

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council and its Planning Committee which will be held on Tuesday 6th October 2026 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. If possible, please provide written representation rather than attending in person.

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


Mrs. L.M. Phillips

Town Clerk

Dated this 1st Day of October 2026

AGENDA

TOWN COUNCIL

(Chairman: Cllr. Mrs. K. Parsons, Vice Chairman: Cllr. P. Starsmore, Membership: All Cllrs.)

1. Apologies for Absence

To receive 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. Reports/Updates from District and County Councillors

4. Town Clerk's Remarks

5. Minutes

To approve as a correct record the notes of the Council Meeting held on 15th September 2026.

6. Committee Minutes

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

- a. Planning Committee – 25th August 2026

7. Financial Matters

a. Bank Balances

Council to note bank balances as follows:

- i. Lloyds Treasurers Account (balance on statement 6 as at 30th September 2026) - £505,967.18
- ii. Lloyds Deposit Account (balance on statement 6 as at 30th September 2026) - £166,652.51
- iii. NS and I Account (balance on last statement, numbered 15 as at 18th February 2026) - £114,560.77.

b. Orders for Payment

Council to approve the attached list of payments made in September 2026. (Attached).

8. Risk Management Policy

Council to review its Risk Management Policy and approve for continued use. (Attached).

9. Reserves Policy

Council to review its Reserves Policy and approve for continued use. (Attached).

10. Asset Working Group

Council to receive an update from the Asset Working Group (attached) and consider recommendations therein.

11. Budget Setting

Councillors to note that they should submit written details to the Town Clerk of projects that they would like to see included in the budget for 2027/28, together with costings by 31st October.

12. Sexual and General Harassment

Following the introduction of new legislation in 2024 which placed greater responsibilities and legal requirements on all Employers (which includes each individual Councillor), to take proactive steps to prevent Sexual Harassment at Work and undertake related training on an annual basis, Councillors to:

- a. Review the Council's Sexual and General Harassment Policy (attached)
- b. Sign to confirm that they have received, read, understood and will abide by the policy; and
- c. Watch a short training video on the above.

13. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 24th November 2026.

PLANNING COMMITTEE**(Chairman: Cllr. P. Starsmore, Vice Chairman: Cllr. D. Moore, Membership: All Cllrs.)****1. Apologies for Absence**

To receive 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 15th September 2026. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 10-06-26). (Attached).

5. Planning Correspondence

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

6. Proposed Work to Trees

Committee to ratify the following comments compiled by the Planning Working Group and submitted to ELDC to meet their deadlines:

- a. **Proposals:** T1 – Cherry – Crown reduction up to 1.5m and general reshape to suitable pruning points. Clean out dead diseased and duplicating branches. T2 – Cherry – Crown reduction up to 1.5m and general reshape to suitable pruning points. Clean out dead diseased and duplicating branches. Both trees are 6.5m in height, reduce to 5m and 8m in diameter, reduce to 6m. **Location:** 10 Somersby Court, LN11 9NN. **Reasons:** General management to control size of trees. G6 – Atlas Cedar – Many branches are interfering with street lighting, pavement access and some branches are very close to our own house

windows and those of our neighbours at no. 46 St. Mary's Park. All works recommended by Wolds Tree Works. **Comments submitted for ratification:** Support.

- b. Proposals:** T3 – Cherry – Crown reduction up to 1.5m and general reshape to suitable pruning points, clean out dead diseased and duplicating branches. Tree is 6.5m in height and wish to reduce to 5m and 6m in diameter, reduced to 5m. **Location:** 2 Somersby Court, LN11 9NN. **Reasons:** No reasons given. **Comments submitted for ratification:** Support.
- c. Proposals:** T1 – Unknown – Remove tree. **Location:** 40 Kidgate, LN11 9HN. **Reasons:** The tree is extremely close to the Old Maltings Antique Centre and overhangs the roof. The tree overhangs 38 Kidgate. The roots are pushing out 40 year old retaining wall. Two arborists have recommended removal. **Comments submitted for ratification:** Object. The application states that the tree is close to the Old Maltings Antique Centre and that it is causing issues with a 40 year old retaining wall. The Planning Working Group are concerned that the species of the tree is unspecified, despite the application also noting that two separate arborists have recommended its removal. There is no arborist report to validate this and such would surely reveal the species of the tree. As the tree is in the Conservation Area the Planning Working Group would request that more information is obtained and validation by ELDC of the situation prior to a decision being made.

7. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 27th October 2026.

09-15-26 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 15th SEPTEMBER 2026**

The Mayor, Cllr. Mrs. K. Parsons (Mrs. KP) (in the chair).

Councillors present: J. Bakewell (JB), J.K. Baskett (JKB), T. Ball (TB), Mrs. E. Ballard (Mrs. EB), G. Cummings (GC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. H. Hunt (Mrs. HH), Mrs. J. Makinson-Sanders (Mrs. JMS), C. Matthews (CM), P. Matthews (PM), D. Moore (DM), I. Steer (IS), N. Steer (NS), T. Tapsfield (TT), D.E. Wing (DEW).

Councillors not present: P. Starsmore (PS), H. Steer (HS).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, the Mayor's Serjeant, Miss A. Crook, The Mayor's Chaplain, Reverend R. Mansfield, representatives from St. James' Church, Mr. A. Leonard, Ms J. Fletcher, Mr. D. Elkington and one member of the public were also present.

Public Forum

- Cllr. DEW thanked the Council for their support over recent months.
- Cllr. Mrs. JMS reported that Local Government Reorganisation plans had been halted and that the original proposals may not come to fruition. She continued that the May 2027 elections would cover only District and Parish Councils, excluding the shadow authority. Cllr. Mrs. JMS also noted that upcoming changes to ELDC's planning constitution would give Planning Officers final authority over most applications, although LTC was expected to remain a consultee. Finally, Cllr. Mrs. JMS shared that a report on S106 agreements had recently been published.
- Cllr. HF voiced concerns over several recent wasp stings in the vicinity of Hubbard's Hills. The Town Clerk confirmed that she was aware and maintenance staff had met with a complainant and were investigating the situation.
- Cllr. GEH reported that several residents had raised concerns about recent changes to bookings at the waste and recycling centre. Cllr. Mrs. KP replied that the Town Clerk had circulated information about the issues to Councillors recently.

Prior to the commencement of the meeting, the Mayor's Chaplain, Rev. R. Mansfield, said prayers.

T64. Apologies for Absence

Apologies for absence were received from Cllrs. PS and HS.

T65. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. GC – Item 15 as treasurer for Louth Run For Life.
- b. Cllr. Mrs. JMS – Item 3 as an associate of St. James' Church and Item 14 as a member of ELDC.

T66. Presentation from St. James' Church Representatives

Ms J. Fletcher, Church Warden and leader of the St. James' Church restoration project, gave the Council a brief presentation, describing the Church as a major town asset which hosted a wide range of local and national events and celebrations. It had recently been discovered that the roof's lead covering was in worse condition than expected. Architect Mr. D. Elkington explained that the lead was thin and had split through fatigue. Re-roofing modules had been developed, and the first stage was to obtain diocesan consent for the repairs. Mr. A. Leonard advised that ELDC had agreed to help fund the project's second phase once funding for the first phase had been secured. The representatives therefore presented a quote from Donald Insall Associates in the sum of £18,772.26 inc. VAT to obtain initial stage plans and documents for the renewal of the lead roof and some stonework. These documents could then be used to obtain the consents needed for the work to begin. After receiving the quote Councillors discussed the matter. The Town Clerk cautioned that there was not a specific power that the Council could use to undertake this work except for S.137. She explained that S.137 gives Councils the ability to spend a limited amount for purposes for which they have no other specific statutory power. The amount of money that could be spent under S.137 was capped, the amount being set annually in line with inflation. The amount in 2026/27 was £11.60 per elector, Louth's electorate being approximately 13,622. She warned that Council needed

to be mindful that it already used this power to incur expenditure for other items and that the Council needed to be in agreement that the amount spent was commensurate with the benefit to the community. Councillors considered this and agreed that the work needed to renovate the Church roof was much needed and the benefits to the community would far outweigh this cost. It was subsequently proposed, seconded and **RESOLVED** to a) award St. James' Church £18,772.26; b) write to ELDC confirming the Council's grant and express the hope that ELDC would also contribute; and c) issue a press release announcing the Council's decision to award the funding to St. James'.

T67. Reports/Updates from District and County Councillors

There were no further reports to be made in addition to those discussed in the public forum.

