the Built and Natural Environment**

- Investigate the repair, rejuvenation and repurposing of the Chapel at Louth Cemetery
- Continue to maintain St. Aethelheard's Chapel.
- Improve aesthetics at the Cemetery
- Maintain Civic Property such as robes, chains, mayor's boards and mace as required.
- Maintain church clock
- Fund electricity for church floodlights
- Continue to run the Lovely Louth Competition
- Continue to run the Festive Window Competition
- Continue to provide floral enhancement in the town centre and look to expand where possible
- Continue to cut the amenity grass on behalf of Lincolnshire County Council.
- Maintain Hubbard's Hills
- Ensure that bins in its ownership are maintained and replaced if faulty.
- Liaise with other authorities if a new bin is requested.

## Louth Town Council

# 2024/25 ACTION PLAN

- Maintain benches in its ownership and replace, as necessary.
- Continue to ensure that its assets remain available for the enjoyment of sporting activities
- Assist residents in retaining, maintaining, improving and promoting the use of public spaces where possible and appropriate.
- Develop a planned maintenance approach to Council assets.
- Engage with the community on issues related to the environment and climate change.

### **Supporting the Safety and Wellbeing of Residents**

- Continue to provide funding to the Louth Citizen's Advice Bureau
- Continue to contribute to Louth's Flood Alleviation Scheme to ensure its continuation
- Work with and support local groups for the improvement of the facilities, environment and social and economic wellbeing in the community.
- Provide grants to local organisations through its yearly grant giving exercise
- Continue to erect and maintain reactive speed signs

### **Tradition and Culture**

- Continue to provide Christmas lights and a feature Christmas tree for the town.
- Continue to uphold Civic Traditions such as Civic Sunday and Mayor Making
- Continue to organise and facilitate the town's Remembrance Sunday parade and church service
- Continue to look after Louth's War Memorial
- Maintain Louth's 7 handmade, wooden entrance signs.
- Deliver beacon lighting event to commemorate 80 years since D-Day.

### **Working for Louth's Future**

- Consider how best to review Louth's Town Plan.
- Work towards the revisions
- Develop a Neighbourhood Plan
- Engage with community groups and individuals to help shape the Council's plans for the future.
- Develop proposals for enhancement of the town centre with LCC and ELDC.
- Develop a new management model for Hubbard's Hills

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council confirms by resolution at a full council meeting that all documentation and information is in place for the Foundation award and where applicable, is published on its website. The council also needs to evidence it has:

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Its standing orders	Council contact details and councillor information in line with the Transparency Code	
Its financial regulations	Its action plan for the current year	
Its Code of Conduct and a link to councillors' registers of interests	Evidence of consulting the community	
Its publication scheme	Publicity advertising council activities	
Its last annual return	Evidence of participating in town and country planning	
Transparent information about council payments		
A calendar of all meetings including the annual meeting of electors		
Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings		
Current agendas		
The budget and precept information for the current or next financial year		
Its complaints procedure		
Its accessibility statement		
Its privacy notice		

GOVERNANCE	COMMUNITY	DEVELOPMENT
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
A risk management policy		Disciplinary and grievance procedures
A register of assets		A policy for training and development of staff and councillors
Staff contracts		A record of all training undertaken by staff and councillors in the last year
Up-to-date insurance policies that mitigate risks to public money		A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

## WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.

- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.

- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.

- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.

It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.

- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.

- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.

- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.

- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.

- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.

- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a favour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.

- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.

- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.

- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.

- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

08-06-24 PLAN MINS

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

Councillor P. Starsmore (PS) (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), Mrs. J. Makinson-Sanders (Mrs. JMS), J. Simmons (JS), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

**Councillors not present:** M. Barnes (MB), G.E. Horton (GEH), D. Moore (DM), Mrs. K. Parsons (KP).

The Town Clerk Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitauro, Mr. P. Gutherson, Mr. R. Varrall, Mr. J. Irvine and Ms Nikki Wheeldon from the Louth Community Arts Centre Project and 25 members of the public were also present.

