

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council and its Planning Committee which will be held on Tuesday 18th November 2025 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 will 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 13th Day of November 2025

AGENDA

TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Vice Chairman: Cllr. Mrs. K. Parsons, Membership: All Cllrs.)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Council Meeting held on 21st October 2025.

4. Committee Minutes

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

- a. Planning Committee – 9th September 2025
- b. Planning Committee – 30th September 2025
- c. Governance and Finance Committee – 19th August 2025
- d. Personnel Committee – 9th September 2025
- e. Personnel Committee – 21st October 2025

5. Grievance and Disciplinary Policies

Council to approve new grievance and disciplinary policies for use. (Attached).

6. Arrangements for 9th December 2025

Council to consider a proposal from Cllr. Starsmore that, if possible, the length of the next scheduled meetings on 9th December be limited to allow a discussion afterwards on the future of Town Centre Retail (as discussed on 30/9/25).

7. Local Growth and Grant Funding

Following discussion on 21st October, Council to ratify a grant application made to the Pride in Place Grant Scheme to meet its deadline of 17th November 2025.

8. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 20th January 2025.

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, Vice Chairman: Cllr. D. Moore, Membership: All Cllrs.)

1. **Apologies for Absence**
To receive apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.
2. **Declarations of Interest / Dispensations**
To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members’ Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.
3. **Minutes**
To approve as a correct record the notes of the Planning Committee Meeting held on 21st October 2025. (Attached).
4. **Applications received by the Local Planning Authority**
To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 11-18-25). (Attached).
5. **Planning Correspondence**
Committee to receive planning decisions, enforcement complaints, appeal decisions, temporary road closures etc., as advised by the District and County Council. (Attached).
6. **Proposed Work to Trees**
Committee to ratify comments of “No objections, leave to ELDC Tree Officer” to the following proposed works to trees:
 - a. **Proposals:** T1 – Lime – Canopy lift to between 4.5-5m agl. Lower growth on the tree is overgrown epicormic growth. **Location:** 4 St. Mary’s Park, LN11 0EF **Reasons:** T1 – Lime – It is proposed to remove epicormic growth up to and slightly above the first main branch union, as well as lifting some of the tops to level the lower canopy leaving a finished height of 4.5-5m agl. Currently, the growth is completely shadowing the dwelling blocking most of the light to the front of the property.
7. **Review of Waiting Restrictions at Schoolhouse Lane**
Council to receive details of the above and consider making a response. (Attached).
8. **Review of Waiting Restrictions at Warwick Road**
Council to receive details of the above and consider making a response. (Attached).
9. **Review of Waiting Restrictions at Victoria Road**
Council to receive details of the above and consider making a response. (Attached).
10. **Café / Bar Pavement Licence**
Council to receive an update on the above.
11. **Next Meeting**
To note that the next scheduled meeting of the Planning Committee will take place on 9th December 2025.

10-21-25 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 21st OCTOBER 2025**

The Mayor, Cllr. D. Hobson (DH) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

Councillors Not Present: M. Barnes (MB), H. Filer (HF).

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

Public Forum

- Cllr. Mrs JMS shared details of East Lindsey District Council's (ELDC) Pride of Place funding, which was available to Councils.

T97. Apologies for Absence

Apologies for absence were received from Cllr. HF.

T98. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. PS – Item 5 due to his partner working for the Environment Agency.

T99. Town Clerk's Remarks

The Town Clerk informed the Council that:

- The resurfacing of Julian Bower had taken place, as previously agreed.
- The deed of surrender and new lease for the London Road Astro Turf site had been signed.
- ELDC were ready to sign over ownership of the electricity supply box located in the Market Place to Louth Town Council.
- The London Road Allotments had contacted the Council to report that there was a water leak on site. Anglian Water had visited the site and hoped to fix the issue by installing new equipment at the meter.
- It had been necessary to sanction the purchase of new pressurisation equipment for the boiler at the Sessions House to ensure that the heating continued to function during the winter months. The new unit would replace the old equipment, most of which was very old and defunct. The Town Clerk imparted that she and the Mayor had sanctioned the purchase as per Financial Regulation 5.15, with costs totaling £2,240 + VAT.
- Instructions had been tabled for the Council's participation in the annual Remembrance Parade. She asked that Councillors familiarise themselves with the changes from previous years.