T68. Town Clerk's Remarks

The Town Clerk informed the Council that:

- Arrangements for the transfer of ownership of the land at Park Avenue to LTC for use by the Park Avenue Play Park Group was slowly progressing. Searches had been carried out on the land with no concerning results. The Council's solicitor was awaiting draft Contract and Transfer documents from Gleasons. Once the documents had been received, he would look to progress as soon as possible.
- Civic Sunday was to take place on 27th September. She reminded Councillors to confirm their attendance with the Mayor's Secretary as soon as possible.
- Plans for Louth's Remembrance Parade and Armistice Day Commemoration were ongoing. The events were to take place on Sunday 8th November and Wednesday 11th November respectively and Councillors attendance was to be requested via formal invitations, to be distributed soon.
- The sale of Old Mill House had been completed.

T69. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Town Council meeting held on 25th August 2026 be approved as the minutes.

T70. Committee Minutes

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

- a. Planning Committee – 28th July 2026.
- b. Governance and Finance Committee – 9th June 2026.

T71. Mayors Announcements

The Council received a list of the Mayor's engagements from 26th May 2026 to 15th September 2026 and heard a short presentation from Cllr. Mrs. KP about the events she had had the honour of attending during her first few months as Mayor. She felt it had been a pleasure to meet the many people who were passionate, helping those in need, entertaining and keeping Louth's history alive. Some of her highlights included learning more about Louth's history through the work of Louth Museum and the Civic Society, particularly through their Waging Peace exhibition which detailed Ghandi's visits to Louth. She continued that the arts had been a recurring theme in recent months, participating in the Louth Postcard Festival, sitting for a portrait by a local portrait group and attending many music events which included the Piano Festival organised by Allegro Appassionato, the Choral Society, Louth Men's Choir and many more. Cllr. Mrs. KP thought it would be remiss of her not to mention the recent Men's Tour of Britain bike race which came through Louth and which was an event that attracted many visitors. Finally, she wished to thank Reverend Mansfield, Councillors, the LTC staff and her Consort, James, for their support over her first few months of Mayor and looked forward to continuing to represent Louth Town Council both in the town and beyond.

T72. Financial Matters

a. Bank Balances

Council noted bank balances as follows:

- i. Lloyds Treasurers Account (balance on statement 5 as at 31st August 2026) - £367,870.88.
- ii. Lloyds Deposit Account (balance on statement 5 as at 31st August 2026) - £166,652.51.
- iii. NS and I Account (balance on last statement, numbered 15 as at 18th February 2026) - £114,560.77.

b. Orders for Payment

It was proposed, seconded and **RESOLVED** to approve the below list of payments made in August 2026:

Payment Ref	Supplier/Payee	Description	Payment Total	Date Paid
PC25	B&M	Bin liners	£1.98	03/08/26
PC26	Morrisons	Dish cloths	£0.79	03/08/26
PC27	TJ Jones	Stationery	£3.00	06/08/26
PC28	B&M	Stationery	£3.48	06/08/26
PC29	Morrisons	Stamps	£14.40	07/08/26
OP757	SCIS UK Ltd	Adobe subscription	£649.51	07/08/26
OP758	Smith of Derby Ltd	Work to St. James' clock	£216.00	07/08/26
OP759	Louth Building Supplies	Supply's for HH	£144.25	07/08/26
OP760	Warwood Interments Ltd	Gravedigging x2	£900.00	07/08/26
OP761	The Little Cleaning Co.	July cleaning	£356.16	07/08/26
OP762	D. Salkeld Ltd	Town centre watering July	£630.00	07/08/26
OP763	S.G. Rance	Gilding on Mayor's board	£20.00	07/08/26
OP764	GRS Signs Ltd	Garden of Remembrance plaque	£25.52	07/08/26
OP765	Paul Riddel Skips	HH skip July	£300.00	07/08/26
OP766	Glendale Countryside Ltd	July grass cutting	£5,634.30	07/08/26
OP767	Allinson Print Ltd	Stationery	£77.00	07/08/26
OP768	John Darke Ltd	July fuel	£69.73	07/08/26
OP769	LALC	Training	£30.00	07/08/26
OP770	Chris Fairburn MOT Centre	Work to van	£40.48	07/08/26
DDYUCH5	Yu Energy	St. James electric	£19.33	10/08/26
DDYUCEM5	Yu Energy	Cem electric	£35.66	10/08/26
DDYUSH5	Yu Energy	SH electric	£216.55	10/08/26
DDTEMKT5	Total Energies	Market Place electric box	£28.15	17/08/26
PC30	B&M	Bin liners	£1.98	18/08/26
SC5	Lloyds	Service charge	£8.50	18/08/26
DDAWSH5	Anglian Water	SH water	£8.00	20/08/26
DDAWCEM5	Anglian Water	Cem water	£36.00	20/08/26
DDAWHH5	Anglian Water	HH water	£403.00	20/08/26
DDEONHH5	E.On Next	HH electric	£57.93	21/08/26
DDEDFCEM5	EDF Energy	Cem gas	£14.65	24/08/26
DDEDFSH5	EDF Energy	SH gas	£46.84	24/08/26
OP771	The Little Cleaning Co.	August cleaning	£400.68	24/08/26
OP772	Paul Riddel Skips	HH skip August	£300.00	24/08/26
OP773	SCIS UK Ltd	July IT support	£48.00	24/08/26
OP774-778	Staff	Staff payments	£8,771.16	24/08/26
OP779	HMRC	PAYE/NIC	£2,820.67	24/08/26
OP780	LCC Pension Fund	Pensions	£2,772.31	24/08/26
DD1COMSH5	Onecom	SH 2x phone line and Wi-Fi	£95.33	28/08/26
PC31	Amazon	Flags and bunting	£74.30	28/08/26

T73. Annual Governance and Accountability Return (AGAR) 2025/26

- It was noted that the Council's External Auditor had completed its limited assurance review of LTC for the year ended 31st March 2026.
- The Council received the Notice of Conclusion of Audit and noted that it had been posted on the Council's website and noticeboards to meet legislative deadlines.
- The Council received and noted Section 3 – External Auditor Report and Certificate 25/26 and noted that it had received an unqualified audit, with the External Auditor finding no issues on which to make comment.

T74. Internal Audit 2026/27

After consideration it was proposed, seconded and **RESOLVED** that Louth Town Council should continue its joint internal audit arrangement with Mablethorpe Town Council and Alford Town Council, agreeing that the internal auditors were independent, suitably qualified and competent to act as internal auditors for LTC and that the scope of the internal audit was suitable. It was noted that Skegness had withdrawn from the arrangement.

T75. Local Government Pay Claim 2026/27

Council noted that an agreement had been reached on the above and it was proposed, seconded and **RESOLVED** to implement the changes, as per staff's contracts, from 1st April 2026.

T76. Release of Effluent into the River Lud

Upon a proposal by Cllr. Mrs. JMS, seconded by Cllr. TB, it was **RESOLVED** that the Council would contact Anglian Water to address its concerns and request an explanation as to why sewage was released into the River Lud in town centre locations on at least two occasions since August.

T77. Town Centre Heritage Grant Scheme

Cllr. Mrs. KP reported that Cllrs. Mrs. JMS and GEH had previously circulated correspondence about heritage funding available to Louth. Following this, a walkaround of the town centre took place with ELDC Cllr. A. Leonard, LTC Cllr. Mrs. KP and ELDC Heritage Officer Ms E. Wales. Cllr. Mrs. KP explained that Town Centre Heritage Scheme grants supported local businesses in improving their shop fronts and that, following the scheme's success in Horncastle, where its panel included local Councillors and officers, LTC was invited to nominate representatives. It was proposed, seconded and **RESOLVED** that Cllr. NS and Mrs. KP should be put forward to represent LTC on the Town Centre Heritage Grant Scheme panel.

T78. Budget Setting

It was noted that Councillors should submit written details to the Town Clerk of projects they would like to be included in the budget for 2027/28, together with costings, no later than 31st October 2026.

T79. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 6th October 2026.

The Meeting Closed at 8.29pm.

