

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council's Community Resources Committee, Planning Committee and Personnel Committee which will be held on Tuesday 31st October 2023 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

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

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. Written representation can also be considered rather than attending in person.

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

Mrs. L.M. Phillips

Town Clerk

Dated this 25th Day of October 2023

AGENDA

COMMUNITY RESOURCES COMMITTEE

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

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Community Resources Committee Meeting held on 22nd August 2023.

4. Presentation from the London Road Sports Partnership

Following its presentation to the Committee on 29th August, members of the above to provide a progress report for consideration.

5. Charles Street Recreation Ground

Following the resolution passed on 29th August which was as follows: “**RESOLVED** to ask Cllr. DH to lead discussions with ELDC as a representative of St. James' Ward and Louth Town Council, with support from fellow Ward Cllrs. JD and LF and volunteers from community groups, regarding bringing Charles Street Recreation Ground back into public use.” Committee to note that Cllr. Hobson has, in the first instance, met with ELDC for an initial discussion and was told that ELDC would be asking for parties interested in leasing the fishing pond aspect of the site to come forward. Since then, it has also confirmed that other aspects of the site will be discussed individually, when the pond has been dealt with.

6. Renewal of Storage Agreement with Louth Naturalists, Antiquarian and Literary Society (LNALS)

Committee to approve renewal of LNALS agreement with the Council to store its property at the Sessions House. Previous terms were 2 years at £15 per month with a 3 month notice clause on either side. LNALS to insure.

7. Renewal of Lease on East Chapel, London Road Cemetery, Louth

Committee to approve renewal of the above. See attached.

8. Remembrance Sunday – 12th November 2023

Committee to receive an update and instructions for the above.

9. Closed Session

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

- a) **Hubbard's Hills** - To receive a request from the Chairman of the Hubbard's Hills Trust to pay a shortfall re. the cost of river work.
- b) **Ride On Mower** – To receive quotes and consider replacing existing equipment.
- c) **Portrait of Albert Ernest Maxey** - Committee to receive details and consider taking custody.

10. Next Meeting

Committee to note that the date of the next scheduled Community Resources Committee meeting is 30th January 2024.

PLANNING COMMITTEE**(Chairman: Cllr. Mrs. S. Crew, 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. Election of Vice Chairman

Committee to note that the current Vice Chair of the Planning Committee has decided to step down from this position. Committee to receive nominations for and to elect a Vice Chairman of the Planning Committee to hold office until the Annual Meeting of Louth Town Council in 2024.

4. Minutes

To approve as a correct record the notes of the Planning Committee Meeting held on 10th October 2023.

5. Applications received by the Local Planning Authority

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 10-31-23). (Attached).

6. Planning Correspondence

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

7. Proposed No Waiting At Any Time – Eastgate

Committee to consider commenting on the attached proposals to introduce waiting restrictions in order to enhance safety of the school crossing patrol, which operates in the vicinity, and increase visibility for traffic on the southern approach to this area.

8. Sub-Regional Strategy Consultation

Committee to receive draft corporate response to the above, compiled by the Planning Working Group and consider ratifying this for submission.

9. Rural Market Town Group

Committee to consider nominating sounding board representatives on the above for each of the following areas (one rep for each):

- a) Main Representative – Will receive communications relevant to the RMTG
 - b) Older People
 - c) Young People
- } Will be contacted to consult on issues concerning these groups to support national campaigning.

10. Polling District/Polling Places Review 2023

Committee to note that ELDC is required to undertake a review of all polling districts and polling places by 17th November 2023. The aim is to ensure that all electors have reasonable facilities for voting and to ensure that so far as is reasonable and practical the polling places are accessible to disabled electors. Details can be found by typing the following link into your browser: <https://www.e-lindsey.gov.uk/Polling-District-Polling-Places-Review>. Committee to consider whether it wishes to submit a corporate response and to note that if it does it must include alternative suggestions if changes are proposed.

11. Planning Considerations

Following discussion on 10th October of the above when it was resolved that Councillors would submit suggestions for a 'local list' of expenditure that they would like to see in their ward. Councillors to note that the following ideas have been submitted and resolve upon the way forward:

St. Margaret's Ward

- a) The garden area of Lime Grove needs re furbishing.
- b) Dog/rubbish bins in new estates, St. James View, Tuxworth Way,
- c) The roadway between the Industrial Estate and Brackenborough Road (a condition on planning) never built.
- d) The parking slots opposite the Post Office on Brackenborough Road (a planning condition) never built.

Committee also to note that a member of the public has suggested that changing facilities for the disabled in the town centre should be a priority.

12. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 21st November 2023.

PERSONNEL COMMITTEE**(Chairman: Cllr. Mrs. J. Makinson-Sanders, Membership: Cllrs. Ballard, Baskett, Crew, Filer, Hobson, Horton)****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 Personnel Committee Meeting held on 11th July 2023.

4. Local Government Pay Claim 2023/24

To receive an update and resolve upon implementation.

5. Display Screen Equipment (DSE)

To receive an update on regulations and resolve, as a good employer, to make arrangements to provide eye tests etc.

6. Christmas

Committee to consider authorising Christmas expenditure on staff.

7. Closed Session

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a third party nature in relation to Personnel:

- a) Accidents
- b) Sickness
- c) Holidays
- d) 6 month review of new staff
- e) Future staffing

8. Next Meeting

Committee to note that the date of the next scheduled Personnel Committee meeting is 30th January 2024.

08-29-23 CR MINS

**MINUTES OF THE LOUTH TOWN COUNCIL COMMUNITY RESOURCES COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 29th AUGUST 2023**

Councillor L. M. Cooney (LMC) (in the chair).

Present Councillors: M. Barnes (MB), J. Baskett (JB), Mrs. S. Crew (SC), L. Frost (LF), G. E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (JMS), Mrs. K. Parsons (KP), J. Simmons (JS) and P. Starsmore (PS).

Councillors not present: Mrs. E. Ballard (EB), J. Drake (JD), H. Filer (HF), D. Hobson (DH) and Mrs. P. F. Watson (PFW).

The Town Clerk Mrs. L. M. Phillip, the Town Clerk's Assistant Miss S. Chitauro, President of Louth Football Club Mr. Findley, Chair of Louth Cricket Club Mr. Grist, District Councillor Mr. Andrew Leonard and 23 members of the public were also present.

Members of the public spoke in the public forum as follows:

- One lady expressed her concern that the condition of Charles Street Recreation Ground's lawn had worsened over the years. She said that she was part of a Croquet Club which used the Grounds and that the Club had members who would be willing to provide upkeep to the lawn, but that they needed permission to do so. She stated that it was vital to allow people to use the Recreation Ground lawn to play, as it gave people the chance to exercise, get fresh air and an opportunity to socialise.
- A second lady said that Charles Street Recreation Ground had significant footfall on the tennis courts and lawns which are used during the holidays and for exercise and picnics. She stated that work had been done to the banks to make the area look spritelier and that the area was operational in its current state.
- District Councillor Mr. Andrew Leonard established that the District Council had offered Charles Street Recreation Ground to the Town Council and if LTC chose not to accept its offer, it would go back to the District Council to decide what to do with the Grounds. He said that whilst the District Council would help, the liability on LTC would be huge and that it would be costly to the point of potentially bankrupting the Council if they were to take on the Recreation Ground. District Councillor Leonard stated that people do not currently have permission to perform maintenance work on the grounds, and doing so was a criminal act. Lastly, he believed that contractually it must be an accredited body, such as the Town Council, who took on the responsibility for the Recreation Ground, as opposed to voluntary community groups.
- One man affirmed that the Council was unable to stop people from fishing at the grounds, but if a team of people would be allowed to oversee the area, they would get public liability insurance and do the necessary work to the grounds without funding from the Council. He suggested that the pond would sustain itself and that they would invest whatever money was made from the pond back into the other areas of the Recreation Ground such as the Croquet Club and play areas.

C22. Apologies for Absence

Apologies for absence were received from Cllrs. Mrs. EB, JD, HF, DH and Mrs. PFW.

C23. Declarations of Interest / Dispensations

- a. Cllrs. Mrs. JMS and GEH – Agenda items 4 and 7 as members of ELDC.

