

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council's Planning Committee and an extraordinary meeting of the Town Council and the Personnel Committee, which will be held on Tuesday 8th October 2019 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.

Please note, 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.

L.M. Phillips

Mrs. L.M. Phillips

Town Clerk

Dated this 3rd Day of October 2019

AGENDA

PLANNING COMMITTEE

(Chairman: Councillor Mrs. S. Crew, All Members)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Planning Committee meeting held on 10th September 2019.

4. Applications received by the Local Planning Authority

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 10-08-19).

5. Proposed Works to Trees

Committee to consider and comment, if required, on the following proposed work to trees:

- a. **Proposals:** T1 – Willow – Pollard back to standing stem of around 5m in height.
Location: 4 Crown Mills
- b. **Proposals:** T1 and T2 – Cherry – reduce in height from 8m to 7m and diameter from 8m to 6m.
Location: 10 Somersby Court
Reasons: To give clearance to the road and sheds.
- c. **Proposals:** T1 – Cypress – remove to ground level. G1 – Cypress x 3 – remove to ground level.
Location: 10 Grimsby Road
- d. **Proposals:** T2, T5, T6 – Conifers – Fell. T7 – Cherry – Fell.
Location: 14 Old Mill Park
Reasons: T2 – growing into adjacent tree. T5 and T6 – to allow space for adjacent tree. T7 – to allow light for other trees and shrubs.

6. Proposal by BT to Remove Telephone Boxes

Committee to consider a proposal by BT to remove the following telephone boxes in Louth and respond either to a) object with evidence based reasons, b) consider adopting, c) offer no objection to the removal:

- a. Telephone box at junction of High Holme Road and Mill Lane
- b. Telephone box at junction of Brackenborough Road and Keddington Road

7. Hedgerow Removal

Committee to note the following proposed removal of hedgerows under the Hedgerow Regulations 1997 and comment if required (see attached map):

Proposals: Remove 32m hedging

Location: Kenwick Road, grid ref: 534309/385124

Reasons: The proposed works compromise the installation of approximately 550m of new water mains from Kenwick reservoir north along Kenwick Road. The mains will run within the arable fields east of Kenwick Road requiring the working width to cross the road twice (once at the reservoir and again further north).

8. Planning Correspondence

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

9. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 5th November 2019.

TOWN COUNCIL

(Chairman: Councillor D.E. Wing, Deputy Mayor, All Members)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. LALC Conference and Annual Meeting

Council to note that Cllr. JB cannot attend the above. Therefore, Council to consider nominating a member(s) to attend the above at The Bentley Hotel, Newark Road, South Hykeham on Tuesday 15th October. Conference from 9am to 3pm. AGM from 3pm to close. Cost: £20 per delegate (inclusive of buffet lunch). Council also to consider authorising payment of mileage.

4. Closed Session Item

Committee to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and sensitive nature in relation to:

- a. **Correspondence from a member of the public** – Council to note recent correspondence and resolve upon the way forward.

5. Next Meeting

Council to note that the next scheduled meeting of Louth Town Council will take place on 26th November 2019.

PERSONNEL

(Chairman: Councillor Mrs. J. Makinson-Sanders, Members: Councillors Mrs. S.E. Locking, D.E. Wing, Mrs. E. Ballard, Mrs. S. Crew)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Personnel Committee meeting held on 10th September 2019.

4. Appraisals

Committee to resolve upon forms to be used in all appraisals and Clerk's appraisers.

5. Next Meeting

Committee to note that the date of the next scheduled Personnel Committee meeting is 10th December 2019.

09-10-19 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th SEPTEMBER 2019**

Present

Councillor Sue Crew (SC) (in the chair).

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), M. Bellwood (MB), Mrs. S. Crew (SC) L. Cooney (LMC), A. Cox (AC), H. Filer (HF), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), D. Jackman (DJ), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P Treanor, Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

Councillors not present: G.E. Horton (GEH)

The Town Clerk, Mrs. L.M. Phillips and 1 member of the public were also present.