Signed _____ (Chairman) Dated _____

LTC Payments

September 2026

Payment Ref	Supplier/Payee	Description	Payment Total	Date Paid
PC32	B&M	Bin liners	£1.98	02/09/26
DC19	HM Land Registry	SH title register documents	£14.00	03/09/26
DC20	Events Industry Forum	Purple Guide Subscription	£12.00	04/09/26
DC21	By Emily via Whop	Mayors Serjeant uniform	£44.90	07/09/26
DDYUCL6	Yu Energy	St. James' Clock electric	£22.00	09/09/26
DDYUCEM6	Yu Energy	Cem electric	£38.34	09/09/26
OP781	CHASE CIC	LTC grant	£2,000.00	10/09/26
OP782	Waveform Arts	LTC grant	£500.00	10/09/26
OP783	Louth Building Supplies	HH and Cem supplies	£160.48	10/09/26
OP784	ACB Machinery & Servicing	Work to equipment	£268.50	10/09/26
OP785	GBM Waste Management	Cem waste August	£225.76	10/09/26
OP786	D. Salkeld	August watering	£630.00	10/09/26
OP787	inSpire Community Activities	Tour of Britain bikes	£130.00	10/09/26
OP788	Chubb Fire & Security	Maintenance work	£79.30	10/09/26
OP789	Allinson Print Ltd	Stationery	£53.99	10/09/26
OP790	P. Starsmore	Tour of Britain expenses	£100.16	10/09/26
OP791	Wilkin Chapman LLP	Park Avenue Play Park expenses	£2,100.00	10/09/26
OP792	IT@Spectrum Limited	Photocopier	£367.37	10/09/26
OP793	Louth Mens Shed	Wooden blocks for Cllrs names	£135.00	10/09/26
OP794	Paul Riddel Skips	August HH skip	£300.00	10/09/26
OP795	Glendale Countryside Ltd	August HH, Cem and verge cutting	£4,044.30	10/09/26
OP796	Sylvester Keal Ltd	HH cleaning/sanitary supplies	£505.60	10/09/26
DDYUSH6	Yu Energy	SH electric	£213.75	11/09/26
DDEONCEM6a	E.On Next	Cem electric	£8.11	15/09/26
DDEONSH6a	E.On Next	SH electric	£82.87	16/09/26
PC33	Morrisons	Office supplies	£6.00	16/09/26
DDEONHH6	E.On Next	HH electric	£43.68	17/09/26
DDEDFCEM6	EDF Energy	Cem gas	£15.06	18/09/26
DDTEMKT6	Total Energies	Market Place electric	£28.15	18/09/26
DDAWSH6	Anglian Water	SH water	£8.00	21/09/26
DDAWCEM6	Anglian Water	Cem water	£54.00	21/09/26
DDEDFSH6	EDF Energy	SH gas	£209.54	21/09/26
DDAWHH6	Anglian Water	HH water	£330.00	21/09/26
PC34	Argos	Kettle	£22.99	21/09/26
SC6	Lloyds	Service Charge	£20.93	21/09/26
DC22	Leaf Design UK Ltd	Turn Louth Pink décor	£95.00	23/09/26
PC35	Boyes	Bin liners	£0.99	23/09/26
OP797	The Kings Head Louth	Civic Service buffet	£780.00	25/09/26
OP798	DCC of St. James	Roof	£18,772.26	25/09/26
OP799	Wilkin Chapman	FOI/SAR advice	£1,728.00	25/09/26
OP800	ACB Machinery & Servicing	Work to mower	£80.10	25/09/26
OP801	L. Phillips	Mayors Serjeant collar and cuffs	£4.59	25/09/26
OP802	P. Starsmore	Tour of Britain expenses	£32.99	25/09/26
OP803	Chubb Fire & Security	Alarm contract 2026/27	£1,228.96	25/09/26
OP804	GRS Signs Ltd	2x LTC banners	£156.07	25/09/26
OP805	The Little Cleaning Co.	September cleaning	£445.20	25/09/26
OP806	AJ Embroidery	Workwear	£24.00	25/09/26
OP807	PKF Littlejohn LLP	2025/2026 External Audit	£1,260.00	25/09/26
OP808	Louth Run For Life	Turn Louth Pink entry	£10.00	25/09/26
OP809-813	Staff Payments	Staff Payments	£10,112.09	25/09/26
OP814	HMRC	PAYE/NIC	£3,646.81	25/09/26
OP815	LCC Pension Fund	Pensions	£3,277.75	25/09/26
DDEONFL	E.On Next	St. James Floodlights electric	£306.98	28/09/26
PC36	Yorkshire Trading	Bin liners	£7.45	30/09/26
DD1COMSH6	Onecom	SH 2x phone line and Wi-Fi	£95.33	30/09/26

KEY: CHQ – Cheque DD – Direct Debit OP – Online Payment SC – Service Charge PC – Petty Cash DC – Debit Card

Louth Town Council

RISK MANAGEMENT POLICY

1. Objectives

The aims and objectives of this policy are to comprehensively help Louth Town Council to identify, evaluate and control risk, beginning with the need to develop risk management beyond health and safety. To:

- Integrate risk management into the culture of the organisation.
- Embed risk management through ownership and management of risk as part of all decision-making processes.
- Manage risk in accordance with best practice.
- To minimise losses, injury and damage, and reduce the cost of risk.
- To ensure appropriate actions are taken to address identified risks.

2. Introduction – Risk Management Policy Statement

Louth Town Council recognises that, in addition to its statutory duties, there are significant economic and ethical reasons to take all reasonable and practicable measures to safeguard the people that it works with and provides services for; and to protect the natural and built environments for which it is responsible for.

This policy document first establishes:

- a) What is risk management?
- b) Why the Council needs a risk management policy?
- c) The reasoning behind the risk management procedures of Louth Town Council.
- d) What the Risk Management process is.
- e) Operations for control of risks.
- f) Risk monitoring.
- g) Roles and responsibilities; and
- h) Future monitoring.

a) What is Risk Management?

Risk management is essential to good governance. The Council recognises the definition of risk as that contained in the Audit Commission's management paper 'Worth the Risk: Improving Risk Management in Local Government':

'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objective and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.'

Louth Town Council is more likely to achieve its objectives if it manages risk properly. It is critical to recognise that risk management applies to every aspect of the Council's work and is not just about health and safety.

Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working.

Not all these risks are insurable and for some the premiums may not be cost-effective. Even where insurance is available, money may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk, before costly steps to transfer risk to another party are considered.

Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses.

Measures to manage adverse risks are likely to help with managing positive ones. The examples below are high profile but not exhaustive:

Health and Safety Risk – the Council will adhere to the requirements of the Health and Safety at Work Act 1974; the Regulatory Reform (Fire Safety) Order 2005; the Management of Health and Safety at Work Regulations 1999; and other relevant health and safety legislation and codes of practice. The Council’s policy is comprehensively detailed in the Health and Safety Policy.

Strategic Risk – long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence and, in the worst-case scenario, government intervention.

Compliance Risk – failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, increased Best Value inspection and inability to enforce contracts.

Financial Risk – fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums and lengthy recovery processes.

b) **Why the Council Needs a Risk Management Policy?**

Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services required. Risk management will help ensure that all committees/sections within the Council have an understanding of ‘risk’ and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

Strategic risk management is also an integral part of the Best Value process and, as such, is an important element in demonstrating continuous service improvement. There is an Audit requirement under the Accounts and Audit Regulations 2015 to establish and maintain a systematic strategy, framework and process for managing risk.

c) **Why Risk Management?**

Whilst it is acknowledged that risk cannot be totally eliminated, it is accepted that much can be done to reduce the extent of injury, damage and financial loss. Therefore, Louth Town Council is committed to identifying, reducing or eliminating the risks to both people and the natural and built environments.

The Council will carry insurance in such amounts and in respect of such perils as will provide protection against significant losses, where insurance is required by law or contract and in other circumstances where risks are insurable and premiums cost effective.

The Council will seek to embed effective risk management into its culture, processes and structure to ensure that opportunities are maximised. All members of the Council and staff are encouraged to identify, assess and manage risks.

d) **What is the Risk Management Process?**

Implementing the Policy involves identifying, analysing/prioritising, managing and monitoring risks.

Risk Identification – identifying and understanding the hazards and risks facing Louth Town Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control it or respond to it.

Risk Prioritisation – an assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored low, medium or high. High scoring risks will be subject to detailed consideration and the preparation of a contingency/action plan to appropriately control the risk.

Risk Control – risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

e) Operation for Control of Risks

Elimination – the circumstances from which the risk arises are ceased so that the risk no longer exists.

Reduction – loss control measures are implemented to reduce the impact/likelihood of the risk occurring.

Transfer – where the financial impact is passed to others, e.g. by revising contractual terms.

Sharing – sharing the risk with another party or parties.

Insuring – insuring against some or all of the risk to mitigate financial impact.

Acceptance – documenting a conscious decision after assessment of the areas where the Council accepts or tolerates a particular risk.

f) Risk monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection

g) Roles and Responsibilities

It is important that risk management becomes embedded into the everyday culture and performance management process of the Town Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively across the Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular service and those responsible for it. The process must be driven from the top but must also involve staff throughout the Council.