C24. Minutes

It was **RESOLVED** that the notes of the Community Resources Committee Meeting held on 11th July 2023 be approved as the Minutes.

C25. London Road Sports Complex

The Committee heard a presentation from the President of Louth Football Club, Mr. Findley and the Chair of Louth Cricket Club, Mr. Grist. They stated that the three previously independent clubs that reside at the London Road Sports Complex, Louth Football, Cricket, and Hockey clubs, had come together to form a Charitable Trust called the London Road Sports Partnership to take over from the current owners, Magna Vitae, in April 2024. The Committee heard that the site attracts between 15,000 and 20,000 visitors annually due to its sporting events. Mr. Grist and Mr. Findley reported that ELDC were prepared to offer a long-term lease on the site. The Trust wanted to install solar panels and put back the revenue saved by those into the site. It wanted to upgrade or replace the lighting to LED. They shared that maintaining the complex would be expensive, but that they were looking into bringing in revenue with the bar, that they had submitted an application to the Home Advantage Programme which supports home clubs to take over their home grounds. It was also said that the Football Club gets up to £30,000 in grants each year, which would help with the general maintenance. In response to a Councillor's question regarding whether they would have

future support from the District Council, Mr. Grist and Mr. Findley stated that they were working with ELDC and didn't think they would see the site fail, at least in the first 5 years. When asked what they would do if they had a shortfall, Mr. Grist and Mr. Findley explained that they would look into external sponsors and would look at other funding streams. One Councillor remembered that there had been talk of a local school becoming involved in the running of the site. He asked whether that was still the case and was told it was not. He then asked if each club would have the same number of votes and it was confirmed that they would. Finally, he expressed concerns as to whether current owners Magna Vitae had planned to restore the field to a reasonable standard and repair the fences and changing rooms. It was explained that groundwork had been redone by Magna Vitae with the help of Louth Football Club and that Mr. Grist and Mr. Findlay had provided a list of issues that they would like to see addressed prior to the Sports Partnership taking over the facility. It was **RESOLVED** to invite the presenters to a future meeting.

C26. St. James' Church, Clock

The Committee noted that the upgrade to the firmware and fitting of St. James' Clock pendulum regulator actuator and sensor had been completed and received a report on further repairs needed to the clock pulley system. It was **RESOLVED** to fund the pulley repairs quoted at £4,647, plus VAT, to be taken from the Capital Expenditure EMR (current balance £97,201.80). It was also **RESOLVED** to enter into an annual service agreement with Smith of Derby at the cost of £285, plus VAT, with funds to be taken from day-to-day budget head Clocks/Floodlights in 2023/24.

NB: Cllr. GEH abstained from voting on this item.

C27. St. James' Church, Floodlights

The Committee received an update from St. James' Church regarding plans to update their fixtures and lightbulbs which the Church estimated would save the Council up to 72% annually on electricity charges. The Church requested that the Council sponsor two new lamps at the cost of £1,000 for which the Council would be acknowledged as helping reduce the carbon footprint of St. James' Church. It was **RESOLVED** that the Committee would sponsor two new lamps, with funds being taken either from EMR Tourism (current balance £2,115), EMR Civic Property (current balance £2,000) or EMR Contingency (current balance £10,743.56).

C28. Charles Street Recreation Ground

The Committee noted ELDC's response to the questions submitted on 11th July and after discussion it was **RESOLVED** to ask Cllr. DH to lead discussions with ELDC as a representative of St. James' Ward and Louth Town Council, with support from fellow Ward Cllrs. JD and LF and volunteers from community groups, regarding bringing Charles Street Recreation Ground back into public use.

NB: Cllr. Mrs. JMS abstained from voting on this item.

C29. Trinity Allotments

The Committee noted it had been confirmed by the owners solicitors that the Trinity Allotment land was not for sale at present. It was mooted that perhaps LTC might have the right to purchase the land. It was **RESOLVED** that the Council should look into this with its solicitors. Cllr. GEH abstained from voting on this item.

C30. Closed Session Items

It was **RESOLVED** to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 in order to discuss confidential information from a third party in relation to Old Mill House. The Council received an offer for it to buy back the remaining lease on the Old Mill House. The Town Clerk made the Council aware of its solicitors advice and it was **RESOLVED** to defer making a decision on the offer and to delegate authority to the Town Clerk to progress the matter, in conjunction with the relevant Chairmen, if necessary, seeking a valuation from the District Valuer and an insurance valuation of the property and incurring expenditure as required e.g., with solicitors or the District Valuer.

C31. Next Meeting

It was noted that the next scheduled meeting of the Community Resources Committee would take place on 31st October 2023.

The Meeting Closed at 8.50pm

Signed _____ (Chairman) Dated _____

DATED 2019

OCCUPATION AGREEMENT

relating to

EAST CHAPEL, LONDON ROAD CEMETERY, LOUTH, LINCOLNSHIRE

between

LOUTH TOWN COUNCIL

and

THE ORTHODOX CHRISTIAN CHURCH TRUST OF ST AETHELHEARD LINCOLNSHIRE

THIS AGREEMENT IS DATED THE DAY OF 2019

PARTIES

PARTIES

- (1) **LOUTH TOWN COUNCIL** of The Sessions House, Eastgate, Louth LN11 9AJ (Landlord).
- (2) **THE ORTHODOX CHRISTIAN CHURCH TRUST OF ST AETHELHEARD LINCOLNSHIRE** care of 12 Rosemary Avenue, Humberston DN34 4NL (Charity Number 1102841) (Tenant).

AGREED TERMS

1. **INTERPRETATION**

- 1.1 The definitions and rules of interpretation set out in this clause apply to this lease.

Building: means East Chapel, London Road Cemetery, Louth but excluding the Property

Property: East Chapel, London Road Cemetery, Louth bounded by and including:

- the plaster paint paper and other decorative finishes applied to the interior of the external walls and columns of the Building but not any other part of the external walls and columns
- the floor screeds raised access floors and other finishes but nothing below them applied to the floor slab immediately below the Property
- the ceiling finishes and any suspended ceilings but nothing above the ceiling finishes.
- any non-load-bearing internal walls wholly within the Property
- the inner half of the internal non-load-bearing walls dividing the Property from other parts of the Building
- all windows window frames and window furniture within the Property
- all doors door furniture and door frames and glass in the doors of or within the Property
- all additions alterations and improvements to the Property

as shown edged red on the Plan attached to this Agreement.

Service Media: all media for the supply or removal of heat, electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities and all structures, machinery and equipment ancillary to those media.

'the Rent': means £300 per year

The Term: means 5 year from and including 2019

1.2 Interpretation

1.2.1 Where the Landlord or the Tenant consists of two or more persons, obligations expressed or implied to be made by or with them are deemed to be made by or with those persons jointly and severally (this means that they will each be liable for all sums due under this Lease and not just a proportionate part).

1.2.2 Words that indicate one gender include all other genders, words that indicate the singular include the plural and vice versa and words that indicate persons shall be interpreted as extending to a corporate body or a partner-ship and vice versa.

2. LETTING

The Landlord lets the Property to the Tenant with the rights for the Tenant set out in Schedule 1 the Term at the Rent.

3. COMPLIANCE WITH AGREEMENT

The Tenant and the Landlord agree with each other to observe their respective obligations set out in this agreement.

4. RENT

4.1 The Tenant must pay the Rent during the Term by equal annual payments in advance to the Landlord the first payment being on the day of 2019

5. OUTGOINGS

5.1 The Tenant must pay all charges in respect of the supply of water, gas and electricity and al charges relating to telecommunications and

internet services at the Property. The Tenant must pay all accounts within a reasonable period of receipt of them.

- 5.2 The Tenant may recover from the Landlord a fair proportion of the costs of any services used by third parties (including the Landlord) which supply property other than the Property for which the Tenant may be obliged to pay the respective service provider (for example where the Landlord uses electricity for other purposes which is metered to the Property or invoiced to the Tenant as part of a supply to the Property).

6. STATE AND CONDITION

6.1 The Property

The Tenant must keep the Property in good repair and condition, properly maintained and decorated and reasonably clean and tidy and free from rubbish although this obligation does not extend to keeping the Property in any better state of repair and condition than it is at the date of this agreement as evidenced by the photographic schedule of condition attached.