Public Forum

- Cllr. R Jackson (ELDC) reported that ELDC were refreshing their Corporate Strategy and that the Chief Executive would like the input of all towns and parish councils, she stressed how important the town council input was. The Town Clerk confirmed that the consultation was to run from 16th October until 18th November.
- Cllr. JS thanked the council for their support of her cousin, Marcus Burnett, who had given the presentation for a college in Louth at the August meeting. She reported that he had not received much feedback from the surveys given out to businesses and asked if Councillors would take one to hand out to any business they could. Cllr. FWPT reported that he had given out 12 surveys to businesses on the industrial estate. Cllr. Mrs. JMS reported that she had some news regarding the college presentation and would be in contact with Mr. Burnett. She continued that ELDC were looking to move their HQ to Horncastle on the site of the old residential college.
- Cllr. Mrs. SC reported that there had been more vandalism on the Charles Street grounds. Cllr. Mrs. EB reported that there was a lot of vandalism being carried out by a group of children in Louth, many people had reported it to her, but she urged people to report it straight away to the Police. Cllr. KN asked if the Charles Street gates could be locked to prevent vandalism. Cllr. Mrs. SC explained that they had locked them on a trial basis but that vandals had broken the locks off.
- Cllr. Mrs. EB further reported that Mr. Challen (ELDC) had been in contact and that CCTV in Louth was progressing further with a solution for the Elizabeth Court cameras if they received permission to site a feed from them on top of the old Harvey's premises.
- Cllr. AL reported that the Mansion House had been shortlisted in two categories (Georgian section) covering England, Scotland and Wales, that he would be attending a reception in London in October and that it was a great accolade for Louth and the refurbishment of Upgate. Councillors congratulated and applauded the work that Cllr. AL had carried out on the Mansion House.

153. Apologies for Absence

Apologies for absence were received from Councillor GEH.

154. Chairman's Remarks

None.

155. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DJEH – All planning applications as a member of ELDC
- b. Cllrs. Mrs. JMS and AL – Agenda items 5 and 6 as members of ELDC
- c. Cllr. AL – Planning applications 2 and 3 as an acquaintance of the applicants.

156. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 13th August 2019 be approved as the Minutes.

157. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 09-10-19) and **RESOLVED** as follows:

- a. N/105/01244/19 object on the grounds of non-traditional materials in the Conservation Area.
- b. N/105/01413/19 object on the grounds of non-traditional materials in the Conservation Area.
- c. All other applications were supported.

158. Planning Correspondence

The Committee noted that the following planning correspondence had been received:

a. ELDC Planning Decisions circulated by email between 13th August and 10th September:

- i. Approved - N/105/01056/19 - Planning Permission - 7 Horncastle Road, LN11 9LB – LTC Supported.
- ii. Approved - N/105/01235/19 - Planning Permission - Madeira House Care Home, 129-131 High Home Road, LN11 0HD – LTC Supported.
- iii. Approved - N/105/01181/19 - Planning Permission - Telephone Exchange, Chequergate, LN11 0LH – LTC Supported.
- iv. Approved - N/105/01073/19 - Planning Permission - The Ranch, 15 Aswell Street, LN11 9BA – LTC Objected.
- v. Approved - N/105/01164/19 - Planning Permission - 49 Grimsby Road, LN11 0ED – LTC Supported.
- vi. Approved - N/105/00990/19 - Planning Permission - 59 Wallis Road, LN11 8DS – LTC Supported.
- vii. Approved - N/105/00310/19 - Planning Permission - Land West of Playing Fields, Monks Dyke Road – LTC Objected.
- viii. Approved - N/105/01246/19 - Planning Permission - Plot Rear of 38 St. Mary's Lane – LTC Objected.
- ix. Approved - N/105/01166/19 - Planning Permission - Westgate Hill House, Irish Hill, LN11 9YL – LTC Supported.

b. LCC Temporary Traffic Restrictions circulated by email between 13th August and 10th September

- i. REASON FOR RESTRICTION: Essential maintenance works by TRIIO/Cadent Gas
LOCATION & NATURE OF RESTRICTION: Road Closure Order in place on: Lee Street
Suspension of One Way Order (to allow egress/access) on: Lee Street
PERIOD OF RESTRICTION: 7/10/2019 to 11/10/2019 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)
- ii. REASON FOR CLOSURE: Essential maintenance works by Northern Powergrid
LOCATION: Stewton Lane (Between 570 metres and 930 metres Southeast of Wood Lane)
PERIOD OF CLOSURE: 15/10/2019 to 01/11/2019 (Closures to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)

c. Withdrawn Planning Applications

- i. N/105/01314/19 – Louth Conservative Working Mens Club, 15 Queen Street, LN11 9AU – Planning Permission – Extension and alterations to the existing building to provide a porch and external seating area on site of the existing garage which is to be demolished - Withdrawn 4th September 2019.