T100. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on 30th September 2025 be approved as the minutes.

T101. Flood Alleviation Agreement with the Environment Agency (EA)

The Council noted that FOG had considered the above and confirmed that the agreement only covered routine maintenance to the two earth embankments constructed to create two flood storage areas and associated flow structures to protect Louth. Upon a recommendation from FOG, it was proposed, seconded and **RESOLVED** to arrange a walk-through of the River Lud with members of FOG and the EA and engage in an informal discussion of its issues.

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

T102. Closed Session

At 7.11pm upon a proposal from Cllr. Mrs. EB, seconded by Cllr. PS it was **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 items, information being of a commercially confidential nature with regard to:

a. Old Mill House

Councillors received advice from its legal advisors, and, after consideration, it was proposed, seconded and **RESOLVED** to accept the advice and make the appropriate amendments requested to the TP1.

At 7.22pm it was proposed, seconded and **RESOLVED** to move back into open session.

T103. Next Meeting

It was noted that the date of the next scheduled Town Council meeting would take place on 18th November 2025.

The Meeting Closed at 7.23pm.

Signed _____ (Chairman)

Dated _____

Louth Town Council

GRIEVANCE PROCEDURE

Introduction

The grievance procedure aims to provide employees with a course of action if they have a complaint that they are unable to resolve informally with their line manager, allow managers to deal with employee grievances fairly, consistently and quickly, comply with legislation and comply with the ACAS guidance on dispute resolution.

It is hoped that all grievances can be resolved quickly by way of an informal discussion with the employee's immediate line manager. However, if a grievance cannot be settled informally, formal procedures should be followed.

Louth Town Council values its staff and aims to put policies in place to ensure that they are treated fairly and consistently.

What is a grievance? ‘Grievances are concerns, problems or complaints raised by a staff member with management. Anybody may at some time have problems or concerns with their working conditions or relationships with colleagues that they wish to raise’ - ACAS.

The Council is committed to trying to defuse and resolve situations early before they reach the formal grievance process. Mediation and counselling will be used where possible. Employees should try to resolve grievances informally with their line manager. Issues that may cause grievances include: terms and conditions of employment (other than grading), health and safety, work relations, bullying and harassment, working environment, equality and diversity, organisational change.

Informal Grievances

If a member of staff feels that they are unhappy with an element of their employment with the Town Council they should initially discuss the matter with the Clerk. However, if the grievance is being raised by the Clerk or the grievance is against the Clerk or the employee is uncomfortable talking to the Clerk the matter should be raised with the Chair of the Personnel Committee.

Mediation

In the event that an employee is unhappy with the outcome of the Informal Grievance Procedure, or either party do not feel that performance / conduct issues are being addressed effectively, either an employee or the Clerk can request that the matter be subject to mediation.

This will involve the use of a third party mediator. In its simplest form, mediation will involve the mediator talking to either party individually, to listen to their side of the issue. If the mediator feels that a resolution to the problem is possible, a meeting will be arranged between all parties at which the mediator will set out their assessment of the issues and invite both parties to reach their own resolution.

The resultant action plan should have the agreement and support of both parties, be set out in writing and be signed by all involved in the Mediation process.

Formal Grievance Process

If a grievance cannot be settled informally or by mediation, then the employee should raise the matter formally as follows:

1. The employee should set out the grievance in writing and give this to the Town Clerk. If the complaint is about the Town Clerk, the employee should submit their grievance to the Chairman of the Personnel Committee.
2. Once the Town Clerk or Chairman of the Personnel Committee has received a grievance in writing they should, within fourteen calendar days, contact the employee to arrange the grievance hearing meeting for a mutually convenient date, time and place. All grievances shall be heard by the Town Clerk, supported by other staff as appropriate to the situation unless the grievance is against the Town Clerk. In such instances the grievance shall be heard by the Chairman of the Personnel Committee unless they have been involved in an associated issue, in which case the Council should form a Grievance Panel comprising not less than 3 members who have not been previously involved (not to include the Chairman of the Council). The Grievance Panel will appoint its own Chairman. The hearing meeting does not have to be held within fourteen calendar days. However, there should be no unnecessary delay. The employee has a right to be accompanied by a trade union official or a person of their choice. It is important that the hearing meeting is not interrupted and the grievance is treated confidentially. Every effort must be made by all parties to attend this meeting.
3. At the hearing meeting the Town Clerk or Chairman of the Personal Committee or Chairman of the Grievance Panel should state the purpose of the hearing and introduce everyone present. The employee should explain their grievance and say how they think it should be settled. Questions should be asked as necessary to ensure all relevant details are known. It is likely that further investigation or advice will be needed before a decision can be made. The Town Clerk or Chairman of the Personnel Committee or Chairman of the Grievance Panel should explain what they propose to do in response to the employee's complaint e.g., conduct an investigation and what the likely timescales are.
4. In line with the timescales the Town Clerk or Chairman of the Personnel Committee or Chairman of the Grievance Panel should arrange to meet with the employee to outline the response to the employee's grievance. The response should include what action the Council intends to take following the grievance. The outcome of this meeting should be followed up in writing. The employee should be informed that if they remain dissatisfied, they have a right of appeal to the Chairman of the Council.
5. If the employee is dissatisfied with the response a written application can be made to the Chairman of the Council, stating their grounds for appeal. This should be done within five calendar days of receiving notification of the decision.

6. The Chairman of the Council should then arrange a meeting of an Appeals Panel (minimum of 3 Members, who have not been previously involved) with the employee. The Appeals Panel should be chaired by the Chairman of the Council (who should also not have been previously involved). The employee has a right to be accompanied by a trade union official or a person of their choice.
7. Within seven calendar days of the meeting, the Chairman of the Appeals Panel should respond to the employee in writing and notify them of their decision. This decision will be final.
8. Nothing in this procedure shall prejudice the legal rights of the employee and the Council.
9. Any letters or documents relating to the case should be placed on the employee's personal file.

Information for companions

Employees have the right to be accompanied by a fellow employee or trade union representative. If the employee's chosen companion is not available at the time arranged for the first meeting the hearing can be postponed but the hearing must be held within five working days after the original date proposed by the employer. At the hearing the companion is permitted to:

- Address the hearing, but not to answer questions on behalf of the employee
- Confer with the worker during the hearing
- Ask questions of the employer and employee during the hearing
- Participate as fully as possible in the hearing
- Take reasonable time to confer privately with the employee.

Records

Full records should be kept including the statement of grievance, the response from the Town Clerk/Chairman of the Personnel Committee/Chairman of the Grievance Committee/Chairman of the Appeals Panel and any action taken together with the reasons for it. These records will be kept confidential and retained in accordance with the provisions of the General Data Protection Regulations 2018.

Louth Town Council

DISCIPLINARY PROCEDURE

Introduction

This procedure aims to allow the Council to set standards of performance and behaviour, make sure that employees are treated fairly and consistently when dealing with shortfalls, help maintain and improve standards, provide a means of deciding when dismissal is justified (dismissal is the last resort when all else has failed or when the employee's breach is a very serious one), comply with legislation as part of the Employment Acts 2008 and 2010 and be consistent with ACAS Code of Practice relating to Discipline and Grievance.

Cases of minor misconduct or unsatisfactory performance are usually best dealt with informally. An informal conversation or quiet word is often all that is required to nip the problem in the bud and improve an employee's conduct or performance. In some cases, additional training, coaching and advice may be what is needed. There will be situations where matters are more serious or where an informal approach has been tried but is not working. If informal action does not bring about an improvement, or the misconduct or unsatisfactory performance is considered too serious to be classed as minor, employers should provide employees with a clear signal of their dissatisfaction by taking formal action.

Informal Procedures

Informal action should take the form of a private discussion between the employee and the Town Clerk or if the action is against the Town Clerk with the Chairman of the Personnel Committee. This should be two-way and aimed at considering possible shortcomings in conduct or performance and encouraging improvement. Criticism should be constructive, with the emphasis being on finding ways for the employee to improve and for the improvement to be sustained. If it becomes evident there is no problem make this clear to the employee. Where improvement is required the employee should be made to understand what needs to be done, how their performance and conduct will be reviewed, over what period and that formal action may be taken if there is no improvement. Brief notes of any agreed informal action should be kept for future reference. There should be reviews of progress over specified periods. At any stage the use of an independent mediator may be considered.