6.2 Service Media

The Tenant must keep the Service Media that are contained in and only serve the Property free from obstruction and in working order

7. ALTERATIONS

- 7.1 The Tenant must not damage or injure the Property, make any alteration to the Property, unit the Property with any adjoining premises or make any alterations to the Property or to the services or service media in the Property

- 7.2 The Tenant may decorate the Property as is reasonably appropriate taking into account the Permitted Use

8. APPEARANCE OF THE PROPERTY

The Tenant must not erect any pole or mast or display any sign on the Property except with the Landlord's consent which is not to be unreasonably withheld or delayed

9. RIGHTS OF ENTRY

The Tenant must allow the Landlord, with any necessary contractors and workmen, to enter the Property on reasonable notice during normal business hours, or in the event of emergency at any time without notice, causing as little inconvenience to the Tenant as reasonably practicable and making good any damage caused to the Property and the Tenant's property for the following purposes:

- 9.1 to view the state and condition of the Property; and
- 9.2 to carry out any repairs to the Property that are necessary by virtue of the Landlord's responsibilities under this agreement or by law or to any adjoining property that can only be carried out by having access to the Property.

10. DEALINGS

The Tenant may assign, sublet, charge or part with possession of the Property or any part of it with the consent of the Landlord (such consent not to be unreasonably withheld or delayed).

11. USE AND NUISANCE

11.1 Permitted use

The Tenant must use the Property as a Chapel and any ancillary use incidental for that use only.

11.2 Auctions, trades and immoral purposes

The Tenant must not use the Property for any auction sale, any dangerous, noxious, noisy or offensive trade, business, manufacture or occupation or any illegal or immoral act or purpose.

11.3 Residential use, sleeping and animals

The Tenant must not use the Property as sleeping accommodation or for residential purposes or keep any animal, bird or reptile on it.

11.4 Statutory obligations generally

The Tenant must comply with all the requirements of any legislation (and any other obligations imposed by law or by any byelaws) applicable to the Property or the trade or business for the time being carried on there.

11.5 **Planning**

11.5.1 The Tenant must comply with the provisions and requirements of all planning legislation affecting the Property. If the Tenant breaches any planning controls he must bear all the consequences of doing so whether they arise during the Term or after the end of it.

11.5.2 The Tenant must not make any application for planning permission without the consent of the Landlord whose consent may not be unreasonably withheld or delayed.

11.6 **Nuisance**

The Tenant must not do anything on the Property that may be reasonably considered to be a nuisance or annoyance to the Landlord or the owners or occupiers of neighbouring property.

12. **LANDLORD REPAIRS**

The Landlord shall keep Building (including the structural and exterior parts of the Building) and those Service Media over which the Tenant is granted rights by this agreement in a good state of repair.

13. **NOTICES AND INFORMATION**

The Tenant must give notice to the Landlord as soon as reasonably practicable of:

- 13.1 any disrepair of or damage to the Property;
- 13.2 any notice or order he receives from a local or statutory authority in respect of the Property; and
- 13.3 any act by a tenant or occupant of any neighbouring property or a third party that might adversely affect the Landlord's interest in the Property.

14. **SECURITY**

The Tenant must keep the Property as secure as reasonably possible.

15. **NON-DISTURBANCE**

The Landlord must permit the Tenant peaceably to hold and enjoy the Property during the tenancy created by this agreement without any interruption or disturbance from or by the Landlord or any person claiming under or in trust for him.

16. **INSURANCE**

16.1 **Landlord's obligation to insure**

The Landlord must keep the Building and Property insured against damage or destruction by fire and other usual risks for the full cost of rebuilding and reinstating the Building and Property.

16.2 **Suspension of the Rent**

If the Building and/or Property or any part of it is damaged by any risk against which it is insured (or by any risk against which cover is not generally available or is only available on terms making it unreasonable to take out cover) so as to be unfit for occupation or use the Rent, or a fair proportion of it, shall be suspended until the Property, or the affected part, is fit for occupation and accessible.

16.3 **Reinstatement**

The Landlord must if practicable reinstate the Building and Property or any part damaged by any risk against which it is insured (or by any risk against which cover is not generally available or is only available on terms making it unreasonable to take out cover) and if he fails to do so within a reasonable time the Tenant shall be entitled to treat this agreement as at an end.

16.4 **Tenant's obligations as to insurance**

The Tenant must not do anything or fail to comply with any requirement as a result of which the policy of insurance taken out by the Landlord in relation to the Property may become void or voidable or invalidated or by which the rate of premium on the policy may be increased.

16.5 Landlord's further insurance obligations

The Landlord must provide the Tenant with a summary of the risks covered by the policy of insurance and of any requirements of the insurers of which the Tenant needs to be aware and the Landlord must notify the Tenant of any material change in those risks or requirements from time to time.

17. RECOVERY OF POSSESSION

If and whenever during the Term:

- 17.1 the Rent is unpaid for one month after being demanded in writing; or
- 17.2 there is a material breach by the Tenant of any obligation or other term of this agreement

the Landlord may at any time re-enter the Property at which point the tenancy created by this agreement shall cease absolutely but this shall not affect any rights or remedies that may have accrued to the Landlord against the Tenant or to the Tenant against the Landlord in respect of any breach of this agreement.

18. CHARITIES

- 18.1 The land occupied will, as a result of this agreement be held in trust for THE ORTHODOX CHRISTIAN CHURCH TRUST OF ST AETHELHEARD LINCOLNSHIRE care of [REDACTED] a non-exempt charity and the restrictions on disposition imposed by Sections 117 to 121 of the Charities Act 2011 will apply to the land (subject to Section 117(3) of that Act).
- 18.2 Provided always that the liability herein of the Tenant shall not be personal but shall be limited to the extent of the assets of the Tenant.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Schedule 1

1: Rights Granted

- 1.1 The Property is let to the Tenant together with the following rights:

- (a) the right of support and protection from those parts of the Building that afford support and protection for the Property at the date of this agreement and to the extent that such support and protection exists at the date of this agreement;
- (b) the right to use and to connect into any Service Media at the Building that belong to the Landlord and serve (but do not form part of) the Property which are in existence at the date of this agreement or are installed during the perpetuity period;
- (c) the right to enter any part of the Building that adjoins the Property so far as is reasonably necessary to carry out any works to the Property required or permitted by this agreement;
- (d) a right of access to and from the Property at all times for all purposes with or without vehicles where possible together with the right to have a key for any gates that may be locked which the Tenant needs access through for use in connection with the Property; and
- (e) a right to use any toilets on the Landlord's land.

SIGNED as a deed (but not delivered until the date of this Lease) by the LANDLORD in the presence of:

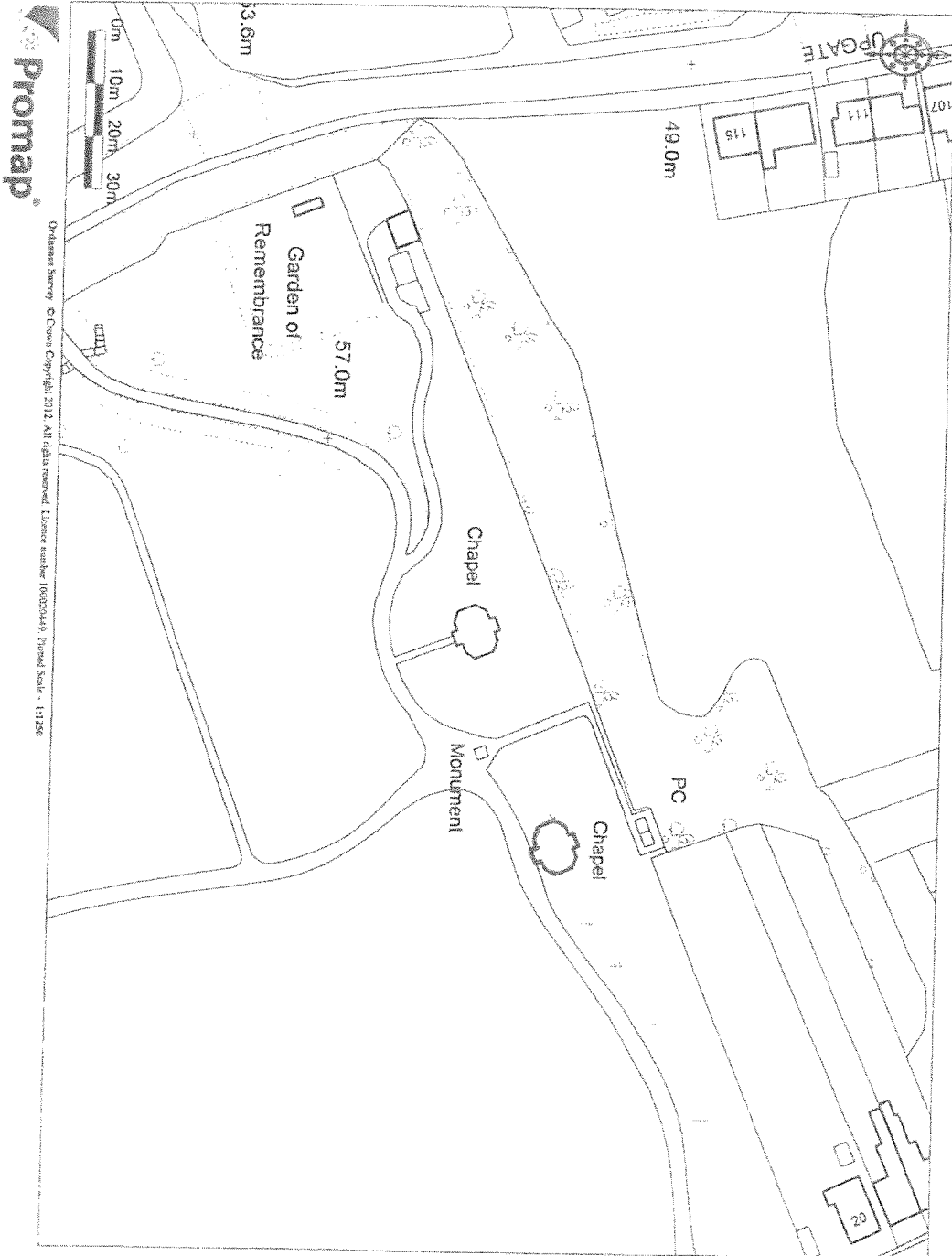
SIGN HERE
[Redacted]

Signature of Witness: .
Witness Name: .
Address: .
Occupation: .

[Redacted]

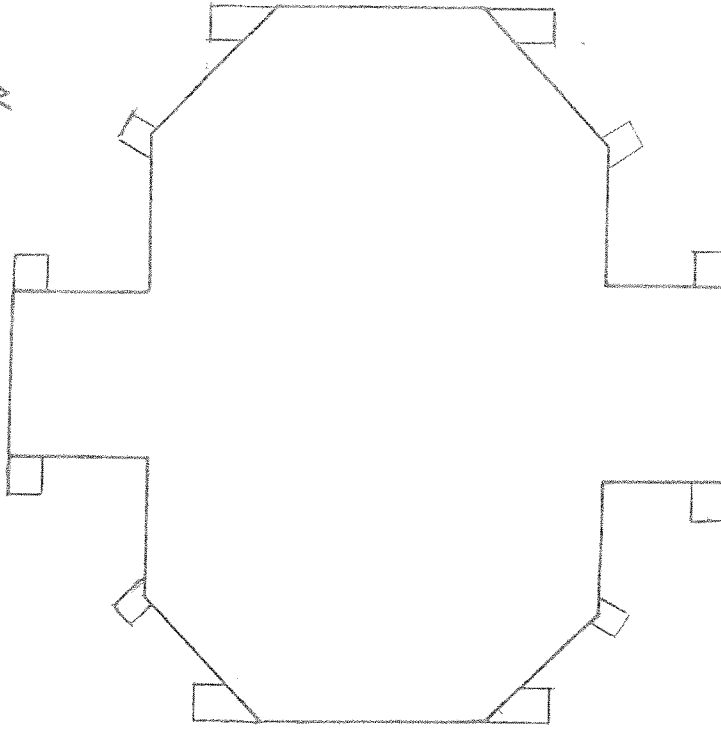
Signed as a deed on behalf of the THE ORTHODOX CHRISTIAN CHURCH TRUST OF ST AETHELHEARD LINCOLNSHIRE by [] and [] two of their number under an authority conferred pursuant to section 333 of the Charities Act 2011.

Signatures
.....
.....
Authorised Signatories





SCALE 1:100



ST AETHELHEARD'S ORTHODOX CHURCH

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 10th OCTOBER 2023**

Councillor Mrs. S. Crew (SC) (in the chair).

Present Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), J. Drake (JD), S. Evardson (SE), H. Filer (HF), L. Frost (LF), D. Hobson (DH), G.E. Horton (GEH), M. Lamb (ML), Mrs. J. Makinson-Sanders (Mrs. JMS), Mrs. K. Parsons (Mrs. KP), J. Simmons (JS), P. Starsmore (PS) and Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: Mrs. E. Ballard (EB), M. Barnes (MB) and L.M. Cooney (LMC).

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

P56. Apologies for Absence

Apologies for absence were received from Cllrs. MB and LMC. Cllr. Mrs. EB sent apologies as she would be late arriving.

P57. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. JMS – Items 4, 5, 6 and 10 as a member of East Lindsey District Council (ELDC).
- b. Cllr. DH – Items 4, 5, 6, and 10 as a member of ELDC.
- c. Cllr. JB – Item 8 as a Governor of the Hospital Trust.
- d. Cllr. Mrs. KP – Item 7 as a resident of Legbourne Road.

P58. Minutes

It was **RESOLVED** that the notes of the Planning Committee Meeting held on 19th September 2023 be approved as the minutes.

P59. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 10-10-23) and **RESOLVED** as follows:

- a. N/105/01450/23 – To object to this application on the grounds that the proposed materials are not suitable in the Conservation Area. The Council wholly support and would reiterate the comments of Heritage Lincolnshire on this application.
- b. N/105/01723/23 – To object to this application on the grounds that the design and appearance are not in keeping with this part of town and the Conservation Area
- c. To support all other applications.

P60. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/00213/23 – Planning Permission – 55 Eastfield Road, LN11 7AL – LTC Objected 11/07/23.
- ii. ELDC Approved – N/105/01085/23 – Listed Building Consent Alterations – 1 Market Place, LN11 9NT – LTC Supported 20/06/23.
- iii. ELDC Approved – N/105/01352/23 – Listed Building Consent Alterations – 1 Market Place, LN11 9NT – LTC Supported 08/08/23.
- iv. ELDC Approved – N/105/02401/22 – Planning Permission – 21 St. Mary's Lane, LN11 0DU – LTC Objected 10/01/23.
- v. ELDC Approved – N/105/01084/23 – Planning Permission – 1 Market Place, LN11 9NT – LTC Supported 20/06/23.
- vi. ELDC Approved – N/105/01271/23 – Planning Permission – Lacey Gardens Junior School, LN11 8DH – LTC Supported 08/08/23.

- vii. ELDC Approved – N/105/01504/23 – Consent to Display an Advertisement – Thompson and Smith, LN11 0YZ – LTC Supported 29/08/23.
- viii. ELDC Approved – N/105/01440/23 – Planning Permission – Aswell Lodge, LN11 0QW – LTC Supported 19/09/2023.
- ix. ELDC Approved – N/105/01534/23 – Listed Building Consent Alterations – 32 Eastgate, LN11 9NG – LTC Supported 29/08/23.
- x. ELDC Approved – N/105/01533/23 – Planning Permission – 32 Eastgate, LN11 9NG – LTC Supported 29/08/23.
- xi. ELDC Approved – N/105/01351/23 – Planning Permission – 25 Southlands Avenue, LN11 8EW – LTC Supported 08/08/23.
- xii. ELDC Approved – N/105/01505/23 – Planning Permission – Thompson and Smith, LN11 0YZ – LTC Supported 29/08/23.
- xiii. ELDC Approved – N/105/01539/23 – Planning Permission – Louth Academy Sports Field, Monks Dyke Road – LTC Objected 29/08/23.