159. Next Meeting

The Committee noted that the date of the next scheduled Planning Committee meeting was 8th October 2019.

The Meeting Closed at 7.15pm.

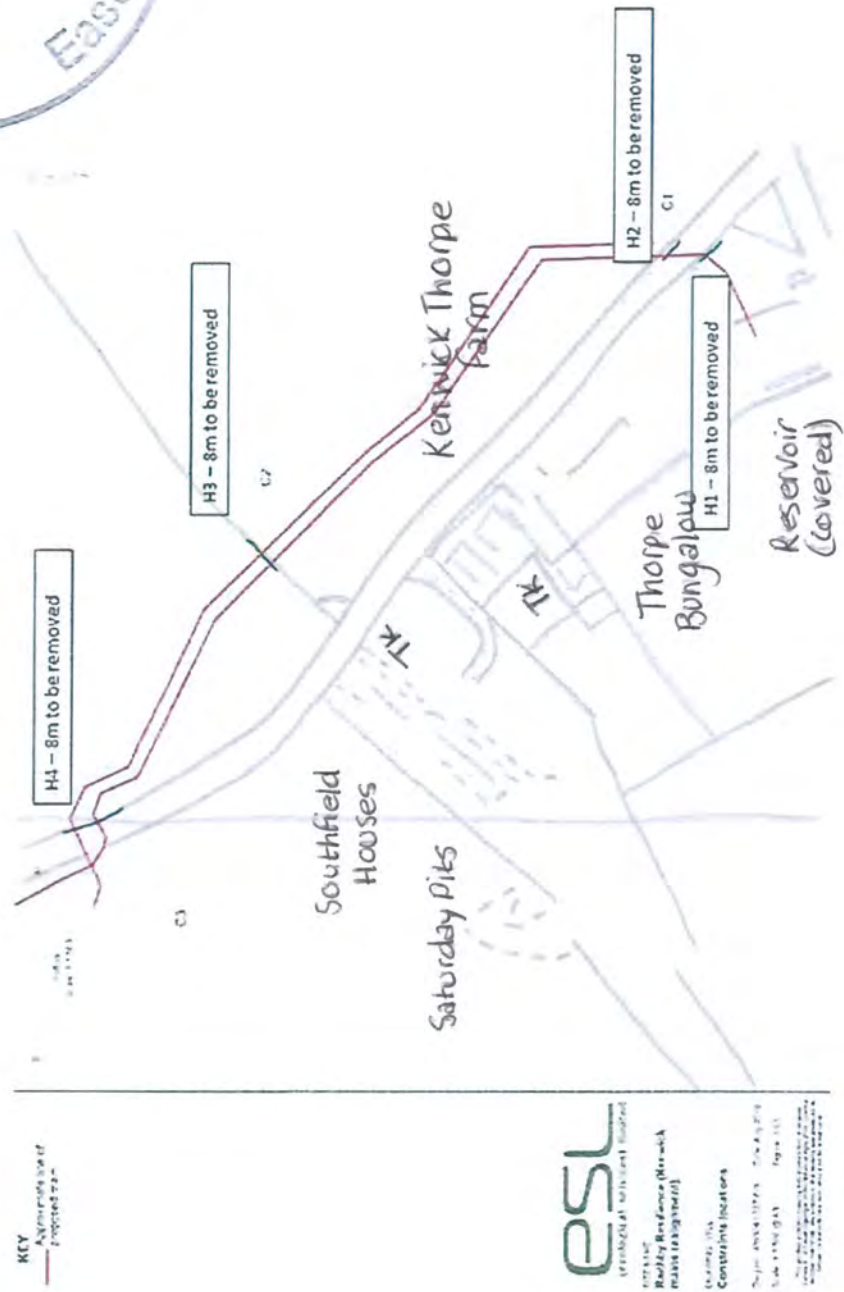
Signed _____ (Chairman) Dated _____

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
1	ELDC	N/105/ 01428/19	Consent to Display	Lovell	16no. flag poles to the maximum height of 6 metres (works completed).	Phase 1 Land South of Chestnut Drive, Fulstow Ward, Keddington	No	New	Support	23/10/2019
2	ELDC	N/105/ 01106/19	Planning Permission	EG Group	Erection of a single storey restaurant with drive-thru facility, erection of a coffee shop with drive-thru facility, provision of 73no. car parking spaces, 2no. electric vehicle charging bays and associated cycle parking, landscaping, vehicular access and other associated works.	Land to the rear of Shell Petrol Station, Bolingbroke Road, LN11 0WA, North Holme Road	No	New	Support	21/10/2019
3	ELDC	N/105/ 01569/19	Outline Erection	John Kinch Builds	Outline erection of 13no. dwellings.	Land adjacent to Kenwick Gardens, Legbourne Road, St. Michael's Ward	No	New	Support	11/10/2019
4	ELDC	N/105/ 01628/19	Planning Permission	Anglian Water Services	Erection of a pumping station including the erection of a pumping station enclosure, metering kiosk, MCC kiosk and transformer kiosk, provision of associated hardstanding, erection of security fencing to the maximum height of 3 metres, alterations to the existing pipeline connections to include additional underground sections to connect to the proposed pumping station, alterations to the existing vehicular access and construction of an additional vehicular access and entrance gates to the maximum height of 4.0 metres.	Land at the junction of A16, Louth Bypass and Horncastle Road, LN11 9QT, Legbourne Ward, Raitby Cum Manby	No	New	Support	11/10/2019
5	ELDC	N/105/ 01656/19	Planning Permission	Mr. I. Fletcher	Erection of a detached house with an attached double garage and carport.	Rowstar House, 3 Crowtree Hill, LN11 9AZ, St. Mary's Ward	No	New	Support	09/10/2019
6	ELDC	N/105/ 01708/19	Planning Permission	Mr. and Mrs. Wherry	Rear extension to existing house to form a garden room on the site of an existing conservatory which is to be demolished.	41 Harewood Crescent, LN11 0JD, North Holme Ward	No	New	Support	14/10/2019