Formal Procedures

If an issue regarding an Employee's conduct, behaviour or performance isn't fully addressed by informal methods/mediation, these formal Disciplinary Procedures should be followed.

In most cases, the formal disciplinary procedures should only be used when counselling or training has been given and this has failed to produce the required improvements or when the seriousness of the offence warrants the formal disciplinary procedure. Appropriate investigations should be carried out without unreasonable delay to establish the facts. In some cases, this may involve holding an investigative meeting with the employee before proceeding to any disciplinary hearing. In others, it may involve the collation of evidence for use at a disciplinary hearing.

Investigative Meeting

When a potential disciplinary matter arises, someone will be appointed to establish the facts of the case, take statements from witnesses and hold an investigatory meeting with the employee (please note, that it should

be made clear to the employee involved that this is not a disciplinary meeting and that they may be accompanied if they wish by a person of their choosing). It is important to keep a written record of the investigation for later reference. The following will undertake the investigation:

- Staff other than the Town Clerk – The Town Clerk
- Town Clerk – The Chairman of the Personnel Committee

Having established the facts, the person undertaking the investigation should decide whether there is a case for the employee to answer or not.

Where potential disciplinary action may need to be taken against the Town Clerk this must be approved by Council beforehand.

Before any warning, disciplinary action, or decision to dismiss is taken the employee will be written to and this letter/email will include:

- Detail of what it is they are alleged to have done wrong and briefly why this is not acceptable.
- A request for them to attend a meeting at which the issue can be discussed – allowing at least 3 working days notice.
- Details of the date, time and venue of the meeting.
- A statement making them aware that they have a right to be accompanied by a trade union official or a person of their choice.
- Copies of any written evidence, which may include witness statements.
- Sufficient information about the alleged misconduct or poor performance and its possible consequences to enable the employee to prepare to answer the case at a disciplinary meeting.

The employee will be at liberty to provide a copy of these documents to any person who may be accompanying them at the disciplinary meeting.

If disciplinary action is considered against a trade union representative, the case should be discussed, after obtaining the employee's agreement, with a senior trade union representative or permanent union official (region).

If the employee or the person who is accompanying them is unable to make the proposed date, another meeting should be arranged within 5 working days.

Preparing for the meeting

- Arrange a time for the meeting, which should be held as privately as possible, in a suitable room, and where there will be no interruptions.
- Make provision for any reasonable adjustments to accommodate the specific needs of the person.
- Ensure that all the relevant facts are available, such as disciplinary records and any other relevant documents (i.e. absence or sickness records) and, where appropriate, written statements from witnesses.

The meeting should be held without unreasonable delay whilst allowing the employee reasonable time to prepare their case. The person conducting the meeting will explain the complaint against the employee and go through the evidence that has been gathered. It should be remembered that the point of the disciplinary meeting is to establish the facts, not to catch people out.

The employee will then be given the opportunity to state their case and answer any allegations that have been made. The employee will also be allowed to ask questions, present evidence, call relevant witnesses and be given an opportunity to raise points about any information provided by witnesses. Where an employer or employee intends to call relevant witness' they should give advance notice that they intend to do this. Any person accompanying the employee will be able to fully participate in the meeting, for example by addressing the hearing, but not answer questions on behalf of the employee. If new facts emerge, it may be necessary to adjourn the meeting to investigate them and reconvene the meeting when this has been done.

The formal disciplinary procedure exists for:

- Performance issues.
- Misconduct.
- Gross misconduct.

In the case of gross misconduct, Louth Town Council may at its absolute discretion proceed immediately to Stage Three of the formal disciplinary procedures.