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC
REASON FOR RESTRICTION: Carriageway resurfacing.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Broadley Crescent. No Waiting and No Loading at Any Time Order – Broadley Crescent.
PERIOD OF RESTRICTION: 20/10/2023 – 01/11/2023 (Restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: Emergency – burst main.
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Riverhead Road (Between Eastfield Road and Thames Street).
PERIOD OF RESTRICTION: 21/09/2023 – 27/09/2023 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: Water main repairs.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Almond Crescent; Monks Dyke Road (Between 40m Northeast and 40m Southwest of Almond Crescent).
PERIOD OF RESTRICTION: 24/10/2023 – 26/10/2023 (Restrictions to be implemented for 3 days and when required during this period. Signage will be displayed on site in advance).
- iv. ORGANISATION RESPONSIBLE FOR RESTRICTION: Clancy OBO Anglian Water
REASON FOR RESTRICTION: Locate buried sluice valve.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Monks Dyke Road (Between Almond Crescent and Millgood Close).
PERIOD OF RESTRICTION: 24/10/2023 – 26/10/2023 (Restrictions to be implemented for 3 days and when required during this period. Signage will be displayed on site in advance).
- v. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC
REASON FOR RESTRICTION: Sign replacement
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Lee Street (Between B1200 Newmarket and a point 30m North).
PERIOD OF RESTRICTION: 25/10/2023 – 27/10/2023 (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: Anglian Water
REASON FOR RESTRICTION: Emergency – water main leak.
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Eastgate (Between B1520 Ugate & Nichol Hill).
PERIOD OF RESTRICTION: 28/09/2023 – 05/10/2023, 19:00 to 06:00 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

c. Enforcement

- i. Westville, Irish Hill, LN11 9YL – Please note that this location has now been inspected by a Planning Enforcement Officer regarding complaints of untidy land and building. It was determined that it was not suitable to consider any further action under Section 215 of the Town and Country Planning Act 1990.

P61. Proposed Works to Trees

It was **RESOLVED** that the Committee would support the following proposed tree work, with the recommendation that trees be replanted where possible for proposals C and E:

- a. **Location:** 22 St. Mary's Lane. **Proposal:** A1 – Ash, Beech, Birch, Cedar, Chestnut, Elm, Fir, Oak, Sycamore – Prune to give 2m clearance to garage roof, crown lift to 3.5m, reduce spread to 12m and height to a minimum of 12m, to maintain a balanced shape to the tree. **Reasons:** As per proposal.
- b. **Location:** Seaton House, 153 Eastgate. **Proposal:** T1 Laurel – Reduce to approx. 1.5m below telephone lines. T2 – Sorbus – Reduce to approx. 1.5m below telephone lines. T3 Rowan – Fell as dead/dying. T4 – Holly – Reduce to 1.5m below telephone lines and shape. T6 – Bay – Coppice down to 1.5m to regrow as a bush. T7 – Hazel – Coppice to allow to grow into a bush.
- c. **Location:** El Tucan, Stewton Lane. **Proposal:** T4 – Prunus – Remove (fell) to near ground level. T5 – Austrian Pine – Remove (fell) to near ground level. T6 – Austrian Pine – Remove (fell) to near ground level. **Reasons:** Clay shrinkage subsidence damage to property.
- d. **Location:** 63 James Street. **Proposal:** T1 – Willow – Pollard to previous points, by approx. 3m from a current height of approx. 10-12m. Remove branches overhanging the river. T2 – Ash – Pollard by approx. 3m from a current height of approx. 10-12m. **Reasons:** To keep the river clear of debris and increase light to neighbouring properties.
- e. **Location:** 7 St. Mary's Lane. **Proposal:** T1 – Silver Birch – Fell to ground level. T2 – Holly – Fell to ground level. T3 – Variegated Maple – Pollard, reduce from 15m to 7.5m above ground level. T4 – Maple – Fell to ground level. **Reasons:** T1 – Dead stem. T2 – Poor health. T4 Potential damage to historic wall.

P62. Proposed 30mph Speed Limit – Legbourne Road, Louth

It was noted that Lincolnshire County Council were reviewing the speed limit on Legbourne Road. After discussions, it was **RESOLVED** that the Council would submit comments by 30th October supporting the proposed 30mph speed limit but would also comment that an extension past the Louth Garden Centre would be better.

P63. NHS Public Consultation – Your health, Your Hospitals – Re. Grimsby and Scunthorpe

It was noted that the above consultation was taking place and would close on 5th January 2024. It was **RESOLVED** that the Planning Working Group would formulate a draft corporate response which would be brought to the Planning Committee for ratification at a future meeting.

P64. Police and Crime Commissioner (PCC) Engagement Session

It was noted that the PCC, Mark Jones and Lincolnshire Police would be hosting an engagement session on 5th December 2023. The Session would give elected members the opportunity to present questions to senior officers, hear about the police's work, receive briefing on policing activity of the previous six months and give an overview of crime statistics and future plans. It was **RESOLVED** that:

- a. Cllr. JD would act as the Council's representative to attend the session and provide a written report.
- b. Councillors should send the Town Clerk their questions by 1st December 2023 for the engagement session

P65. Planning Considerations

The Committee discussed whether it should compile a 'local list' for suggestion to ELDC/developers of expenditure that it would like to see by large developers to assist the town. It was **RESOLVED** that Councillors would submit suggestions for their ward to the Town Clerk by 23rd October 2023 to be discussed at the next Planning Committee Meeting on 31st October 2023.

P66. NB: Cllr. GEH left the meeting at 8pm. Cllr. EB arrived at 8.02pm.

P67. Next Meeting

It was noted that the date of the next scheduled Planning Committee meeting was 31st October 2023.

The Meeting Closed at 8.06pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
1	ELDC	N/105/ 01134/23	Planning Permission	Holdsworth Homes Ltd.	Planning Permission - Erection of a block of 4no. flats on the site of the former social club (to be demolished) and erection of a dwelling. AMENDMENT - 1. Revised design to roadside dwelling; 2. Revised design to block of flats; 3. Site plan updated to reflect the above; 4. Boundary plan and separate cross section plan updated; 5. Design and Access Statement and separate Heritage Statement updated; 6. Acoustic report submitted; 7. Description changed to reflect that the use of the existing building for 6 flats doesn't require planning permission and is no longer part of this application.	Louth County Hospital, High Holme Road, Louth, LN11 0EU - North Holme Ward	Yes	Louth Town Council considered this application on 20th June 2023 and would support the proposed flats but object to the proposed house. The Council has concerns about access to the rear of the MRI Suite. The new MRI Suite must be protected for the community and the car park should be preserved as on street parking in the area is already at capacity and makes the area dangerous to other vehicles and pedestrians	Support - new application is a great improvement to protect Holm Oak and looks more appealing. Environment Health has suggested contaminated land as on the site of a historical landfill site. Note, there is a query about ownership of the site.	13/11/2023
2	ELDC	N/105/ 01587/23	Planning Permission	Couplands Caravans	Change of use of land to use as an outside caravan storage facility. AMENDMENT - Description of the development now reflects all parts of the development and that the development has already started: Change of use of land to use as an outside caravan storage facility, erection of an ancillary building with an attached wind turbine, siting of solar panels, erection of 2no. CCTV poles, erection of security fence and gates and construction of a bund (works already started).	Plot 60, Boilingbroke Road, Fairfield Industrial Estate - North Holme Ward	No	New	Support.	08/11/2023
3	ELDC	N/105/ 01866/23	Planning Permission	Mr. D. Ervin	Erection of a shed to replace greenhouse which has already been removed (works commenced). AMENDMENT - Amended block plan showing dimensions and additional elevations received.	The Brambles, Mount Pleasant, LN11 9ND - St. Michael's Ward	No	New	Support.	01/11/2023
4	ELDC	N/105/ 01898/23	Planning Permission	Mr. G. Dawson	Extension to existing offices to provide a filing room within existing courtyard and raising of boundary wall.	132 Eastgate, LN11 9AA - Priory Ward	Yes	New	Support.	01/11/2023
5	ELDC	N/105/ 01921/23	Reserved Matters Application	Shape Properties Ltd and Charterpoint (Louth) Ltd.	Reserved Matters application relating to the erection of 30 detached houses including detached garages, 44 semi detached houses and garages, 8 apartments and 8 terraced houses (total of 90 houses) with associated access roads and landscape (outline planning permission ref no. N/105/01055/22 erection of up to 90no. dwellings with garages with means of access to be considered granted 30th August 2023).	Land west off, Grimsby Road - North Holme Ward	No	New	Support but comment - increased traffic onto busy Grimsby Road - 5 year plan for maintenance of ponds, swales, landscaping, playground is too short a time.	03/11/2023
6	ELDC	N/105/ 01925/23	Planning Permission	Mr. S. and Mrs. B. Blakley	Extensions to existing dwelling to include a first floor to provide additional living accommodation.	Spire View, 18 St. Marys Lane, LN11 0DT - North Holme Ward	No	New	Open to the meeting.	01/11/2023
7	ELDC	N/105/ 01968/23	Planning Permission	Mrs. D. Lait	Change of use, conversion of and alterations to existing stable and cart store building which is a listed building into 1no. dwelling and erection of a wall 1.82 metres in height.	Stables & Cart Store, 13 Chequergate, LN11 0LL - St. James' Ward	Yes	New	Support but comment about light vehicular access onto traffic lights - No access for emergency vehicles or refuse collection.	13/11/2023