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
7	ELDC	N/105/ 01709/19	Planning Permission	Mr. M. Barford	Change of use, conversion of and alterations to the first floor of the existing former snooker hall to provide 2 no. flats with alterations to the ground floor to provide an internal staircase up to the first floor, and the provision of a bin store and access gates with the existing external staircase is to be removed.	11 Mercer Row, LN11 9JG, Priory Ward	Yes	New	Support	09/10/2019
8	ELDC	N/105/ 01764/19	Planning Permission	Mr. K. Wagstaff	Change of Use, conversion of and alterations to the existing 2no. holiday cottages to provide 1no. residential dwelling.	69 Brackenborough Road, LN11 0AD, North Holme Ward	No	New		09/10/2019
9	ELDC	N/105/ 02435/18	Detailed Particulars	GBM	Detailed Particulars relating to the erection of 12no. houses, 6no. houses with integral single garages, 13no. pairs of semi-detached houses and 5no. pairs of semi-detached houses each with 1no. integral single garage (total of 54no. dwellings), erection of fencing and construction of vehicular access and estate roads (outline planning permission ref no. N/105/2475/13 for the erection of 98no. dwellings on the site of the existing Louth Town Football Club facilities which are to be demolished, granted 7th January 2016).	Former Park Avenue Football Ground, Park Avenue, LN11 8BY, Trinity Ward	No	Louth Town Council unanimously objected to this application on 11th September 2018 and reiterated and extended those objections on 5th February 2019 as follows: 1. This application is new and does not reference or take account of the conditions previously imposed on earlier applications. 2. This application sees the number of proposed houses decrease from 59 to 54, a small pond has been added, plots 2 and 3 have been repositioned and drainage swales have been added. 3. These proposals fail to accord with NPPF Paragraph 97 and Sport England's Playing Fields Policy as they do not ensure the provision of suitable replacement facilities to offset the loss at Park Avenue and will lead to the loss of or prejudice the use of all or part of a playing field. Louth Town Council (LTC) wish it to be known that they were approached by members of the public who wished it to be made clear that Park Avenue has not been abandoned by users over the last few years. Users were forced to leave. The site was barricaded to make entry impossible and this should be taken into account when considering how many years the site has been left unused as a sports facility. 4. Access and highway safety / Traffic generation – LTC believe that the proposed access will not assist in maintaining the surrounding infrastructures sustainability Park Avenue being of a concrete base, whose condition will suffer greatly from the increased traffic generated here), it is not sufficient (being a single access and egress which in LTC's opinion is not wide enough) and will be dangerous especially considering the increased amount of traffic generated by these proposals and its location on a bend of Park Avenue that will make visibility difficult. 5. Flooding and adequacy of drainage – bearing in mind that a pump is currently utilised on neighbouring Normandy Close to drain water, the Council have grave concerns about flooding. It is a known fact that groundwater levels in this area are particularly high, making attenuation ponds unviable. Therefore, the placement of a pond on the area of the site that does not have a history of flooding seems ludicrous. The Council is very doubtful that surface water will be adequately dealt with as it will have a substantially decreased chance to drain naturally following development and coupled with the existing high groundwater levels this may exacerbate flooding. LTC feel that the addition of drainage swales is not suitable for this site and another drainage solution should be sought. 