Elected Members

Risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor risk management. This will include:

- Approval of the Risk Management Policy.
- Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- Consideration, and if appropriate, endorsement of the Annual Statement of Internal Control.
- Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

Members of Staff

Members of staff will act as the risk champion for their service area, assisting with identifying all risks in their area. Members of staff will manage risk effectively in all service areas or projects and report how threats and risks have been managed to the Town Clerk. This includes identifying, analysing, prioritising, monitoring and reporting on service risks and any control actions taken.

Town Clerk

The Town Clerk and RFO will act as the Lead Officer on Risk Management, overseeing the implementation of the detail of the Risk Management Strategy and will

- Provide advice as to the legality of policy and service delivery choices.
- Provide advice on the implications of potential service actions for the Council's corporate aims, objectives and best value targets.
- Update Council and service areas on the implication of new or revised legislation.
- Assist in handling any litigation claims.

- Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
- Advise on any health and safety implications of the chosen or proposed arrangements for the service delivery.
- Report progress to Council.
- Ensure that Risk Management is an integral part of any service review process.
- Ensure that recommendations for risk control are detailed in service review reports.

Responsible Finance Officer

The Town Clerk as the Council's Responsible Finance Officer will:

- Assess and implement the Council's Insurance requirements.
- Assess the financial implications of strategic policy options.
- Provide assistance and advice on budgetary planning and control.
- Ensure that the Financial Information Systems allows effective budgetary control and informs financial decisions made by the Council.

Staff Members

Staff members will undertake their jobs to the best of their ability to reduce risks, ensuring that the skills and knowledge that they have acquired and that have been passed to them are used effectively. All employees will maintain an awareness of the impact of costs and risks. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Town Clerk.

Role of Internal Audit

The Independent Internal Auditor provides an important scrutiny role carrying out audits to provide independent assurance to the Town Council via the Governance and Finance Committee that the necessary risk management systems are in place and all significant business risks are being managed effectively.

Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud.

The Internal Audit Report, and any recommendations contained within it, will help to shape the operation of the Council.

In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals or groups are encouraged to report adverse incidents promptly and openly.

The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and demonstrating effective corporate governance.

h) Future Monitoring and Evaluation of this Policy

The progress of the Policy will be measured on:

- Adjustments to the way in which services are delivered.
- Greater satisfaction of members, staff, volunteers, customers and visitors with the provisions made by the Council.
- Improvements to the provisions made by the Council for its buildings and open spaces.

Louth Town Council

RESERVES POLICY

This policy sets out how the Council will ensure that an appropriate level of reserves is maintained.

INTRODUCTION

Louth Town Council (the Council) is required to maintain sufficient financial reserves to meet the needs of the organisation. By statute it should have regard, when setting its budget, for:

- a. the financial reserves which the authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure; and
- b. such financial reserves as are sufficient to meet so much of the amount estimated by the authority to be a revenue account deficit for any earlier financial year as has not already been provided for.

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide specifies that:

"The authority needs to have regard to the need to put in place a General Reserves Policy and have reviewed the level and purpose of all Earmarked Reserves"

There are two types of reserves:

General Reserves

The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of the level of income and expenditure but also the risks to that income. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

Earmarked Reserves

Those reserves that are set aside for a specific purpose or to counter a specific known risk. Saving for a specific project could be managed through an earmarked reserve. None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular, may give rise to enquiries from internal and/or external auditors.

POLICY STATEMENT

The Council will not allow its general reserve to fall below the minimum requirement of 3 months running costs plus 10%, calculated using the current annual precept figure or the previous year's net running costs (whichever is the highest).

In 2025/26 net running costs totalled £485,137.23. The annual precept in 2026/27 was £377,090.17.

It follows that one month's average running costs total £40,428.10. 3 months average running costs total £121,284.31. 10% of which equals £12,128.43.

Therefore, in 2026/27 the Council will ensure that the level of its general reserve remains above £133,412.74.

Checks will be undertaken by the Town Clerk who will report to the Governance and Finance Committee if this figure is not met.

Louth Town Council Asset working group.

Meeting update and Budget considerations

The concept of Local Government Reorganisation (LGR) led to discussions throughout 25/26 by Louth Town Council regarding the potential of asset transfer and service delivery from East Lindsey District Council (ELDC) to within Louth Town Council (LTC).

Initially the Financial Overview and Governance group (FOG) undertook a review and presented a summary of the assets held by ELDC to LTC for consideration as to whether they would be requested for transfer.

Although the LGR has been halted, there remains opportunity for LTC to enter into discussions with ELDC re. the transfer of assets and services. The Asset working group met to discuss the summary that has been previously presented to council and wish to make the following recommendations:

1. Storage – in preparation for future opportunities there is a need to clear some of the spaces within Sessions House, therefore a proposal for a metal container/ shed, to be placed in the car park, in the area to the rear of the old police station is put forward.
2. Office space – with the potential of additional services there will be the potential need for additional office space and staff areas, therefore it is proposed that a clear out is undertaken of the upper floors of Sessions House and a feasibility study is undertaken for the potential of additional office space. This may lead to the removal of storage for the museum which currently takes up space on the upper floor.
3. Market management – to investigate the possibility of taking over the running of the weekly markets. Proposal is to work with the town centre group and to meet with the ELDC market manager and to meet with Alford Town Council who have undertaken such a transfer.
4. Management of public toilets – to investigate the possibility of taking over the management of the public toilets, sited on Eastgate and at the Bus Station and to discuss with Alford who have undertaken such a transfer.
5. Green Space and Playparks – to investigate the possibility of taking over the management of Westgate Fields, the Gatherums, Charles Street, and all playparks within Louth.
6. In order to undertake work outlined above, the group propose to provide budget details for approximately £100k be added into the 2027/28 budget.
7. In addition to the above the Asset working group will work closely with the Town Centre Retail working group and the ELDC Place team, to investigate the need for improved Town Centre street furniture, signage, tourist information and window displays