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
8	ELDC	N/105/ 01969/23	Listed Building Consent	Mrs. D. Lait	Conversion of and alterations to existing stable and cart store building into 1no. dwelling and erection of a wall 1.82 metres in height.	Stables & Cart Store, 13 Chequegate, LN11 0LL - St. James' Ward	Yes	New	Support but comment about tight vehicular access onto traffic lights. No access for emergency vehicles or refuse collection.	03/11/2023
9	ELDC	N/105/ 01975/23	Planning Permission	Mr. O. Crossland	Change of use and alterations to existing shop and education and training centre into a ground floor bar and restaurant and a first floor flat for use as managers accommodation.	14-16 Aswell Street, LN11 9BA - Priory Ward	Yes	New	Support.	01/11/2023
10	ELDC	N/105/ 02016/23	Planning Permission	Wireless Infrastructure, on behalf of MBNL and EE Ltd.	Installation of replacement antennas, revised headframe arrangements, and associated ancillary development at existing telecommunications mast.	Telecommunications Mast, Louth Reservoir, Homcastle Road, LN11 9QT - St. Mary's Ward	No	New	Support.	08/11/2023
11	ELDC	N/105/ 02017/23	Planning Permission	Mr. P. Smith	Erection of 1no. house and detached garage, existing stable block to be demolished.	125 Crowtree Lane, LN11 0QW - St. Mary's Ward	No	New	Object. In AONB, garden grabbing, traffic access onto small lane, some question of obstructing neighbour front door. The Ecological Report is redacted, why? Are there badger sets, bats and lots of other wildlife?	13/11/2023
12	ELDC	N/105/ 20244/23	Planning Permission	Mr. and Mrs. Bains	Extension to existing dwelling to provide additional living accommodation.	69 Crowtree Lane, LN11 0QW - St. Mary's Ward	Yes	New	Support.	13/11/2023

PLANNING COMMITTEE 31st OCTOBER 2023
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC Approved – N/105/01612/23 – Listed Building Consent (Alterations) – Kings Head, LN11 9JQ – LTC Supported 29/08/23.
- b. ELDC Approved – N/105/01633/23 – Listed Building Consent (Alterations) – Thornton House, LN11 9YQ – LTC Supported 29/08/23.
- c. ELDC Refused – N/105/01419/23 – Planning Permission – Land Adjacent to Raithby Water Treatment Works, Louth – LTC Objected 08/08/23.
- d. ELDC Approved – N/105/01720/23 – Planning Permission – Endoscopy Unit, Louth County Hospital, LN11 0EU – LTC Supported 19/09/23.
- e. ELDC Approved – N/105/01813/23 – Planning Permission – 10 Southlands Avenue, LN11 8EW – LTC Supported 10/10/23.
- f. ELDC Approved – N/105/01625/23 – Listed Building Consent (Alterations) – 17 Market Place, LN11 9PD – LTC Supported 19/09/23.

2. Temporary Traffic Restrictions

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Hague Telecoms Services Ltd.

REASON FOR RESTRICTION: New network installation.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Abbey Road (Between St. Bernards Avenue and Park Avenue).

PERIOD OF RESTRICTION: 06/11/2023 – 10/11/2023 (Restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

- b. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water

REASON FOR RESTRICTION: Water main repairs.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Love Lane (Between Westgate and a point 50m south).

PERIOD OF RESTRICTION: 06/11/2023 – 17/11/2023 (Restrictions to be implemented for 12 days as and when required during this period. Signage will be displayed on site in advance).

- c. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC

REASON FOR RESTRICTION: Carriageway micro-resurfacing.

NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Louth: Holmes Close (Between Mill Lane and End); Welbeck Way (Between Mill Lane and End); Mill Lane (Between High Holme Road and End); Havelock Close (Between Hawker Drive and End); Simons Close (Between Pasture Drive and End); Beck Way (Between Pasture Drive and End); Hawker Drive/Pasture Drive (Between Stewton Lane and Graye Drive); Alder Close (Between Pasture Drive and End); Albany Place (Between Albany Road and End); Brookside Close (Between Bartongate and End); Bartongate (Between Albany Road and End); Albany Road (Between Kenwick Road and End).

PERIOD OF RESTRICTION: 21/08/2023 – 30/11/2023, 07:30 to 18:00 (Restrictions to be implemented for 78 days as and when required during this period. Signage will be displayed on site in advance).

- d. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water

REASON FOR RESTRICTION: Emergency – New connection.

NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Market Place (Between Cornmarket and Eastgate).

PERIOD OF RESTRICTION: 15/10/2023 – 15/10/2023 (Restrictions to be implemented for 1 day as and when required during this period. Signage to be displayed on site in advance).

- e. ORGANISATION RESPONSIBLE FOR RESTRICTION: LCC

REASON FOR RESTRICTION: Remembrance Events/Parades.

NATURE AND LOCATION OF RESTRICTION: Louth – Uppgate; Mercer Row; Market Place; Eastgate; Northgate; Ramsgate.

PERIOD OF RESTRICTION: 11/11/2023 and 12/11/2023 (Restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).



served by One Team

South & East Lincolnshire Councils Partnership

Sub-regional Strategy Consultation

In October 2021, Boston Borough Council, East Lindsey District Council and South Holland District Council formed the South & East Lincolnshire Councils Partnership. This is the largest partnership of its kind in the country.

The Partnership Business Case identified opportunities for greater alignment and closer working on a range of strategic issues that are common for each Council area within the sub-region.

Each of the Councils existing Corporate Strategies are reaching the end of their life, or are due for review, and it has been agreed to develop a Sub-regional Strategy to replace the existing Corporate Strategies.

As well as identifying the sub-regional strategic priorities going forward, the proposed Strategy will also identify specific priorities where these are a matter of importance to one sovereign Council within the Partnership.

We would like you to have your say on the proposed vision, priorities and areas of focus.

Please spare a few minutes of your time to answer the questions below.

Closing date for submission of responses is Tuesday, 31st October 2023.

1. Are you responding to this survey as:

- A resident
 A visitor
 A business
 A Town or Parish Council (please tell us which one in the box below)
 Other (please state in the box below)

Please state:

Louth Town Council

2. Our Vision

Do you agree with the overall vision listed below?

A bold and ambitious partnership of Council's, working together

	Yes	No
To shape policy at a sub-regional level	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To secure more resources to deliver on our priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To do more for the communities we serve	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To have a greater impact in tackling the wider common challenges our communities face	<input checked="" type="checkbox"/>	<input type="checkbox"/>
To become more efficient in the way we operate	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. What else would you like to see included or changed in the vision?

