

# Louth Town Council

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

01507 355895

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

You are hereby summoned to attend a meeting of Louth Town Council and its Planning Committee which will be held on Tuesday 11<sup>th</sup> October 2022 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

**There will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.**

*Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing [clerk@louthtowncouncil.gov.uk](mailto:clerk@louthtowncouncil.gov.uk) in advance of the meeting to discuss attendance arrangements. 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.

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

Town Clerk

Dated this 6<sup>th</sup> Day of October 2022

## AGENDA

### TOWN COUNCIL

(Chairman: Cllr. J. Baskett, Membership: All Cllrs.)

#### 1. Apologies for Absence

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

#### 2. Declarations of Interest / Dispensations

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

#### 3. Minutes

To approve as a correct record the notes of the Council Meeting held on 14<sup>th</sup> June 2022. (Attached).

#### 4. Committee Minutes

a) Planning Committee – 30<sup>th</sup> August 2022

#### 5. Presentation on the London Road Sports Partnership Trust by Prospective Members

#### 6. Civility and Respect Pledge

Council to receive details of the above and consider agreeing to work towards signing up to the same.

#### 7. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 13<sup>th</sup> December 2022.

**PLANNING COMMITTEE**  
**(Membership: All Cllrs.)**

**1. Apologies for Absence**

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**3. Minutes**

To approve as a correct record the notes of the Planning Committee Meeting held on 28<sup>th</sup> September 2022. (Attached).

**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 10-11-22). (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 Works to Trees**

Committee to consider the following proposed works to trees (details emailed to Cllrs. 12<sup>th</sup> September 2022):

- a) **Location:** The Limes, Westgate. **Proposal:** T1 – Beech – Remove. T2 – Plum – Remove. **Reasons:** T1 and T2 – Drive access (consent previously granted but has now lapsed).

**7. Proposed Environmental Weight Limit**

Committee to consider making comments about the proposed imposition of a 7.5T Environmental Weight Limit on George Street, Gospelgate and Schoolhouse Lane. (Details circulated by email 12<sup>th</sup> September 2022).

**8. Active Travel Scheme**

Committee to receive the results of the Town Council survey on the above and consider the way forward.

**9. Next Meeting**

Committee to note that the date of the next scheduled Planning Committee meeting is 1<sup>st</sup> November 2022.

06-14-22 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON TUESDAY 14<sup>TH</sup> JUNE 2022**

**Present** The Mayor, Cllr. J Baskett (JB) (in the chair).

**Councillors:** Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LMC), S. Crew (SC), H. Filer (HF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), G. Horton (GEH), M. Lamb (ML), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BO), J. Simmons (JS), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

**NB:** Cllr Mrs. SEL left the meeting at 9:39pm during Closed Session due to a personal emergency.

**Councillors not present:** D. Ford (DF).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant, Mrs. M. Vincent and two members of the public were also present.

**T16. Apologies for Absence**

Apologies for absence were received from Cllrs. DF.

**T17. Declarations of Interest / Dispensations**

Cllr. GEH – Item 12 and 13 as on the ELDC Scrutiny Panel.

Cllr. Mrs. JMS – item 13 as a member of ELDC and item 16 as a Trustee of Hubbard's Hills.

Cllr. DJEH – Item 12 and 13 as on the ELDC Scrutiny Panel.

Cllr. DEW - item 16 as a Trustee of Hubbard's Hills.

Cllr AL – item 12 as a District and Ward Councillor and item 16 as a Trustee of Hubbard's Hills.

**T18. Council Minutes**

It was **RESOLVED** to approve as a correct record, the notes of the Council Meeting held on the 17<sup>th</sup> May 2022 following the correction of 18<sup>th</sup> to 17<sup>th</sup> on the date of minutes.