Misconduct

The following offences are examples of misconduct (however, this list is not exhaustive):

- Poor timekeeping
- Unauthorised absence
- Minor damage to Council property
- Minor breach of Rules and Procedures
- Abusive behaviour
- Poor standard of work

Gross Misconduct

The following are examples of gross misconduct (however, this list is not exhaustive):

- Theft or unauthorised possession of any property belonging to the Council
- Serious damage to Council property
- Fraud, falsification of reports, accounts, expense claims or self-certification forms, bribery, corruption
- Unauthorised entry to computer records
- Serious act of insubordination
- Serious incapability whilst on duty by reason of alcohol or illegal drugs
- Illegal drugs in the employee's possession, custody, or control on Council premises
- Violent, dangerous or intimidatory conduct
- Sexual, racial, serious bullying or other harassment of a fellow employee
- Serious negligence which causes or might cause unacceptable loss, damage, or injury
- Serious infringement of health and safety rules
- Serious breach of confidence (subject to the Public Interest (Disclosure) Act 1998)

Formal Disciplinary Procedure

Stage 1 – Improvement Note – Unsatisfactory Performance

1. If performance does not meet acceptable standards, notification will be given by the Chair of the Personnel Committee or Chair of the Council following a disciplinary meeting as referred to above.
2. The employee will be informed of the formal nature of the warning by way of an improvement note. This will set out the performance problem, the improvement that is required, the timescale and any help that may be given. The employee will be advised that it constitutes the first stage of the disciplinary procedures and that failure to improve could lead to a final written warning.
3. A copy of the improvement note will be kept on the employee's personnel file for six months but will then be considered spent subject to achievement and sustainment of satisfactory performance. The employee will be informed that he/she may appeal.

Formal Disciplinary Procedure Stage 1 – First Warning – Misconduct

1. If conduct does not meet acceptable standards, notification will be given by the Chair of the Personnel Committee or Chair of the Council following a disciplinary meeting as referred to above.
2. The employee will be given a written warning setting out the nature of the misconduct and the change in behaviour required. The written warning will also inform the employee that a final written warning may be considered if there is no sustained satisfactory improvement or change.
3. A copy of the warning will be kept on the employee's personnel file but will be disregarded for disciplinary purposes after a period of six months. The employee will be informed that he/she may appeal.

Formal Disciplinary Procedure Stage 2 – Final Written Warning

1. If the employee has a current warning about conduct or performance, then further misconduct or unsatisfactory performance (whichever is relevant) may warrant a final written warning. It may also be warranted where 'first offence' misconduct is sufficiently serious but would not justify dismissal.
2. This will normally be given by the Chair of the Personnel Committee or Chair of the Council and confirmed to the employee in writing following a disciplinary meeting as referred to above.
3. The written warning will contain a summary of the complaint, the improvement required and the timescale. It will also specify the duration of the warning and that failure to improve may lead to Stage 3 (dismissal or some other action short of dismissal).
4. A copy of the warning will be kept in the employee's personnel file but will be disregarded for disciplinary purposes after twelve months subject to the achievement and sustainment of satisfactory conduct or performance.

5. The employee will be informed that he/she may appeal.

Formal Disciplinary Procedure Stage 3 – Dismissal or other sanction

1. Dismissal may result from a serious first act of gross misconduct or from any further misconduct (of the same or another type) during the currency of an earlier warning, or failure to meet acceptable standards of performance. Such dismissal may be with or without notice or pay in lieu of notice.
2. The decision to dismiss the employee will not be taken without the authority of the Council. The decision to dismiss will be confirmed in a letter signed by the Chair of the Council.
3. If some sanction short of dismissal is imposed, the employee will receive details in writing of the complaint and will be warned that dismissal could result if there is not satisfactory improvement.
4. A copy of the warning will be kept in the employee's personnel file but will be disregarded for disciplinary purposes after twelve months subject to the achievement and sustainment of satisfactory conduct or performance.
5. The employee will be informed that he/she may appeal.

Suspension during investigation

1. If appropriate, the Council may, by written notice, suspend the employee for as brief a period as possible while any investigation into an allegation of gross misconduct is carried out. The decision to suspend the employee can only be taken by a properly convened meeting of the Personnel Committee. Except when necessary or in exceptional circumstances, any such suspension will be limited to two weeks. The suspension itself is not seen as disciplinary action.
2. If the employee is suspended the terms and conditions of employment will continue together with all his or her rights under the terms and conditions, including the payment of salary.
3. During the period of suspension, the employee will not be entitled to access any Council premises except at the prior request or with the prior consent of the Council and subject to such conditions as the Council may impose.