Sub Regional Priorities

4. Do you agree with the proposed sub-regional priorities listed below?

	Yes	No
Growth and Prosperity (Skills, Training/Education, Business Support, Employment, Utilities, Economic Development, Transport Infrastructure, Flood Risk)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Healthy Lives (Leisure, Culture, Wellbeing, Housing and Homelessness, Access to Health Services, Health Inequalities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safer Communities (Crime and Disorder, Anti-Social Behaviour, Licensing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Environment (Climate Change, Biodiversity, Air Quality, Open Spaces, Waste and Recycling, Environmental Crime)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Please tell us if you have any other suggestions for sub-regional priorities

Growth and Prosperity

6. Do you agree with the proposed areas of focus under 'Growth and Prosperity' listed below? We will:

	Yes	No
Develop and deliver a Strategic Economic Plan for the Sub-region (encompassing a prospectus for inward investment, a destination management plan and cultural framework, and a renewed focus on housing growth)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deliver the Towns' Fund, Levelling Up, UK Shared Prosperity Fund (UKSPF) and Arts Council England (ACE) funded programmes, ensuring both their outputs and outcomes support the growth and prosperity of the sub-region	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work collaboratively to increase access to learning opportunities and economic diversification through increasing skills to support new services and business creation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deliver green and sustainable long-term economic growth by working with partners to enable greater connectivity through excellent mobile and broadband connections, enhanced availability of employment land and improved road and transport links.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7. Please tell us if you have any other suggestions for areas of focus for 'Growth and Prosperity'.

Healthy Lives

8. Do you agree with the proposed areas of focus under 'Healthy Lives' listed below?
We will:

	Yes	No
Work with the Healthy Living Board to deliver the Healthy Living Action Plan (Housing & Homelessness; Activity & Wellbeing; Environment and climate: Economic inclusion: Working with Communities)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reduce health inequalities for the social and economic benefit of our communities through voluntary and community sector engagement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Target resources, with partners and linking back to economic development and funding opportunities, to improve access to health services and to improve health facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop our leisure and cultural offer for the benefit of residents	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Improve housing standards, deliver affordable housing based on housing needs now and in the future and bring empty properties back in to use	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reduce homelessness and rough sleeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9. Please tell us if you have any other suggestions for areas of focus for 'Healthy Lives'.

Safe and Resilient Communities

10. Do you agree with the proposed areas of focus under 'Safe and Resilient Communities' listed below? We will:

	Yes	No
Work with the SELCP Community Safety Partnership to deliver the Community Safety Strategy (tackling anti-social behaviour; hate crime; safer streets & night-time economy; the safety of women & girls; vulnerability & safeguarding)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reduce fear of crime by working with partners and local communities to understand and change perceptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work with partners to prevent domestic abuse and promote healthy relationships	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensure licensing policies support crime reduction, community safety, place shaping, economic growth and inclusivity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work with the local community to promote cohesion, community confidence and pride of place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

11. Please tell us if you have any other suggestions for areas of focus for 'Safe and Resilient Communities'.

Environment

12. Do you agree with the proposed areas of focus under 'Environment' listed below? We will:

	Yes	No
Work with the South and East Lincolnshire Climate Action Network (SELCAN) to deliver the Climate Change Strategy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work with partners to Increase biodiversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Implement the Environment Act and Extended Producer Responsibility (EPR) as they come forward	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discourage fly tipping and environmental crime through deterrence, education and enforcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work with local communities to develop green spaces and play areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Protect and enhance built heritage and environment, with local businesses and through green homes grants, and create new developments	<input checked="" type="checkbox"/>	<input type="checkbox"/>

13. Please tell us if you have any other suggestions for areas of focus for 'Environment'.

Corporate Priority

14. In order to deliver community facing priorities, we also need to make sure that we continue to develop the partnership itself. Do you agree with the proposed corporate priority shown below?

	Yes	No
Efficiency and Effectiveness (future planning, development of the partnership and its workforce, good quality and value for money services, in line with customer needs, transformation and innovation, digital exclusion (lack of access to the internet))	<input checked="" type="checkbox"/>	<input type="checkbox"/>

15. Please tell us if you have any other suggestions for a corporate priority.

Efficiency and Effectiveness

16. Do you agree with the proposed areas of focus under 'Efficiency and Effectiveness' listed below? We will:

	Yes	No
Prepare our Partnership / Councils for the future of local government; recognising that the environment we operate in continues to change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deliver the Partnership's business case, accelerating the alignment of service provision and policies where it makes sense to do so	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Make the most effective use of our Partnership and demonstrating our shared values – we trust, we deliver, we work together, we are proud and we care	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deliver our Customer Experience Strategy that seeks to ensure the customer journey is straightforward when accessing our services and the Digital Strategy which enables assisted self-service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deliver an ambitious Workforce Development Strategy that makes us a Partnership of choice for those seeking a career in the sector, through positive and forward-thinking working practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seek opportunities to transform how we provide services through new ways of working, including the use of technology, for the benefit of our workforce and customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maximise income - secure additional income and investment to the Partnership / Councils to support the provision of services to the community, including lobbying partners to ensure our Sub-region receives its fair share of national and regional funding to address our local challenges	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reduce the carbon footprint from our own assets and operations	<input checked="" type="checkbox"/>	<input type="checkbox"/>

17. Please tell us if you have any other suggestions for areas of focus for 'Efficiency and Effectiveness'.

Local Priorities

18. The proposed local priorities relate to one of the three Councils within the Partnership. Please select one of the Councils from the drop-down list below to provide feedback for your local area.

- East Lindsey District Council
 Boston Borough Council
 South Holland District Council

East Lindsey District Council's Priorities

19. Do you agree with the proposed areas of focus listed below?

	Yes	No
Work with local communities to deliver art and leisure projects in the local area in line with the objectives in the adopted cultural framework	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deliver local carbon and energy reduction projects	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work with local communities to develop green spaces and play areas for health and wellbeing in the local area	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Encourage and facilitate more town centre development for housing in the district	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repair and maintenance existing Council assets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop an ambitious future Investment Plan for the Coast (looking at the future implications associated with flood risk, mitigation and water management)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

20. Please tell us if you have any other suggestions for areas of focus for East Lindsey District Council.

Support and improve Market Towns.
Expansion of industrial estate land in inland towns.

South Holland District Council Priorities

21. Do you agree with the proposed areas of focus listed below? We will:

	Yes	No
Deliver good quality core services	<input type="checkbox"/>	<input type="checkbox"/>
Support improvements to Spalding Town Centre, Markets and Events	<input type="checkbox"/>	<input type="checkbox"/>
Engage with housing tenants to help shape service delivery in the district	<input type="checkbox"/>	<input type="checkbox"/>
Facilitate the development of infrastructure in the local area	<input type="checkbox"/>	<input type="checkbox"/>

22. Please tell us if you have any other suggestions for areas of focus for South Holland District Council.

Boston Borough Council Priorities

23. Please tell us the areas of focus you feel are most important for Boston Borough Council over the next 5 years.

Thank you for taking the time to complete this survey
The feedback from this survey will be made available on the South & East
Lincolnshire Councils Partnership website:
<http://www.selcp.co.uk>

07-11-23 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 23rd May 2023.**

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

Councillors: Mrs. E. Ballard (EB), J. Baskett (JB), Mrs. S. Crew (SC), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH),

Councillors not present: All committee members were present.

The Town Clerk, Mrs. L.M. Phillips was also present.

H1. Election of the Personnel Committee Chairman

It was **RESOLVED** that Cllr. Mrs. JMS be elected as Chairman. Cllr. JMS took the Chair.

H2. Election of the Personnel Committee Vice Chairman

It was **RESOLVED** that Cllr. Mrs. SC should be elected as Vice Chairman.

H3. Apologies for Absence

There were no apologies for absence.

H4. Declarations of Interest / Dispensations

There were no declarations of interest.

H5. Minutes

It was **RESOLVED** that the notes of the Personnel Committee meetings held on 4th April 2023 and 3rd May 2023 be approved as the Minutes.

H6. Closed Session

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

- a. **Sickness** – The Committee received details of sickness levels in the year to date of both its staff and its volunteers.
- b. **Holiday** – The Committee noted that 1st quarter letters confirming entitlement, when holiday must be taken by and amount left had been issued.
- c. **Accidents** – The Committee noted that a bee sting had been sustained by a member of staff and were updated on its volunteers.
- d. **Probationary Period** – The Committee noted that the end of the 3 month probationary period for one of its employees was approaching and that a review was imminent. It was **RESOLVED** that the probationary period should be extended to 6 months.