**T19. Presentation of Arms of the Town to former Mayor of Louth, Councillor D. Hobson (2020/21 and 2021/22)**

Cllr. JB presented the Arms of the Town to Cllr. DH and thanked him for the two years of hard work as Mayor of Louth during the Covid period when he had been a Mayor of firsts; among many, first to Chair Louth Town Council zoom meetings. Cllr. DH thanked the Council for the presentation of the Coat of Arms.

**T20. Annual Governance and Accountability Return (AGAR) 2021/22)**

- a) The Council received and considered the report of the Internal Auditor. It was **RESOLVED** to give delegated authority to the Clerk to organise the purchase of a fire safe cabinet for burial records and leases as recommended by the report.
- b) It was **RESOLVED** to receive the Balance Sheet for the year ended 31<sup>st</sup> March 2022 and approve signing by the Chairman and Responsible Financial Officer.
- c) On the recommendation of the Governance and Finance Committee it was **RESOLVED** to approve the completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2021/22, placing ticks in all boxes except number 9 where n/a should be placed and approve signing by the Chairman and the Town Clerk.
- d) The Council considered and **RESOLVED** to approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2021/22 and authorised that it be signed by the Chairman.
- e) It was noted that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as possible after approval of the AGAR and with this in mind, received a recommendation from the Governance and Finance Committee that the period for the exercise of public rights should be set from Wednesday 15<sup>th</sup> June 2022 to Tuesday 26<sup>th</sup> July 2022.

**T21. Annual Town Meeting Minutes 2022**

The notes of the Annual Town Meeting held on 26th April 2022 were presented and it was noted that no proposals were raised by members of the public.

**T22. Working Groups**

It was **RESOLVED** to re-establish the following working groups to the Council and approve the remit and updated membership as follows.

- a) Events Group: Cllrs: JB (Chair TC), MB, HF, LMC, DF, DH, DHEH, JS (Vice TC) and BO.
- b) Past Mayors: Cllrs: Mrs. EB, JB, DH, GEH, AL, Mrs. SEL, Mrs. JMS, Mrs PFW and DEW.
- c) Planning Working Group: All Councillors.
- d) Asset Review Group: To go to Community Resources Committee.
- e) Floral Enhancements / Lovely Louth: Cllrs: MB, SC, HF, DF and ML.
- f) Speed Awareness Working Group: Cllrs. JB (Mayor), MB, SC, DF, DJEH, DH, GEH.
- g) Financial Overview Group (FOG): Cllrs: Mrs. EB (Chair), JB, MB, LMC (Vice Chair), BO, JS, DEW (Resolved by G&F Committee).
- h) Louth Environment Working Group: JB, MB, DJEH, HF, DF and ML.

**T23. Grants**

It was **RESOLVED** to approve a go live date for the LTC grant application form 2022/23 of Tuesday 9th August and closing date for applications of noon on Tuesday 4th October 2022.

**T24. Christmas**

It was **RESOLVED** to give delegated authority to the Town Clerk to make arrangements for the Christmas decorations, along the same lines as in previous years, provided that costs are contained within budget and to accept the kind offer of a free real tree from Mr. Strawson.

**T25. YMCA**

It was **RESOLVED** not to respond to the letter from the YMCA.

**T26. Tribute to Keyworkers**

It was **RESOLVED** to authorise the Town Clerk to obtain permission from the Church to install a plaque paying tribute to keyworkers (the wording to be the same as that on the bench) at St. James' Church and incur expenditure to expedite the same. Funds to be limited and taken from earmarked reserve contingency.

**T27. London Road Hockey Pitch**

It was **RESOLVED** that the Clerk be given delegated authority to write to Magna Vitae and take action as required or to bring back to the Council if necessary.

**T28. Charles Street Recreation Ground**

The Town Council discussed the above, its concern at the lack of communication and of the future of the asset. It was **RESOLVED** to send a letter to ELDC requesting that the Town Council be kept abreast of any discussions, actions, decisions which take place with regards to Charles Street Recreation Ground in the future, the better to discuss options itself as required.