Appeals Procedure

1. An employee may appeal against all disciplinary/dismissal decisions arising from the formal procedure.
2. The request for an appeal should be put in writing and set out the grounds of appeal, within five working days, to the Chair of the Council, who will call a meeting of the Town Council's Appeals Panel, consisting of three council members who have not been involved so far.

3. The appeal will be heard by the Appeals Panel and the employee has the right to be accompanied by a fellow employee (or union representative).
4. The appeal hearing will be conducted within a reasonable period of the appeal being lodged and wherever possible within five working days of the appeal being lodged.
5. Where new evidence arises during the appeal, the employee and his/her companion should be given the opportunity to comment before any action is taken. If necessary, the appeal will be adjourned.
6. The employee will be informed of the results of the appeal and the reasons for the decision. This will be confirmed in writing within five to ten working days, and it will be made clear, if this is the case, that the decision is final. If it is not possible to respond within five to ten working days, the employee will be given an explanation for the delay and advised when a response may be expected.

Where appropriate, the opportunity for mediation will be put forward at any stage of a disciplinary procedure.

Grievance during disciplinary action

Should an employee raise a grievance during the course of disciplinary procedures, it may be appropriate to suspend the disciplinary procedure for a short period until the grievance can be properly considered. The Town Council may consider seeking external advice as appropriate.

Records

Full records should be kept including details of the nature of any breach of disciplinary rules or unsatisfactory performances, the employee's response, the action taken and the reasons for it, whether an appeal was made and, if so, its outcome and any subsequent developments. All records will be kept confidential and retained in accordance with the Data Protection Act 1998.

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 21st OCTOBER 2025**

Cllr. P. Starsmore (PS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

Councillors not present: M. Barnes (MB), H. Filer (HF), D. Hobson (DH).

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

P50. Apologies for Absence

Apologies for absence were received from Cllrs. HF and DH.

P51. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. EB – Planning Application 5 as a member of the Golf Club.
- b. Cllr. GEH – Items 4, 5 and 6 as an East Lindsey District Councillor (ELDC).
- c. Cllr. Mrs. JMS – Items 4, 5 and 6 as an ELDC Councillor.
- d. Cllr. PS – Planning Application 2 as a resident of Fanthorpe Lane.

P52. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 30th September 2025 be approved as the minutes.

P53. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 10-21-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. 02854/25/FUL – to object as the Council were concerned about the change of use this application suggested, from residential to business which it felt needed to go through a formal process. It also objected on the grounds of adequate parking and servicing. The Council felt that the area of Louth where this building is located on Eastgate is exceedingly overcrowded with cars parked on street at present which reduce the road to a single carriageway which is narrow and dangerous. The property is also located next to Trinity Lane, which is an unadopted road in a poor condition and which is unsuitable for use.
- b. 03090/25/OUT – to ratify the comments previously submitted from its planning working group on 1st October, as follows: Object on the grounds of 1) Access and Highway Safety - A restriction meaning that Fanthorpe Lane (an unadopted country lane maintained by its residents) cannot be used as an access point must be imposed. Two accesses must be provided as a single point of access poses dangerous risks if the road is blocked and emergency services require access. 2) Traffic generation. 3) Overbearing nature of the proposal. 4) Layout and density of buildings. 5) Flood risk from surface water run off, especially at the well used A16/Grimsby Road roundabout. 6) No biodiversity gain evident. 7) Insufficient infrastructure in the town to support e.g., too few schools, GP surgeries etc., and the Louth water treatment works will struggle to accommodate as it is already beyond capacity. 8) Wellbeing of residents. The noise from the bypass to residents of the proposed properties will be intolerable. Further, during discussion on 30/9 the following was raised: 1) the attenuation pond is in the wrong position. Water cannot flow uphill. 2) An archaeological survey should be conducted before any work begins. Any artifacts found should be examined/identified by a suitably qualified person. 3) Grimsby Rd doesn't have an adequate footpath to accommodate the increased number of pedestrians this will generate. 4) the adjacent Westfield Park estate suffers terribly as it only has one access and residents, parking in the area of the access, reduce the road to a single track making traffic movement difficult and sometimes impossible, when an accident occurs, blocking the road.