H7. Next Meeting

It was noted that the date of the next scheduled Personnel Committee meeting was 31st October 2023.

The Meeting Closed at 9.05pm.

Signed _____ (Chairman)

Dated _____

Working with display screen equipment (DSE)

A brief guide



This is a web-friendly version of leaflet INDG36(rev4), published 04/13

Introduction

This leaflet will help you to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and explains what you, as an employer, may need to do to protect your employees from any risks associated with Display Screen Equipment (DSE) (ie computers and laptops). It will also be useful to employees and their representatives.

These Regulations only apply to employers whose workers regularly use DSE as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

These Regulations do **not** apply to workers who use DSE infrequently or for short periods of time. However, the controls described in 'How to control the risk' may still be useful for these workers.

If you have DSE users, you must:

- analyse workstations to assess and reduce risks;
- make sure controls are in place;
- provide information and training;
- provide eye and eyesight tests on request, and special spectacles if needed;
- review the assessment when the user or DSE changes.

For those who employ many users of DSE, this guidance also contains information that may help you manage your legal duties efficiently (see 'Using DSE assessors').

What is DSE?

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

What are the health risks with DSE?

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors.

Consulting your employees on DSE

Workplaces where employees are involved in taking decisions about health and safety are safer and healthier. Collaboration with your employees helps you to manage the potential health problems associated with DSE in a practical way by:

- helping spot the risks;
- making sure health and safety controls are practical;
- increasing the level of commitment to working in a healthy way.

You must consult all your employees, in good time, on health and safety matters. In workplaces where a trade union is recognised, this will be through union health and safety representatives. In non-unionised workplaces, you can consult either directly or through other elected representatives.

Consultation involves employers not only giving information to employees, but also listening to them and taking account of what they say before making health and safety decisions.

For further information on your legal duties, see the HSE leaflet *Consulting employees on health and safety: A brief guide to the law* (see 'Further information').

How to control the risk

As an employer, you need to assess the risks associated with using DSE equipment and any special needs of individual staff. You may find the *DSE workstation checklist* (see 'Further information') helpful. This gives practical guidance on workstation assessments and is designed to encourage users to take an active part. If users are suitably trained, they can fill in the checklist themselves.

You should use your assessment to decide what needs to be done and check that action is taken.

Make a record of your significant findings. Any record you produce should be simple and focused on controls. If you have fewer than five employees, you do not have to write anything down. But it is useful to do this, so you can review it at a later date, for example if something changes. If you have five or more employees, you are required by law to write it down.

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis.

The risks from DSE can be controlled using the following straightforward, low-cost controls.

Getting comfortable

The following may help users:

- Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen.
- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.

- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.

Well-designed workstations

Keyboards and keying in (typing)

- A space in front of the keyboard can help you rest your hands and wrists when not keying.
- Try to keep wrists straight when keying.
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers.

Using a mouse

- Position the mouse within easy reach, so it can be used with a straight wrist.
- Sit upright and close to the desk to reduce working with the mouse arm stretched.
- Move the keyboard out of the way if it is not being used.
- Support the forearm on the desk, and don't grip the mouse too tightly.
- Rest fingers lightly on the buttons and do not press them hard.

Reading the screen

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
- Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

Changes in activity

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. As the employer you need to plan, so users can interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.

The following may help users:

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before users get tired, rather than to recover.
- Short, frequent breaks are better than longer, infrequent ones.

Timing and length of changes in activity or breaks for DSE use is not set down in law and arrangements will vary depending on a particular situation. Employers are not responsible for providing breaks for the self-employed.

Portable computers

These same controls will also reduce the DSE risks associated with portable computers. However, the following may also help reduce manual handling, fatigue and postural problems:

- Consider potential risks from manual handling if users have to carry heavy equipment and papers.

- Whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse.
- The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised (raiser blocks are commonly used to help with screen height).
- More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels.
- While portable systems not in prolonged use are excluded from the regulations some jobs will use such devices intermittently and to support the main tasks. The degree and intensity of use may vary. Any employer who provides such equipment still has to risk assess and take steps to reduce residual risks.

DSE user training

You must provide information, instruction and health and safety training to users to help them identify risks and safe work practices. When training users, consider explaining:

- the risks from DSE work and the controls you have put in place;
- how to adjust furniture;
- how to organise the workplace to avoid awkward or frequently repeated stretching movements;
- how to clean the screen and mouse;
- who to contact for help and to report problems or symptoms;
- how to use the *Display screen equipment (DSE) workstation checklist* (see 'Further information') if users are going to make their own assessment.

You may need to retrain users if you make significant changes to workstations.

Providing eye tests and any necessary spectacles for DSE work

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

If a user or a potential user requests an eye test you are required to provide one. If the test shows that the user needs glasses specifically for DSE work, you must pay for a basic pair of frames and lenses. Eye tests are not an entitlement for the self-employed.

Users are entitled to further tests if DSE work is considered to cause them visual fatigue and at regular intervals after the first test.

The arrangements you make to provide eye and eyesight tests can vary. For example, some employers let users arrange tests for themselves (and give the employer the bill); others prefer to send all their staff to be tested by one optician. The following may help you when setting up your arrangements:

- contact a number of opticians to make sure you get a competitive rate;
- ask if they will come to you to carry out the eye tests;
- ask for standard information about each user test. This should say if the user needs glasses for DSE work, and when they should be retested;
- tell users what arrangements you have made;

- make sure users understand what you will and won't pay for.

You only need to provide glasses for the DSE work. If users' normal glasses are suitable for DSE work, you don't need to pay for them. You don't have to pay for expensive frames or lenses.

Review

DSE assessments need to be reviewed when:

- major changes are made to the equipment, furniture, work environment or software;
- users change workstations;
- the nature of work tasks change considerably;
- it is thought that the controls in place may be causing other problems.

Using DSE assessors

If you employ many users of DSE, it may help to appoint someone competent to act as an assessor. The assessor can help to:

- identify who is covered by the Regulations;
- assess workstation risks and put control measures in place;
- provide training.

Training assessors

Trained assessors can help you recognise risky workstation layouts, environments and practices. Make sure whoever you choose to become an assessor (it may be more than one person) knows what is expected of them. You will also need to make sure assessors have taken any necessary actions to tackle the problems that have been identified.

It is worth providing assessor training on the following:

- how to review user assessments or checklists to identify any additional controls;
- how to tackle problems the user is unable to solve;
- deciding when additional information and help is needed, and where to go for it;
- how to record significant findings.

Training products for assessors are available from many organisations and whatever training methods you use, you should check afterwards that assessors have understood the information and reached an adequate level of competence.

When analysing the completed checklists, it may be useful for assessors to consider the following:

- deal with the biggest problems first;
- investigate all reports of aches and pains from users;
- try to identify the causes of risk by looking at all potential causes. For example poor posture may be due to bad seating, **or** sitting awkwardly to avoid glare on the screen, **or** leaning forward to use the keyboard because the chair arm rests prevent it from being close enough to the workstation, **or** a poorly positioned mouse;

- remember to assess all the risks – look at things like task demands and changes in activity, as well as the physical aspects of the workstation;
- take account of individuals' special needs, such as users with a disability.

Further reading

Aching arms (or RSI) in small businesses: Is ill health due to upper limb disorders a problem in your workplace? Leaflet INDG171(rev1) HSE Books 2003
www.hse.gov.uk/pubns/indg171.pdf

Consulting employees on health and safety: A brief guide to the law Leaflet INDG232(rev2) HSE Books 2013 www.hse.gov.uk/pubns/indg232.htm

Display screen equipment (DSE) workstation checklist Leaflet CK1
 HSE Books 2013 www.hse.gov.uk/pubns/ck1.htm

Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002: Guidance on Regulations L26 (Second edition)
 HSE Books 2003 ISBN 978 0 7176 2582 6 www.hse.gov.uk/pubns/books/l26.htm

For businesses in office or retail premises, contact your local authority to speak to an Environmental Health Officer.

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is at www.hse.gov.uk/pubns/indg36.pdf.

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