**T29. Land at Julian Bower**

It was **RESOLVED** to approve that the Council enter into a new and longer grazing licence with a previous user.

**T30. Nominated Key Holders**

It was **RESOLVED** to confirm that Cllr. ML would be a new key holder (joining Cllr. JB, DH and SC) as key holders of The Sessions House, which role involves opening/closing up of Sessions House as required and being on call to deal with Chubb Fire and Security in the event of the building's alarm being activated overnight or at weekends.

**NB:** Before the meeting went into Closed Session it paused (9:14pm to 9:18pm) for a comfort break.  
Cllr. Mrs. SEL left during the Closed Session due to a personal emergency (9:39pm).

**T31. Closed Session Items**

It was **RESOLVED** to go into Closed Sessions in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a third party, commercial, confidential and or legal nature.

- a) Land at Julian Bower – it was **RESOLVED** that the Town Clerk would email Mr. J Stockdale and write to the officer in charge of Temporary Events Licences to notify them of the situation.
- b) Hubbard's Hills: The Clerk reported to the Council that they should consider the long term financial and staffing consideration of certain outcomes from discussions regarding this item. It was **RESOLVED** to defer the Hubbard's Hills item to an extra ordinary meeting and that the documents pertaining to this item be available to view prior to that meeting.

It was **RESOLVED** to come out of Closed Session.

**T32. Date of Next Meeting**

It was noted that the date of the Council's next scheduled meeting was 20<sup>th</sup> September 2022.

The Meeting Closed at 9.50pm.

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

Dated \_\_\_\_\_

## Civility and Respect Pledge

### To pass a resolution to sign up to the civility and respect pledge

#### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

09-28-22 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE  
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH  
ON WEDNESDAY 28th SEPTEMBER 2022**

**Present** Councillor S. Crew (SC), (in the chair).

**Councillors:** J Baskett (JB), D. Ford (DF), D.J.E. Hall (DJEH), D. Hobson (DH), M. Lamb (ML), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), B. O'Brien (BO) and Mrs. P.F. Watson (PFW).

**Councillors not present:** Mrs. E. Ballard (EB), M. Bellwood (MB), L. Cooney (LMC), H. Filer (HF), J. Garrett (JG), G. Horton (GEH), J. Simmons (JS) and D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips and the Town Clerk's Assistant Mrs. M.C. Vincent were also present.

**P40. Apologies for Absence**

Apologies for absence were received from Councillors Mrs. EB, MB, LMC, JG, GEH, JS and DEW.

**P41. Declarations of Interest / Dispensations**

The following declarations of interest were made:

- a. Cllr. Mrs. JMS - items 4,5, 6 and 7 with regards to membership of ELDC.
- b. Cllr. AL - items 4,5, 6 and 7 with regards to membership of ELDC.
- c. Cllr. DJEH - items 4,5, 6 and 7 with regards to membership of ELDC Planning Committee.
- d. Cllr. Mrs. PFW – Planning item 6 as known to the applicant.

**P42. Minutes**

It was **RESOLVED** that the notes of the Planning Committee meeting held on 30<sup>th</sup> August 2022 be approved as the Minutes.

**P43. Applications received by the Local Planning Authority**

The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 09-28-22) and **RESOLVED** as follows:

- a. N/105/01736/22 – (changed the 'support' comment made by the Planning Working Group) objected to this application on the grounds that there are still issues with access, highway safety and traffic generation. Approval of another dwelling would increase the amount of traffic using this very narrow access road, increasing the risk of accident and making the area more dangerous. The Council also objected to the nature of the proposal and felt that it constituted garden grabbing.
- b. N/105/00905/22 (ratified the comment made by the Planning Working Group) objected to this application on the grounds that the proposed extension is too close to the boundary and will cause overshadowing and loss of light for the neighbour at 169.
- c. N/105/01183/22 - objected to this application on the grounds that the use of upvc is unacceptable in the Conservation Area. The Council endorse the comments made by the Civic Trust and Heritage Lincolnshire.
- d. N/105/01799/22 made no comment as applicant is a member of the family of a member of staff.
- e. All other applications were supported.