- c. 03181/25/FUL – to ratify the comments previously submitted from its planning working group on 1st October (date on ELDC website), as follows: Remain neutral but would recommend that the proposals be considered by the Conservation/Heritage Officer.
- d. 03182/25/LBA – to ratify the comments previously submitted from its planning working group on 1st October (date on ELDC website), as follows: Remain neutral but would recommend that the proposals be considered by the Conservation/Heritage Officer.
- e. 03329/25/FUL – to remain neutral but would recommend that the proposals be considered by the Conservation/Heritage Officer.
- f. 02828/25/RVC – to object as it believes that permission was only granted in the first place because the conditions set were expected to be fulfilled. Therefore, they should not be altered now. It has also received comments from residents who are unhappy that the proposals are not in keeping with the area and are of an overbearing nature which will overlook neighbouring properties. Vanessa Road has only bungalows on this side of the road.
- g. To support all other applications.

NB: Cllr. DM took the chair for discussion of PA2.

NB: Cllr. PS abstained from voting on PA2.

P54. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC approved – 02389/25/FUL – Planning Permission – 200 Eastgate, LN11 9AG – LTC objected 19/08/25.
- ii. ELDC approved – 02974/25/LBA – Listed Building Consent – The Packhorse Inn, 65-67 Eastgate, LN11 9PL – LTC supported 09/09/25.
- iii. ELDC approved – 02976/25/ADV – Consent to Display – The Packhorse Inn, 65-67 Eastgate, LN11 9PL – LTC supported 09/09/25.
- iv. ELDC refused – 02637/25/FUL – Planning Permission – 52a Upgate, LN11 9EX – LTC objected 09/09/25.
- v. ELDC refused – 02940/25/LBA – Listed Building Consent – 52a Upgate, LN11 9EX – LTC objected 09/09/25.

b. Temporary Traffic Restrictions

- i. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Spaw Lane (between Broadbank and a point 40m south).
Period of Restriction: 03/10/25 – 09/10/25 (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 – collapsed sewer repair.
Nature and Location of Restriction: Emergency Road Closure Order – Lee Street
Period of Restriction: 09/10/25 – 12/10/25 (restrictions to be implemented for 4 days as and when required during this period. Signage will be displayed on site in advance).
- iii. **Organisation Responsible for Restriction:** Cadent Gas Ltd
- iv. **Reason for Restriction:** Gas mains replacement.
Nature and Location of Restriction: Link footway closure order – Link Footway between St Bernards Avenue & Virginia Drive.
Period of Restriction: 17/11/25 – 01/12/25 (restrictions to be implemented for 15 days as and when required during this period. Signage will be displayed on site in advance).
- v. **Organisation Responsible for Restriction:** Cadent Gas Ltd
Reason for Restriction: Laying new gas service.
Nature and Location of Restriction: Road Closure Order – George Street.
Period of Restriction: 24/11/25 – 27/11/25 (restrictions to be implemented for 4 days as and when required during this period. Signage will be displayed on site in advance).

c. **Enforcement**

- i. **Location:** 15 Ramsgate Road, LN11 0NJ. **Nature of Investigation:** Untidy land and building. An officer has conducted a recent inspection of the site and has confirmed that improvements had been made to the rear above the property. Although the front of the site requires some improvement, it has been determined that it is not suitable for action to be taken under Section 215 of the Town and County Planning Act 1990. An officer has written to the owner of the property to advise them to maintain and improve the condition of the building and land.

d. **Appeals**

- i. **Location:** 94 Mount Pleasant Avenue, LN11 9DJ. **Proposal:** 00396/25/FUL – extension to existing dwelling to provide additional living accommodation. An appeal was made for the aforementioned planning application on 25th September 2025 to the Secretary of State against the decision of ELDC to refuse planning permission. The Planning Inspectorate aims to deal with appeals within 8 weeks of the appeal start date. There is no opportunity to comments further. LTC's comments objecting have been forwarded to the Planning Inspectorate.