**Public Forum:**

- One member of the public spoke regarding the 3G pitch proposal at the Meridian Leisure Centre, explaining that his biggest issue was the proposed loss of free public open space. He shared concerns that the proposed pitch would not be free to use and explained that the current field was used extensively and was a valuable space. He expressed dismay that the plans for the new 3G field proposed to remove 14 trees, which would cause a negative impact to residents who lived close by. He requested that the Council consider holding a public meeting regarding the proposals, and possibly give financial support.
- A second member of the public informed the meeting that car parking had been an issue on the previous planning application for the 3G pitch, which was intended to be rectified on the current application by cutting down 14 trees. He believed this conflicted with East Lindsey District Council (ELDC) policy. He said that there was clearly a major issue with the loss of the current field as it was a social amenity. He was apprehensive regarding the new pitch being open from 8am – 10pm 7 days and voiced concern that the current casual users of the pitch would not be able to use it anymore. He went on to express his issues with the sound and light pollution.
- A third member of the public also expressed grave concerns regarding the materials used to make 3G pitches, believing them to be hazardous. She considered green spaces were vital to physical and mental health and that a 3G pitch would not be viable during times of intense heat or after heavy rain.
- A fourth member of the public asserted that he strongly objected to the 3G pitch, sharing that he lived close to the current playing field and that noise was already an issue. He believed the necessity of a noise monitor for the proposed pitch proved that it was in the wrong location.
- Other people, who were also Councillors, voiced their concerns with the 3G pitch application.

**P35. Apologies for Absence**

Apologies for absence were received from Cllrs. GEH, DM and Mrs. KP.

**P36. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. DH – Items 5, 6 and 7 as an ELDC Councillor.
- b. Cllr. Mrs. JMS – Items 5, 6, 7 and 8 as an ELDC Councillor.

**P37. Minutes**

It was **RESOLVED** that the notes of the Planning Committee Meeting held on 16<sup>th</sup> July 2024 be approved as the minutes.

**P38. Presentation from Louth Community Arts Centre Project**

The Council received a presentation from Mr. Varrall, Mr. Irvine, Ms Wheeldon and Mr. Gutherson, who were part of the Louth Community Arts Centre Project. As the presentation contained commercially sensitive information, it was **RESOLVED** due to matters that were commercially sensitive (Business Plan) that the presentation should be delivered in closed session. It was **RESOLVED** at the close of the presentation to return to open session and it was agreed that the group would be invited back to the next scheduled meeting of the Council on 27<sup>th</sup> August 2024 to provide evidence of the amount collected from crowd funding which it was felt

would help to give some indication of the level of support that was in the community for the project, an update on the project and make a formal request, if required.

**P39. Proposed 3G Pitch at Meridian Leisure Centre**

The Committee noted that an application had been received regarding the above. The Town Clerk told the Committee that the Planning Officer had confirmed that the Council had been granted an extension to the 29<sup>th</sup> August to make comments, and recommended that the Council deferred discussion of the application until after it held a public meeting. It was **RESOLVED** as follows:

- a. To invite Mr. Graham Marsh, Deputy Leader of ELDC and Portfolio Holder for Community Safety, Leisure and Culture and Carbon Reduction, Mr. Phil Perry, Assistant Director of Leisure and Culture for ELDC and Andy Booth and Lindsey Stuart, the Planning Officers for the application.
- b. The outcomes of the meeting would be to:
  - 1) Gather the thoughts of the local community.
  - 2) Ascertain whether the majority of those present support or object to the application.
  - 3) Ascertain whether there would be support for the Council to spend in the region of £30,000 of precept payers' money for judicial review (which had been suggested as a course of action by the Save the Wood Lane group, if the application were to be approved).
- c. That the meeting would be held on Tuesday 20<sup>th</sup> August 2024 at the London Road Sports Pavilion, Louth.
- d. That the meeting would commence at 7pm and close at 9pm at the latest in order for the venue to be vacated by 9pm.
- e. That the Deputy Mayor Cllr. DH would chair the meeting with assistance from the Mayor and Chairman of the Planning Committee.
- f. That the Council would formulate its corporate response at its next scheduled Planning meeting on 27<sup>th</sup> August 2024.

**P40. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 08-06-24) and **RESOLVED** as follows.

- a. N/105/01095/24 – To object on the grounds due to concerns with the proposed PVC windows to the front of the property and the mixing of the original wood bay window and PVC. The Council did not feel that this would provide a cohesive aesthetic and that to allow this would be of detriment to the Conservation Area.
- b. To support all applications.