Recommendations

1. To approve the above identified areas for the Asset Working group to continue to work through.
2. To approve that the Asset Working Group provide an outline of spend for inclusion in the 2027/28 Budget.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	26/27	Ongoing	
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.	✓		Frequent posting to Facebook to engage with residents. Agreed in June to trial a market stall. LTC Cllrs stall at Tour of Britain.
Promote all things positive and look for solutions to all things negative in order to enhance the town.	✓		Town Centre Retail WG met with ELDC reps re. Vital and Viable. Cllr meeting with ELDC Conservation Officer. Agreed to give £18,772.26 to Church. Tour of Britain promotions. Resolved to contact Anglian Water re. effluent release into River Lud. LTC representatives nominated to sit on the Town Heritage Grant Scheme panel. Easter Parade to be organised.
Provide good quality, cost-effective services to help meet the needs and wishes of residents.	✓		New cemetery fees implemented May 2026.
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.	✓		Verges, Cem and HH cuts undertaken. Town planters looked after year-round. Free flower baskets provided to town centre businesses. Tour of Britain themed décor erected throughout town Sept 2026. Arrangements for Christmas tree decoration in discussion. Meeting and supporting neighbours of 160 Eastgate.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	26/27	Ongoing	
Encourage and assist other bodies, voluntary organisations and partners to provide services that support the above.	✓	•	Ongoing support of Park Avenue Play Park. LRSP grant £20,000. Land off London Road leased to Louth Athletics Club. Support Flood Alleviation Scheme with maintenance contribution. Donation of £18,772.26 to St. James' for roof repairs. Distributed grants to Waveform Arts (£500) and C.H.A.S.E. (£2,000). Emergency Plan adopted in conjunction with CERT.
Promote the best interests of the town for the betterment of the local community.	✓	•	Year-round meetings, posting to FB and website
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.	✓	•	Organising Remembrance 2026 based on RBL and LCC feedback from 2025. Town Centre Retail WG met with ELDC reps. Town Centre walkaround with ELDC re. Town Centre Heritage Scheme ELDC Sept 2026. Cllr meeting with ELDC Place Reps. Meeting and walkaround of 160 Eastgate with residents and Morrisons representatives. Submitting no objection to EGL5 June 2026.
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.	✓	•	Achieved by working with LCC, ELDC, LRSP/MV, EA, Louth Town Action Group, grant recipients, RBL, Trinity Church, St. James' Church. Grants to CHASE and Waveform.
To champion the provision of sufficient suitable affordable homes for people with local connections to Louth, whilst safeguarding the environment in and around Louth from inappropriate development to maintain it for future generations.	✓	•	Achieved by Planning Committee and PWG making comments on planning applications, tree preservation orders, TRO's etc.
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.	✓	•	Achieved by working with the Friends of Park Avenue Play Park, ELDC, LRSP, Louth Athletics Club. Grant applications to CHASE and Waveform Arts. Ongoing work at HH. Funds to St. James' Church.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	26/27	Ongoing	
To work with others to protect the town and its residents from the impact of environmental change, including climate change.	✓	•	Reviewed Biodiversity Policy. Contacted Anglian Water re effluent in River Lud.
Ensure the Town Council is efficient, skilled and uses innovative ways, within its powers, to provide services in the most efficient and effective way.	✓	•	Training for all Councillors and staff. LALC Training Bulletin circulated. Dissemination of information via FB and website increased.
Improve the corporate image of the Council and promote democracy.	✓	•	Promotion of Council's activities frequently posted on FB.
Lobby to improve strategic traffic management and road infrastructure.	✓	•	PWG and Planning Committee comments.
PRIORITIES / LEGAL AND BEST PRACTICE RESPONSIBILITIES			
Statutory Duties/Powers			
Ensure that there is transparent information about payments, audit documents, budget and precept available.	✓	•	Published on website and in notice boards, if required.
Comply with the law in completing annual accounts and audit activities.	✓	•	Published on website and in notice boards.
Ensure that all governing documents such as Standing Orders and Financial Regulations, policies and procedures are up to date, have been reviewed and next review date is evident, as necessary.	✓	•	Reviewed annually, or when legislation requires.
Continue to provide burials at Louth Cemetery.	✓	•	
Continue to ensure assets are insured appropriately.	✓	•	Reviewed annually.
Undertake headstone safety testing.	✓	•	Undertaken as a rolling process.
Continue to provide allotments.	✓	•	
Undertake staff DBS checks		•	To be undertaken October 2026.
Corporate Development			
Promote training and ongoing support for members of staff and councillors.	✓	•	Joined LALC ATS. LALC Training Bulletin circulated. Training record kept.
Ensure that the Council maintains relevant subscriptions to enable access to advice and training.	✓	•	Annual subscription to LALC/NALC.
Ensure that data protection regulations are met.	✓	•	Data Map and policies reviewed June 2026 and published on website. Training undertaken by staff. Councillors to undertake training.
Ensure that IT equipment meets requirements and support is in place.	✓	•	Council approved, in principle, purchase of tablets for Councillors July 2026 to be rolled out Oct 26.
Ensure Civility and Respect Pledge parameters are met.	✓	•	Signed 23/24.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	26/27	Ongoing	
Maintain good governance adhering to relevant benchmarks to achieve Foundation Award requirements of the Local Council Award Scheme.	✓		Bronze Award achieved November 2025.
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		•	To be discussed by Council.
Communication and Consultation			
Ensure website is kept updated.	✓	•	
Improve the Town Council's Corporate Image	✓	•	Frequent FB posting to engage with public. Branding stickers for planters purchased. Two LTC banners purchased Sept 2026. LTC organised and publicised Tour of Britain event in Cornmarket. LTC market stall to be trialled.
Enhance biodiversity and protect the environment at the Cemetery.	✓	•	Biodiversity Policy reviewed annually.
Undertake a tree survey at Louth Cemetery		•	
Represent the views and promote the interests of the people of Louth.	✓	•	Meeting with neighbours, local Louth groups and Morrisons re 160 Eastgate. Comments from residents read by Ward Councillors during Planning Application discussions.
Engage with the community, local businesses, community groups and organisations in Louth.	✓	•	Festive Window, hanging baskets, working with the Friends of Park Avenue Play Park group, Louth Town Action Group, working in partnership with businesses and local groups for Tour of Britain promotion and event.
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.		•	Policy to be considered. Survey of Hubbard's Hills users in preparation.
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.	✓	•	Answering calls/emails. Agreement to become an Arms Forces Friendly Council, implementation ongoing.
Develop closer links with LCC and ELDC on joint interests such as town development.	✓	•	Use of Market Place electricity box. Meetings with Town Centre Retail WG. Organising of Tour of Britain event in conjunction with ELDC and LCC. Walkaround with ELDC Town Centre Heritage Grant Scheme. Cllr meeting with Conservation Officer.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	26/27	Ongoing	
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	✓	•	Hedge cutting, grass cutting, strimming, planting, general tidiness, cem walk under construction, litter picking, bin emptying, cleaning of flood and William Brown memorials
Maintain Civic Property such as robes, chains, mayor's boards and mace as required.	✓	•	New Mayor's Serjeant in post. Job description includes this.
Maintain church clock	✓	•	Work ongoing.
Fund electricity for church floodlights	✓	•	
Continue to run the Lovely Louth Competition			Council agreed not to run competition in 2025 and instead purchased hanging baskets for businesses in town centre.
Continue to run the Festive Window Competition	✓	•	
Continue to provide floral enhancement in the town centre and look to expand where possible	✓	•	6-tier planter and town centre planters. Summer hanging basket initiative.
Continue to cut the amenity grass on behalf of Lincolnshire County Council.	✓	•	
Maintain Hubbard's Hills	✓	•	Ongoing tree work, work to repair ramp, updated signage, drain repair, planting, seeding, grass, hedge and shrub cutting, cleaning of toilets, repairs to toilets, fencing, graffiti removal, bench repair, weir, riverbank management, work to gabion baskets.
Ensure that bins in its ownership are maintained and replaced if faulty.	✓	•	
Liaise with other authorities if a new bin is requested.	✓	•	Ongoing negotiations with ELDC re. placement of bin on Virginia Drive
Maintain benches and bus shelters in its ownership and replace, as necessary.	✓	•	New bench on Newmarket March 2026.
Continue to ensure that its assets remain available for the enjoyment of sporting activities	✓	•	Work with LRSP/MV re. London Road astro turf site, Louth Athletics Club re. Pavilion on Council land.
Assist residents in retaining, maintaining, improving and promoting the use of public spaces where possible and appropriate.	✓	•	Working with Friends of Park Avenue Play Park. Planters year round. Purchase of hanging baskets for businesses.

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	26/27	Ongoing	
Develop a planned maintenance approach to Council assets.	✓	•	Necessary work identified in SH survey. Work undertaken. Weekly check lists in use re. van, at SH, HH and Cem. Maintenance funds included in budget where identified.
Engage with the community on issues related to the environment and climate change.	✓	•	HH memorial trees planted. HH survey planned.
Maintain the Market Place electricity box	✓	•	
Look to obtain a grant for town centre improvements	✓	•	LTC joined Town Centre Heritage Grant Scheme Sept 2026.
Supporting the Safety and Wellbeing of Residents			
Continue to provide funding to the Louth Citizen's Advice Bureau		•	£1,100 to be released in March 2027.
Continue to contribute to Louth's Flood Alleviation Scheme to ensure its continuation		•	Funds to be released in April 2027.
Continue to support LRSP financial on an annual basis to a maximum of £20,000		•	£20,000 to be released December 2026.
Work with and support local groups for the improvement of the facilities, environment and social and economic wellbeing in the community.	✓	•	Continuing to support LRSP financially on an annual basis to a maximum of £20,000. CHASE granted £2,000. Ongoing support of Friends of Park Avenue Play Park. Assist RBL in Louth's Remembrance Parade. Work with Trinity Church making food bank referrals and publicising their schemes. Lease of land to Louth Athletics Club.
Provide grants to local organisations through its yearly grant giving exercise	✓	•	Grants open year-round. CHASE £2,000, Waveform Arts £500.
Continue to erect and maintain reactive speed signs	✓	•	
Tradition and Culture			
Continue to provide Christmas lights and a feature Christmas tree for the town.	✓	•	Light switch on to be organised for 2026.
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	✓	•	Decorated seasonally and work to trees planned in 26/27.
Maintain Louth's 7 handmade, wooden entrance signs.	✓	•	
Working for Louth's Future			
Consider how best to review Louth's Town Plan.		•	Planning Committee to consider
Work towards the revisions		•	

Louth Town Council

ACTION PLAN

	Monitoring		Notes on completion
	26/27	Ongoing	
Develop a Neighbourhood Plan		•	Planning Committee to consider
Engage with community groups and individuals to help shape the Council's plans for the future.	✓	•	Working with Friends of Park Avenue Play Park, Friends of St. James', LRSP, Louth Run For Life.
Develop proposals for enhancement of the town centre with LCC and ELDC.	✓	•	Town Centre Retail Working Group met with ELDC re Vital and Viable. Worked with ELDC and LCC re Tour of Britain. Cllr meeting with ELDC Conservation Officer.
Encourage residents to extend their time in the town centre by encouraging shops to offer discounts/organising events in the marketplace to attract visitors	✓	•	Town Centre Retail Working Group discussed parking with ELDC. Tour of Britain event in Cornmarket organised in conjunction with neighbouring cafes and shops. Christmas light switch-on event to be planned.
Arrange for the Love Louth webpage to be updated		•	In progress.
Develop a new management model for Hubbard's Hills	✓	•	Management taken in house December 2024, suggest should be considered again when results of Government Reorganisation are known.