**NB:** Cllr. Mrs. PFW left after this part of the meeting at 9:45pm.

**P44. Planning Correspondence**

The Committee noted the following planning correspondence:

**a. ELDC Planning Decisions**

- i. Approved – N/105/ 00755/22 –Planning Permission - 13 Westgate – LTC supported.
- ii. Approved – N105/01352/22 – Consent to display – 21 Market Place – LTC supported.
- iii. Approved – N105/00820/22 – Section 73 – Land to north of Julian Bower – LTC objected.
- iv. Approved – N105/01316/22 – Listed Building Consent – 21 Westgate - LTC supported.
- v. Approved – N105/01042/22 – Planning Permission – Plot 63 Bolingbroke Road – LTC supported with parking concerns.

- vi. Approved – N105/01358/22 – Planning Permission – 1a Little South Street – LTC were unable to comment due to lack of detail on application.
- vii. Approved – N105/01450/22 – Planning Permission – 11 Daisy Way – LTC supported.
- b. **Emergency Traffic Restrictions**
  - i. LCC – Operation London Bridge  
Westgate (from B1200 to B1520 – div route via St Mary's Lane, B1250)
- c. **Temporary Road Closures**
  - i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water  
REASON FOR RESTRICTION Carriageway defect  
LOCATION & NATURE OF RESTRICTION: Kidgate between Aswell Street and Mawers Yard  
Period of restriction: 23/09/2022 - 27/09/2022  
20:00 to 06:00 ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water  
REASON FOR RESTRICTION Emergency Water Connection  
LOCATION & NATURE OF RESTRICTION: Horncastle Road between Vanessa Road and Edward Street  
Period of restriction: 30/08/2022 - 01/09/2022
  - ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: DSTM Ltd  
REASON FOR RESTRICTION Tree Work  
LOCATION & NATURE OF RESTRICTION: Stenigot Road, between Raithby Land and a point 375m east  
Period of restriction: 10/10/22 – between 8am and 17.00
  - iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC  
REASON FOR RESTRICTION Pavement Café  
LOCATION & NATURE OF RESTRICTION: Road closure Order - Cornmarket (Between Butcher Lane & Market Place)  
Period of restriction: 04/10/2022 - 04/10/2023 Monday, Tuesday, Thursday & Sunday every week
- d. **Enforcement**  
Letter explaining that ELDC have decided that it is not expedient to pursue any further the ongoing breach of planning permission at land adjacent Playing Field, Julian Bower which comprises of the removal of hedging and construction of a staircase without planning permission.
- e. **Withdrawn Applications**  
6/9/22 – Panacea, Planning Permission 9 Queen Street – application withdrawn

**P45. Proposed Works to Trees**

It was **RESOLVED** to ratify the comments of the Planning Working Group which were submitted to ELDC and which were to support the following proposed tree work:

- a. **Location:** Fir Close Nursing Home, 2 Westgate. **Proposal:** A4 – Several Beech, Chillian Pine, Sycamore and Wellingtonia Trees – T1 – Marked on plan (Willow) – remove. **Reasons:** A4 – T1 – For better growth of neighbouring trees. Poorly shaped and difficult to prune.

**P46. Street Naming**

It was **RESOLVED** to ratify the comments of the Planning Working Group which were submitted to ELDC and which were to support the use of Cullingford Way as a road name on the site of former 179 Newmarket.

**P47. Active Travel Scheme**

The Town Clerk updated the Council that having had to postpone the Public Meeting for the Active Travel Scheme due to the mourning period following the death of Queen Elizabeth II. It was **RESOLVED** that a new meeting date be set for Monday 17<sup>th</sup> October, 6:30pm at St James' Church.