6. Overbearing nature of proposal – LTC are of the opinion that this proposal is overbearing in nature, is unsuitable and too intensive. 7. Overlooking – is addressed to an extent in this application but is still not eliminated. 8. Design and appearance – LTC still does not think that there is an adequate mix of housing. 9. Layout and density – in the opinion of LTC the layout and density is all wrong. 10. Archaeological importance – LTC believe that an archaeological dig should be undertaken given the proximity of sites of historical importance and the fact that monks from the nearby Abbey would have regularly used this route into town. 11. Community Consultation – LTC are wary that the frequent withdrawal and resubmission of plans may result in the general public's formal response being far more insubstantial than originally when a great many letters of objection were submitted, which are now all void. LTC would request that ELDC write to each of the objectors, make the position/procedure clear and ensure that each of the original objectors' opinions are still taken into account. 12. LTC believe that some related cases have not been linked to this application on ELDC's website such as N/105/01752/18 and when investigating this application online this may be misleading to the public.	Object as previously	09/10/2019

Kenwick Res Hedgerow Removal Details

Hedgerow Sections Planned for Removal



09-10-19 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th SEPTEMBER 2019**

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

Councillors: Mrs. E. Ballard (EB), Mrs. S.E. Locking (SEL), Mrs. S Crew (SC) and D. Wing (DEW).

Councillors not present: None.

The Town Clerk, Mrs. L.M. Phillips, Councillor A. Leonard and Councillor Mrs. P.F. Watson were also present.

160. Apologies for Absence

There were no apologies for absence.

161. Declarations of Interest / Dispensations

None.

162. Minutes

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 21st May 2019 be approved as the Minutes.

Councillor P.F. Watson left the room.

163. Office Contact

The Committee noted that visits by Councillors to the office had increased and the Committee discussed the ramifications of this. It was agreed that contact with the office was essential but that there should be boundaries. It was **RESOLVED** that the Clerk should make Councillors aware of the situation by sending an email to:

- a. remind them that though their visit or even phone call might seem to save time, it could be one in a long line on the same day which ultimately results in hours of working time lost for the office as the tasks scheduled for that day are interrupted and action is reliant on our remembering what was said.
- b. request that for a trial period, of say 6 months, any queries be emailed in, to minimise disruption to the work day and help to create an audit trail.

164. Appraisals

It was **RESOLVED** that the Town Clerk should appraise her Assistant and the Cemetery Staff but that the forms to be used and the decision on who would appraise the Clerk should be brought back to a future meeting for discussion.

Councillor AL was informed that as a Councillor he might continue to sit in upon the meeting, if it went into closed session, but that he would be required to remain silent and maintain confidentiality.

165. Closed Session Item

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and sensitive nature in relation to personnel matters:

- a. **Staffing** – It was **RESOLVED** that the Town Clerk should research the possibility of promoting in house.

166. Next Meeting

The Committee noted that the date of the next scheduled Personnel Committee meeting was 10th December 2019.

The Meeting Closed at 8.00pm.

Signed _____ (Chairman) Dated _____