Louth Town Council

SEXUAL AND GENERAL HARASSMENT POLICY

POLICY

1. Louth Town Council recognises that harassment and victimisation is unlawful under the Equality Act 2010.

S26 of the Equality Act 2010 defines harassment as:

(1) A person (A) harasses another (B) if –

(a) A engages in unwanted conduct related to a relevant protected characteristic, and

(b) the conduct has the purpose or effect of –

(i) violating B's dignity, or

(ii) creating an intimidating, hostile, degrading, humiliating or offensive environment for B.

As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.

2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. Louth Town Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. Louth Town Council deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all its employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Council. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Council.
8. Louth Town Council recognises that it has a duty to implement this policy and all employees are expected to comply with it. The Council will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:
 - insensitive jokes and pranks
 - lewd or abusive comments
 - deliberate exclusion from conversations
 - displaying abusive or offensive writing or material
 - abusive, threatening or insulting words or behaviour
 - name-calling
 - picking on someone or setting them up to fail

Louth Town Council

SEXUAL AND GENERAL HARASSMENT POLICY

- exclusion or victimisation
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

Examples of sexual harassment

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

Examples of victimisation

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

Third party harassment

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

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

16. Responsibilities Employee responsibilities

- 16.1. The Council requires its employees to behave appropriately and professionally at all times during the

Louth Town Council

SEXUAL AND GENERAL HARASSMENT POLICY

working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

- 16.2. Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:
- in a work situation
 - during any situation related to work, such as a social event
 - against a colleague or other person connected to the employer outside of a work situation, including on social media
 - against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

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

17. Council responsibilities

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

Complaining about harassment and/or bullying

18. Informal method

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

19. Formal method

- 19.1. Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Town Clerk as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:
- the name of the alleged harasser

Louth Town Council

SEXUAL AND GENERAL HARASSMENT POLICY

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

09-15-26 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 15th SEPTEMBER 2026**

Cllr. D. Moore (DM) (in the chair).

Councillors present: J. Bakewell (JB), J.K. Baskett (JKB), T. Ball (TB), Mrs. E. Ballard (Mrs. EB), G. Cummings (GC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), C. Matthews (CM), P. Matthews (PM), D. Moore (DM), I. Steer (IS), N. Steer (NS), D.E. Wing (DEW).

Councillors not present: Mrs. H. Hunt (HH), P. Starsmore (PS), H. Steer (HS), T. Tapsfield (TT).

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

P39. Apologies for Absence

Apologies for absence were received from Cllrs Mrs. HH, PS, HS and TT.

P40. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. HF – PA2 as an acquaintance of the applicant.
- b. Cllr. DH – Items 4 and 5 as a member of East Lindsey District Council (ELDC).
- c. Cllr. GEH – Items 4 and 5 as a member of ELDC and PA3 as an acquaintance of the applicant.
- d. Cllr. Mrs. JMS – Items 4 and 5 as a member of ELDC.

P41. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 25th August 2026 be approved as the minutes.

P42. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 09-15-26) and it was proposed, seconded and **RESOLVED** as follows:

- a. 01273/26/FUL – to concur with the comments of the Conservation Officer Imogen Colenutt and resolved to object as a result of those comments.
- b. comments, on the grounds that the proposals would have a detrimental effect on the conservation area and public visual amenity.
- c. 01280/26/FUL – not to comment, leaving the decision to ELDC's Planning and Health and Safety Officers.
- d. 01290/26/OUT – to object, raising significant concerns where new development has the potential to place additional and unsustainable pressure on already stretched infrastructure, public services, and environmental capacity.

The Council wishes to make clear that it is not opposed to growth in principle and recognises the importance of appropriately planned development in supporting housing needs, the local economy, and community vitality. However, the Council considers that growth must be sustainable, well located, and supported by the necessary infrastructure, services, and environmental protections in order to avoid adverse impacts on existing and future residents. The Council emphasises that development should be directed to suitable locations that do not place further pressure on existing drainage systems or increase the risk of surface water run-off and flooding. The cumulative impact of development on local drainage capacity is a material planning consideration, particularly in areas already known to experience drainage constraints. Robust and deliverable drainage solutions, including sustainable drainage systems where appropriate, should be clearly demonstrated. The Council notes ongoing concerns regarding capacity within key public services, including primary healthcare provision, with recognised pressures on GP services and NHS dental availability. In addition, there is concern about the limited provision of children's recreation facilities, including play areas and accessible green spaces. National research has identified that provision in Louth is small relative to the town's population size, and this existing deficit should be appropriately addressed through new development. The cumulative impact of recent and proposed development on infrastructure, transport networks, healthcare provision, community facilities,

and the local environment must be fully assessed and mitigated. In the absence of clear, secured, and deliverable measures to address these pressures, development cannot be considered sustainable. Development of areas which are currently outside of the parish boundary (as in this instance) have a huge impact on the town. The town's resources support these but the town gets no contribution towards the costs through Council Tax. This is not fair to tax payers and development of these 'out of boundary' areas should be limited. Consideration of developments on a piecemeal basis should not take place. Developments which will 'join' together should be looked at as a whole and planned properly. The placement of conditions on approved applications must be looked at closely and it must be ensured that they are implemented to reflect the needs of the community more, for instance new developments need to be responsible for providing dog bins, a landscaping scheme and the provision of trees is imperative on all developments, a footpath must be installed from the development into town, on main roads, if it does not already exist. Provision of a cut through footpath to allow easier transit from the estate into the town should be considered and designed into developments. There should be more than one entrance and exit to the estate and a system of circular routes within the estate should be designed in to allow the Louth Nipper Bus to traverse the development giving public transport links to the town. The Town Council therefore urges ELDC to give full weight to these considerations and to ensure that robust evidence, appropriate mitigation measures, and necessary infrastructure contributions are in place prior to the approval of development proposals.

- e. To support all other applications.

NB: Cllr. GEH left the meeting at 9.13pm.

P43. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC approved – 01066/26/ADV – Consent to Display – Trotters Traders, North Holme Road – LTC supported 28/07/26.
- ii. ELDC approved – 00927/26/LBA – Listed Building Consent – 34 Westgate, LN11 9YH – LTC supported 28/07/26.
- iii. ELDC approved – 03860/25/FUL – Planning Permission – The Pavilion, London Road, LN11 9QP – LTC supported 03/03/26.
- iv. ELDC approved – 01088/26/FUL – Planning Permission – Louth Garden Centre, LN11 8LQ – LTC supported 28/07/26.
- v. ELDC approved – 01098/26/ADV – Consent to Display – 114 Eastgate, LN11 9AA – LTC supported 25/08/26.
- vi. ELDC approved – 01097/26/LBA – Listed Building Consent – 114 Eastgate, LN11 9AA – LTC supported 25/08/26.

b. Temporary Traffic Restrictions

- i. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Water main repairs.
Nature and Location of Restriction: Road Closure Order – Eastgate (between Market Place and a point 50m west).
Period of Restriction: 07/10/26 – 08/10/26, 19:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed in advance).
- ii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Work on water main.
Nature and Location of Restriction: Road Closure Order – Northgate (between Cannon Street and Vickers Lane).
Period of Restriction: 06/10/26 – 07/10/26, 20:00 to 06:00 (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: Emergency – burst main repair.
Nature and Location of Restriction: Emergency Road Closure Order – Stewton Lane (between 100m and 150m east of Hawker Drive).
Period of Restriction: 27/08/26 – 04/09/26 (restrictions to be implemented for 8 days as and when required during this period. Signage will be displayed on site in advance).