**P41. Planning Correspondence**

The Committee noted the following planning correspondence:

**a. ELDC Planning Decisions**

- i. ELDC Approved – N/105/00860/24 – Approval of Reserved Matters – 52 St. Mary's Lane, Louth – LTC Supported 18/06/24.
- ii. ELDC Approved – N/105/00828/24 – Planning Permission – 24 Queen Street, LN11 9AU – LTC Objected 18/06/24.
- iii. ELDC Approved – N/105/00831/24 – Planning Permission – 7 Ramsgate, LN11 0NB – LTC Supported 18/06/24.
- iv. ELDC Approved – N/105/00886/24 – Planning Permission – 91 St. Bernard's Avenue, LN11 8AS – LTC Supported 16/07/24.

**b. Temporary Traffic Restrictions**

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water  
REASON FOR RESTRICTION: Emergency – Leaking fire hydrant.  
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – High Holme Road (Between Mill Lane and Hawthorn Avenue).  
PERIOD OF RESTRICTION: 22/07/24 – 26/07/24 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- ii. 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: (Restrictions to be implemented for 2 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: Water main repairs.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Eastgate (Between Lacey Gardens and a point 50m Southwest).

PERIOD OF RESTRICTION: (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. **Location:** 13 Market Place, Louth, LN11 9PB. **Nature of Investigation:** Removal of a window from a listed building without planning permission. The matter is due to be fully investigated by an officer, who will aim to visit the location within 18 working days to establish whether a breach of planning control has taken place.

**P42. Bridge Street Crossing**

The Committee noted that it had received details regarding this matter by email on 31<sup>st</sup> July 2024 and it considered Bridge Street as the suggested location for a new crossing facility to be investigated by LCC. It was **RESOLVED** not to support the investigation in this location.

**P43. Yellow Lines**

After discussion, it was **RESOLVED** that the Town Clerk would write to LCC for clarification regarding the colour of the above which had recently been repainted throughout the town.

**P44. Sinkhole Terminology**

After consideration, it was **RESOLVED** that the Council would not write to LCC to question their use of terminology regarding sinkholes.

**P45. Local Olympic Gold Medallist Congratulations**

Following a proposal from Cllr. Mrs. PFW it was **RESOLVED** that the Council would send a letter of congratulations to the above.

**P46. Next Meeting**

It was noted that the date of the next scheduled Planning Committee meeting was 27<sup>th</sup> August 2024.

The Meeting Closed at 9.45pm.

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

Dated \_\_\_\_\_

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
1	ELDC	N/105/ 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. <b>AMENDMENT - Previous approved amendments included for completeness. Amendments for plots 8, 9, 10 &amp; 11 included.</b>	Phase 3 Land Adjacent Playing Field, Julian Bower, Louth - St. Mary's Ward	No	Louth Town Council supported this application on 16th July 2024.	Not received in time for consideration by PWG.	29/08/2024
2	ELDC	N/105/ 00940/24	Planning Permission	Mr. K. Riley	Alterations to existing first floor flat to provide replacement windows.	24 Queen Street, Louth, LN11 9AU - Priory Ward	Yes	New	Open to committee.	28/08/2024
3	ELDC	N/105/ 01111/24	Planning Permission	East Lindsey District Council	Creation of 3G Artificial Grass Pitch (AGP) with perimeter fencing, floodlighting, storage container, new hardstanding areas, footpath, resurfacing of existing multi use games area (MUGA), extension of existing car park and the erection of an acoustic fence 4m in height.	Meridian Leisure Centre, Wood Lane, Louth, LN11 8SA - St. Michael's Ward	No	New	Open to committee.	29/08/2024
4	ELDC	N/105/ 01152/24	Planning Permission	Montebello Louth Ltd	Alterations to existing restaurant to provide 2no. retractable awnings.	37 Upgate, Louth, LN11 9HD - Priory Ward	Yes	New	Support.	28/08/2024
5	ELDC	N/105/ 01160/24	Planning Permission	Mrs. M. Machin	Alterations to existing dwelling to provide a replacement door and 2no. windows to the front elevation.	14 Ashley Road, Louth, LN11 9DB - Priory Ward	Yes	New	Open to committee.	30/08/2024
6	ELDC	N/105/ 01169/24	Section 73 Application	Mr. S. Ibbotson	Section 73 application to vary condition no.2 (approved plans) previously imposed on planning permission ref. no. N/105/00593/19 for the Erection of 2no. detached bungalows, 4no. pairs of semi detached houses, 28no. detached houses, 1no. block of 6no. terraced houses, 3no. blocks of 4no. terraced houses, 1no. block of 4no. bungalows (60no. houses in total) and associated garage blocks, provision of an attenuation pond and play area and construction of internal access roads.	Phase 2 Land Adjacent 82 Eastfield Road	No	New	Support.	06/09/2024