**P48.** It was noted that the date of the next scheduled Planning Committee meeting was 11<sup>th</sup> October 2022.

The Meeting Closed at 9:55pm.

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



Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	LTC Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	N/105/ 01744/22	Planning Permission	R. Holmes	Extension to existing dwelling to provide additional living accommodation	Wharfedale, 14 Linda Crescent, LN11 9LQ - St. Mary's Ward	No	None	Support.	19/10/2022
2	ELDC	N/105/ 01777/22	Planning Permission	Mr. and Mrs. Brindle	Extension to the existing dwelling to provide additional living accommodation.	The Willows, Little Crowtree Lane, LN11 0QW - St. Mary's Ward	No	None	Support.	19/10/2022
3	ELDC	N/105/ 01811/22	Planning Permission	Luda Lincs Ltd	Change of use of the existing retail unit to provide a drinking establishment.	Automate, Upgate - Priory Ward	Yes	None	Received after Planning Working Group meeting.	27/10/2022
4	LCC	PL/ 0099/22	Planning Permission	LCC	To remove conditions 3, 11, 15, 16, 17, 18, 19, 21, 26 and 27 of Planning Permission (EJN105\0983\08 - which imposed controls/restrictions associated with the use of the building for motor maintenance/building construction uses which is no longer required and so to be replaced with storage/office/teaching/non-vocational training accommodation.	Wolds College, North Holme Road, Louth - North Holme Ward	No	None	Received after Planning Working Group meeting.	26/10/2022

**1. ELDC Planning Decisions**

- a. Approved – N/105/01507/22 – Planning Permission - 82 Newmarket – LTC supported
- b. Approved – N/105/025024/22- Planning Permission – 7 Park Avenue – LTC supported
- c. Approved – N/105/00614/22 – Outline Erection – 31 Edward Street – LTC objected
- d. Approved – N/105/00905/22 – Planning Permission – 171 Eastfield Road – LTC objected

**2. Temporary Road Closures**

- a. Organisation responsible for restriction: Anglian Water  
Reason for restriction: Remedial works  
Nature and location of restriction: Road closure Order - Eastgate (between Nichol Hill and New Street)  
Period of restriction: 23/10/2022 - 23/10/2022 (Restrictions to be implemented for 1 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance)
- b. Organisation responsible for restriction: Lincolnshire County Council  
Reason for restriction: Reconstruction of Carriageway.  
Nature and location of restriction: Road closure Order - A631 (Between A157 & a point 200m Northwest) A157 (Between 200m West & 200m East of A631) 40mph speed limit Order - A631 (Between A157 & a point 400m Northwest) A157 (Between 400m West & 400m East of A631)  
Period of restriction: 14/11/2022 - 11/12/2022. Closures 19:00 to 06:30 only. 40mph Speed Limit 24/7. (Restrictions to be implemented for days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance).
- c. Organisation responsible for restriction: Patented Housing Ltd  
Reason for restriction: Installation of electric, water mains and sewer to new housing development.  
Nature and location of restriction: Road closure Order – A157 between Louth Road (Between A158 and Silver Street). Silver Street (Closed full length Access to be maintained for emergency services/ residents and business specifically located on Silver Street.  
Period of restriction: 31/10/22-14/11/22. (Restrictions to be implemented for 14 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance). Diversion route or access will be signposted.

**3. Enforcement**

Notification that an S215 Notice has been issued to the owners of the New Orleans Jazz Club which compelled the owners to tidy the property in accordance with that schedule. While the work is continuing on the building ELDC are satisfied that the building is not now affecting the public amenity.

**4. Withdrawn Applications**

Notification that application N/105/01291/22 relating to 5 Westgate, LN11 9YN was withdrawn on 23<sup>rd</sup> September 2022.

**5. Proposed Waiting Restrictions**

Notification that LCC propose to prohibit waiting in the vicinity of 21 Kenwick Road to 23 Kenwick Road and in the Vicinity of Mayfield Crescent junction with 25 Kenwick Road.