- iv. **Organisation Responsible for Restriction:** Lincolnshire County Council.
Reason for Restriction: Carriageway reconstruction.
Nature and Location of Restriction: Road Closure Order – Bowers Avenue. No Waiting and No Loading at Any Time Order – Bowers Avenue.
Period of Restriction: 14/10/26 – 22/10/26, 07:00 to 18:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).
- v. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – George Street (between property numbers 16 and 22).
Period of Restriction: 02/09/26 – 04/09/26 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- vi. **Organisation Responsible for Restriction:** GTM.
Reason for Restriction: S278 carriageway and footway construction.
Nature and Location of Restriction: Road Closure Order – St. Bernard's Avenue (between property number 88 and Monks Dyke Road).
Period of Restriction: 19/10/26 – 01/11/26 (restrictions to be implemented for 14 days as and when required during this period. Signage will be displayed on site in advance).
- vii. **Organisation Responsible for Restriction:** Anglian Water.
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Halfpenny Lane (between property 100m and 150m west of A16).
Period of Restriction: 05/09/26 – 11/09/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- c. **Tree Preservation Order – 137 Eastgate, Louth (105.36)**
 - i. It has been decided to enforce the above Tree Preservation Order permanently without modification as the trees affected by the Order have been deemed as under threat of removal or harmful works and is of significant amenity value.
- d. **Enforcement**
 - i. **Location:** New Orleans Jazz Club, 51 Queen Street, LN11 9BJ. **Nature of Investigation:** Untidy building within a Conservation Area. A recent site inspection has confirmed that the aforementioned breach of planning control has now been resolved, therefore no further action is to be taken.

P44. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 6th October 2026.

The Meeting closed at 9.17pm.

Signed _____ (Chairman) Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	00871/26/FUL	Planning Permission	British Garden Centres	Erection of a facilities building, indoor and outdoor racquet sport courts, parking, and other associated works. Existing arbour feature to be demolished. Amendments - EA consultation response technical note received 21st September 2026. Technical note response to Lincolnshire CC received 25th August 2026. Updated preliminary ecological appraisal received 25th August 2026.	Louth Garden Centre, Legbourne Road, Louth, LN11 8LQ - St. Michael's Ward	No	Louth Town Council considered this application on 28th July 2026 and resolved to defer making a decision until it is known whether a footpath will be installed. It would support LCC's submission regarding deferment.	Not seen by PWG.	13/10/2026
2	ELDC	01277/26/FUL	Planning Permission	Mr. T. Lawrence	Erection of a dwelling with detached single garage.	Land Adjacent 52a, Stewton Lane, Louth - St. Michael's Ward	No	Louth Town Council considered this application on 15th September 2026 and resolved to support but wish their concerns regarding flooding in the area to be acknowledged. The Council noted that the proposals are designed to protect the development from flooding but worried that they would increase the risk of flooding elsewhere and at other properties.	See PWG Notes	13/10/2026
3	ELDC	01300/26/FUL	Planning Permission	ERJ Investments LTD	Erection of a canopy over existing padel courts.	Louth Tennis Centre, Scarborough Road, Fairfield Industrial Estate, Louth, LN11 0WD - North Holme Ward	No	New	See PWG Notes	07/10/2026
4	ELDC	01380/26/FUL	Planning Permission	Mr. N. Fenn	Alterations to existing flats to provide replacement windows and 2no. replacement doors.	Taverners Court, Louth, LN11 0GX - St. James' Ward	No	New	See PWG Notes	07/10/2026
5	ELDC	01402/26/RVC	Section 73 Application	Mr. C. Fairburn	Section 73 application to vary condition no.2 (approved plans), condition 4 (landscape management), condition 5 (surface water) and condition 6 (materials) previously approved under planning permission ref. no. N/105/02293/11 for the erection of 1no. block of 3no. dwellings and 1no. block of 4no. flats with the provision of bin storage.	Land West Of Car Park, Newmarket, Louth, LN11 9EQ - St. Mary's Ward	Yes	New	See PWG Notes	09/10/2026
6	ELDC	01425/26/RES	Reserved Matters Application	Mr. K. Snape (Snape Properties Ltd)	Reserved Matters application relating to the erection of 47no. dwellings with garages, construction of access roads and landscaping (outline planning permission ref.no. 03090/25/OUT for the erection of 47no. dwellings)	Land at Fanthorpe Lane, Louth - North Holme Ward	No	New	Not seen by PWG.	19/10/2026

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
7	ELDC	01433/26/FUL	Planning Permission	Mr. D. Parker	Erection of 8no. houses, 5no. flats, construction of vehicular accesses and associated parking. Demolition of existing warehouse.	The Warehouse, Novus Packaging and Design Consultancy, Riverhead Road, Louth, LN11 0BY - Trinity Ward	No	New	See PWG Notes	08/10/2026
8	ELDC	01439/26/FUL	Planning Permission	Mr. D. Spindley	Change of use of existing drinking establishment to form a retail unit.	29-35 Uppgate, Louth, LN11 9HD - Priory Ward	Yes	New	See PWG Notes	12/10/2026
9	ELDC	01463/26/FUL	Planning Permission	Mr. L. Jones	Extension and alterations to existing dwelling to provide additional living accommodation.	31 Keddington Road, Louth, LN11 0AU - Trinity Ward	No	New	See PWG Notes	09/10/2026
10	ELDC	01466/26/FUL	Planning Permission	Mr. M.Bennison	Extensions to existing dwelling to provide additional living accommodation.	6 Hunter Place, Louth, LN11 9LG - St Mary's Ward	No	New	See PWG Notes	15/10/2026
11	ELDC	01527/26/FUL	Planning Permission	Mr. D. Paddison	Alterations to existing dwelling to provide replacement wooden windows and doors.	1 Newmarket, Louth, LN11 9HH - Priory Ward	Yes	New	Not seen by PWG.	22/10/2026

NOTES OF THE LOUTH TOWN COUNCIL PLANNING WORKING GROUP MEETING (PWG)

HELD BY TEAMS AT 7PM ON TUESDAY 29TH SEPTEMBER 2026

Apologies: Cllrs. E. Ballard, J. Bakewell

Attendees: P. Starsmore (Chair) - The Chair does not vote unless the result is tied. J. Makinson-Sanders, D. Moore, T. Ball, G. Cummings, H. Hunt

Applications

01277/26/FUL - Land Adjacent to 52A Stewton Lane

The Erection of a dwelling, with single detached garage.

LTC considered this application on 15th September, 2026. It was supported with the comment that there were concerns about the potential 'run off' of surface water adding to the flooding issues of the local area.

Since the application was considered, there is little added to the portal. A document from LCC does state that given the size of the development, it is considered minor, and ELDC Planning should consider any potential flooding risk as part of its assessment. LCC do not comment on such applications. They also requested that consideration be given to footpaths along the boundary.

There were no objections, again echoing the support given last time, with the comments about potential flooding risk in the area.

Result: Support (unanimous)

01300/26/FUL - Louth Tennis Centre, Scarborough Road, Fairfield Industrial Estate

Erection of a canopy over the existing padel courts.

There were no objections, given its location, there will be no impact to residents, or street scene.

Result: Support (unanimous)

01380/26/FUL - Taverners Court, Louth (Old Wellington Pub)

Alterations to the existing flats to provide replacement windows and doors.

The replacements are material types. Though not in the conservation area, the building is of an older historical type (19th Century) adjacent to the former Railway Station. The window treatments are respectful in visual appearance, utilising the 'Legacy' brand uPVC type replacement, with no trickle vents, and of Sash window styling, in keeping with the look of the current windows.

The conservation officer has at this time made no comment, possibly given it is outside the conservation area.

The discussion was centred around the replacements respected the look and feel of the building, and there were no objections.

Result : Support (unanimous)

01402/26/RVC - Land West of Car Park, Newmarket

3 dwellings and 4 flats with associated bin storage provision

Section 73 Application (n/105/02293/11)
 Condition 2 - Plans
 Condition 4 - Landscape Management
 Condition 5 - Surface Water
 Condition 6 - Materials

The initial application was rejected in 2012. It would appear that an appeal was successful around 2015, but there are no details of the conditions that would apply to the build, usually associated with the decision document. There are reasons provided for the refusal as part of the 2012 decision, but no viewable notes as to the further decisions.

The application does have some detail about sewage and water systems connecting into an adjacent property (owned by the applicant) and detailing of composite materials to be used in place of wood.

The development is in the conservation area, and it was noted that the development has potential to be of benefit in improving the street scene but given the conditions they are wishing to vary are not viewable, it was felt we couldn't truly give an opinion without all the facts.

Result: Defer (unanimous). We need to know the result of the application conditions post appeal, and what was stipulated that they wish to alter.

01433/26/FUL - The Warehouse, Novus Packaging & Design, Riverhead Road (Corner of Commercial Road)

Erection of 8 houses / 5 flats with vehicular access & demolition of current warehouse.

Some trees will remain, the larger establish specimens, but some with less amenity value will be removed.

It was discussed about the development removing the culvert aspect, and the potential for flood in the area, but it is of no greater potential than other properties in the area, and planning officers will need to consider this.