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/ 01180/24	Planning Permission	Liborix	Extension to existing warehouse unit.	Unit 1, Tekori Court, Boingbroke Road, Fairfield Industrial Estate, Louth, LN11 0WA - North Holme Ward	No	New	Open to committee.	04/09/2024
8	ELDC	N/105/ 01207/24	Reserved Matters Application	Mr. N. Hammond	Reserved matters application relating to the erection of 6no. dwellings (outline planning permission reference no N/105/00688/17 for the erection of up to 12no. dwellings (with means of access to be considered), granted 14th December 2022).	Land off Riverhead Road, Louth - St. Margaret's Ward	No	New	Support.	06/09/2024
9	ELDC	N/105/ 01219/24	Planning Permission	Mr. D. Booth	Extension to existing dwelling to provide additional living accommodation.	11 Sandringham Drive, Louth, LN11 0JE - North Holme Ward	No	New	Not received in time for consideration by PWG.	10/09/2024
10	ELDC	N/105/ 01220/24	Planning Permission	Mrs. E. Riley	Replacement of existing windows and doors, and installation of a rooflight.	198 Eastgate, Louth, LN11 9AG - Priory Ward	Yes	New	Not received in time for consideration by PWG.	10/09/2024

**PLANNING COMMITTEE 27<sup>th</sup> AUGUST 2024**  
**PLANNING CORRESPONDENCE TO NOTE**

- 1. ELDC Planning Decisions**
  - a. ELDC Approved – N/105/00788/24 – Planning Permission – 242 Eastgate, LN11 8DA – LTC Supported 16/07/24.
  - b. ELDC Approved – N/105/00696/24 – Planning Permission – Boundary Cottage, Kenwick Road, LN11 8NN – LTC Supported 28/05/24.
  
- 2. Temporary Traffic Restrictions**
  - a. ORGANISATION RESPONSIBLE FOR RESTRICTION: MDR Groundworks Ltd  
REASON FOR RESTRICTION: Surface water connection.  
NATURE AND LOCATION OF RESTRICTION: Link Footway Closure Order – Link footway between Brackenborough Road and Bolingbroke Road.  
PERIOD OF RESTRICTION: 02/09/24 – 13/09/24 (Restrictions to be implemented for 12 days as and when required during this period. Signage will be displayed on site in advance).
  - b. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council  
REASON FOR RESTRICTION: Event – RAE00309 – British Super Bikes (BSB).  
NATURE AND LOCATION OF RESTRICTION: No Right Turn Order – From A153 Horncastle Road onto A16 Louth Bypass.  
PERIOD OF RESTRICTION: 24/08/24 – 28/08/24 (Restrictions to be implemented for 4 days as and when required during this period. Signage will be displayed on site in advance).
  - c. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water  
REASON FOR RESTRICTION: Emergency – repair leak.  
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Commercial Road.  
PERIOD OF RESTRICTION: 16/08/24 – 22/08/24 (Restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
  
- 3. Appeals**
  - a. **Location:** 25 Queen Street, Louth, LN11 9BJ. **Nature of Appeal:** An appeal has been made to the Secretary of State against the decision of ELDC to refuse Planning Permission – Alterations to existing dwelling to provide front replacement uPVC windows and door. All representations made to ELDC on the application have been forwarded to the Planning Inspectorate, who will consider them when determining the appeal. The Planning Inspectorate aims to deal with appeals within 8 weeks of the appeal start date. For information, Louth Town Council objected in March 2024 on the grounds that the replacement of wooden sash windows with uPVC is not in keeping with and does not preserve or enhance the character of the conservation area.