The development will improve the visual aspect of the area though, and no objections were raised.

Result: Support (unanimous)

01439/26/FUL - 29 - 35 Upgate

G. Cummings declared interest and abstained from voting.

Change of use of existing drinking establishment to retail unit.

No structural changes present, change of usage application.

Concerns raised about the parking facility at the premises, and some clarification needs to be established to ensure safety of the public with regards to access, but ultimately there were no objections.

Result: Support (Unanimous - 1 abstention)

With comment about parking on site to be considered.

01463/26/FUL - 31, Keddington Road

Extension & Alterations - additional Living Accommodation.

Removal of the sun room to create a larger kitchen/living area, single storey with flat roof, and glass raised central lighting system.

No objections.

Result: Support (Unanimous)

01466/26/FUL - 6, Hunter Place

Terry Ball Declared Interest.

Extension & alterations - additional living accommodation.

Extension to rear of the property to increase kitchen / Utility area.

Flat roof with roof light. Single story. Bi-Fold access doors to patio area, removal of 'snug' wall to open up larger open plan living space.

Also, addition of small WC in upstairs bedroom.

No objections noted.

Result: Support (unanimous - 1 abstention)

01425/26/ - Land @ rear of 19, Fanthorpe Lane.

P. Starsmore Declared Interest.

47 Dwellings, with access from Wildflower Park / Daisy Way specified.

Fanthorpe Lane to be closed off with bollards to prevent general access, but removable bollard for emergency vehicle usage. Fanthorpe Lane not to be used as access for development stage.

No major changes since the Outline planning permission, but detail of all the 3 and 4 bedroom houses to be developed. There is no inclusion of social housing, no improvements to infrastructure (granted at Outline stage due to low profit nature of development) and no affordable housing provision.

There was some debate about the folly of this application being allowed to progress with no provision to the local community in terms of social provision of the lack of local infrastructure supporting another large increase in potential population. There is a loss of biodiversity on the outskirts of the town.

Fanthorpe Lane is the original northern entrance to the town.
Archaeology assessment?

The group felt this would need to be deferred to LTC for larger discussion

Result: Defer (unanimous)

TREES - PWG Comments submitted to ELDC to meet deadlines and to be ratified by LTC

1. 107/26/TCA - 10, Sommersby Court (Comments submitted by 29/09/26)

T1 - Cherry - Crown Reduced and Re-shaped

T2 - Cherry - Crown Reduced and Re-shaped

Result: Support (unanimous)

2. 108/26/TCA - 2, Sommersby Court (Comments submitted by 29/09/26)

T1 - Cherry - Crown Reduced and Re-shaped

Result: Support (unanimous)

3. 112/26/TCA - 40, Kidgate (Comments submitted by 30/09/26)

T1 - Unknown - Removal

This tree gave some concern. Firstly, the species is not specified. The applicant states that it is close to the Old Maltings Antique Centre, and that it is causing issues with a 40 year old retaining wall, and has been recommended by two separate arborists for removal. There is no arborist report to validate this, and would have assumed this would have revealed the species of the tree for consideration. It is in the Conservation area, and further information is required. We would request the Tree Officers validate the situation prior to any decision being made, and at this point, we decline to support.

Result : Object (Unanimous) - with the above concerns.

PLANNING COMMITTEE 6th OCTOBER 2026
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC approved – 01124/26/LBA – Listed Building Consent – 45 Westgate, LN11 9YE – LTC supported 25/08/26.
- b. ELDC approved – 01181/26/FUL – Planning Permission – 36 Horncastle Road, LN11 9LD – LTC supported 25/08/26.
- c. ELDC approved – 00723/26/RVC – Section 73 Application – Westfield Park Development, Grimsby Road – LTC supported 28/07/26.
- d. ELDC approved – 01222/26/FUL – Planning Permission – 6 Ramsgate Road, LN11 0NH – LTC supported 25/08/26.

2. Temporary Traffic Restrictions

- a. **Organisation Responsible for Restriction:** Lincolnshire County Council.

Reason for Restriction: Emergency – drainage/flood alleviation.

Nature and Location of Restriction: Emergency Road Closure Order – Eastfield Road (between Park Row and Ticklepenny Lock Road).

Period of Restriction: 14/09/26 – 15/09/26, 08:00 to 18:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed in advance).

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

Reason for Restriction: Emergency – repair leak on burst water main.

Nature and Location of Restriction: Emergency Road Closure Order – Monks Dyke Road (between St. Bernard's Avenue and a point 50m east).

Period of Restriction: 10/09/26 – 16/09/26, 24/7 (restrictions to be implemented for 7 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: New fire hydrant.

Nature and Location of Restriction: Road Closure Order – Westgate (between Breakneck Lane and a point 50m northeast).

Period of Restriction: 26/10/26 – 27/10/26 (restrictions to be implemented for 2 days 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: Carriageway reconstruction.

Nature and Location of Restriction: Full Road Closure – Bowers Avenue.

Period of Restriction: 14/10/26, 07:00 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).

- e. **Organisation Responsible for Restriction:** Lincolnshire County Council.

Reason for Restriction: Carriageway resurfacing.

Nature and Location of Restriction: Road Closure Order – Crowtree Lane (between Edward Street and Irish Hill).

Period of Restriction: 28/10/26 – 31/10/26 (restrictions to be implemented for 4 days as and when required during this period. Signage will be displayed on site in advance).

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

Reason for Restriction: Work on water main.

Nature and Location of Restriction: Road Closure Order – Northgate (between Cannon Street and Vickers Lane).

Period of Restriction: 21/10/26 – 22/10/26, 20:00 to 6:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

g. Organisation Responsible for Restriction: Lincolnshire County Council.

Reason for Restriction: Drainage.

Nature and Location of Restriction: Road Closure Order – Stewton Lane (between 350m and 450m east of Hawker Drive).

Period of Restriction: 17/08/26 – 16/10/26, accurate dates/times will be displayed on site in advance (restrictions to be implemented for 28 days as and when required during this period).

h. Organisation Responsible for Restriction: Lincolnshire County Council.

Reason for Restriction: Drainage.

Nature and Location of Restriction: Public Right of Way Closure Order – Louth PROW 1169/1 (between Stewton Lane and a point 50m south).

Period of Restriction: 17/08/26 – 16/10/26, accurate dates/times will be displayed on site in advance (restrictions to be implemented for 14 days as and when required during this period).

i. Organisation Responsible for Restriction: TLF Utilities Limited.

Reason for Restriction: Installing new BT pole.

Nature and Location of Restriction: Road Closure Order – B1200 Westgate (between 42m and 112m southwest of Breakneck Lane).

Period of Restriction: 04/11/26, 09:30 to 14:30 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

j. Organisation Responsible for Restriction: Aptus Utilities.

Reason for Restriction: New electricity main from Industrial Estate to Gleasons Development.

Nature and Location of Restriction: Road Closure Order – Brackenborough Road (between 50m south and 20m north of Bolingbroke Road). Bolingbroke Road (between Brackenborough Road and a point 10m west).

Period of Restriction: 09/11/26 – 27/11/26, 08:00 to 17:00 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).

k. Organisation Responsible for Restriction: Aptus Utilities.

Reason for Restriction: New electricity main from Industrial Estate to Gleasons Development.

Nature and Location of Restriction: Road Closure Order – Brackenborough Road (between 50m south and 20m north of Bolingbroke Road). Bolingbroke Road (between Brackenborough Road and a point 10m west).

Period of Restriction: 09/11/26 – 27/11/26, 08:00 to 17:00 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).

l. Organisation Responsible for Restriction: Anglian Water.

Reason for Restriction: Emergency – repair leak.

Nature and Location of Restriction: Emergency Road Closure Order – Eastfield Road (between Riverhead Road and a point 50m east).

Period of Restriction: 27/09/26 – 02/10/26, 24/7 (restrictions to be implemented for 6 days as and when required during this period. Signage will be displayed on site in advance).

3. Withdrawn

- a. Planning Reference:** N/105/00957/24. **Proposal:** Erection of 1no. house with an integral double garage, 1no. house with an attached double garage, 4no. houses with associated detached garages and construction of a vehicular and pedestrian access. **Location:** Land Adjacent and Opposite 19 Fanthorpe Lane. L/TC objected 04/02/2025.

4. Enforcement

- a. Location:** The Royal British Legion, Northgate, Louth, LN11 0LY. **Nature of Investigation:** Untidy land and building within a Conservation Area. A recent site inspection confirmed that improvements had been made to the condition of the aforementioned building and land, therefore there will be no further action.