P55. Proposed Works to Trees

The Council discussed the below proposed work to trees. It was subsequently proposed, seconded and **RESOLVED** to support the following work:

- a. **Proposals:** T1 – Poplar spp – Crown reduce height from 7.5m to 5.5m, reduce lateral width from 4m to 3m. T2 – Incense Cedar – Fell. **Location:** 155 Eastgate, LN11 8DB. **Reasons:** T2 – Dead.

P56. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 18th November 2025.

The Meeting Closed at 7.59pm.

Signed _____ (Chairman) Dated _____

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	03418/25/FUL	Planning Permission	Microclean	Erection of an ancillary industrial building for the cleaning, storing and distributing of items.	Microclean, Lincoln Way, Fairfield Industrial Estate, Louth, LN11 0LS - North Holme Ward	No	New	Support.	19/11/2025
2	ELDC	03453/25/FUL	Planning Permission	Ms. D. Taylor	Installation of air source heat pump to front elevation of existing dwelling.	78 Monks Dyke Road, Louth, LN11 8DX	No	New	Proposed that pump will be sited on the side of the property facing the neighbour. PWG concerned as by applicants own admission the noise emissions of the pump are too high.	19/11/2025
3	ELDC	03335/25/FUL	Planning Permission	Mr. J. Hand	Extension to existing dwelling to provide additional living accommodation and erection of a boundary fence to the height of 1.8 metres (works commenced). AMENDMENT - description amended to include the already erected boundary fence along the western boundary.	2 Jubilee Crescent, Louth, LN11 0AJ - St. Margaret's Ward	No	LTC supported this application 21st October 2025.	PWG concerned that fence adjacent to Brackenborough Road is too high at 1.8m and if allowed would set an unwanted precedence.	19/11/2025
4	ELDC	03387/25/FUL	Planning Permission	Mr. D. Paddison	Replacement of existing wooden windows with PVC windows.	1 Newmarket, Louth, LN11 9HH - Priory Ward	Yes	New	PWG feel that there is not enough detail about the type of replacement being made.	19/11/2025
5	ELDC	03412/25/FUL	Planning Permission	Mr. E. Short	Extension to existing dwelling to provide additional living accommodation.	3 Brackenborough Road, Louth, LN11 0AD - North Holme Ward	No	New	Support.	19/11/2025
6	ELDC	03548/25/FUL	Planning Permission	Mr. and Mrs. S. Bark	Extension and alterations to existing dwelling to provide additional living accommodation.	25 Horncastle Road, Louth, LN11 9LB - St. Mary's Ward	No	New	Support.	26/11/2025

PLANNING COMMITTEE 18th NOVEMBER 2025
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC approved – 02435/25/LBA – Listed Building Consent – The Woolpack Inn, 14 Riverhead Road, LN11 0DA – LTC supported 24/06/25.
- b. ELDC approved – 02474/25/FUL – Planning Permission – The Woolpack Inn, 14 Riverhead Road, LN11 0DA – LTC supported 19/08/25.
- c. ELDC approved – 02941/25/LBA – Listed Building Consent – 1 Queen Street, LN11 9AU – LTC supported 19/08/25.
- d. ELDC approved – 03243/25/FUL – Planning Permission – Louth Tennis Centre, LN11 0WD – LTC supported 21/10/25.
- e. ELDC approved – 02854/25/FUL – Planning Permission – 252 Eastgate, LN11 8DJ – LTC objected 19/08/25.

2. Temporary Traffic Restrictions

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

Reason for Restriction: Emergency – repair leak.

Nature and Location of Restriction: Emergency Road Closure Order – Stewton Lane (between 180m and 230m southeast of Hawker Drive).

Period of Restriction: 21/10/25 – 27/10/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

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

Reason for Restriction: Carriageway patching works.

Nature and Location of Restriction: Road Closure Order – Crowtree Lane (from a point 30m east to 110m east of Hubbard's Hills Café).

Period of Restriction: 28/11/25 – 29/11/25 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

- c. **Organisation Responsible for Restriction:** Sunbelt Rentals UK Ltd

Reason for Restriction: Emergency – cable renewal to restore service.

Nature and Location of Restriction: Emergency Road Closure Order – B1200 Newmarket (between 112m and 80m east of South Street); Aswell Street (between Newmarket and a point 42m north).

Period of Restriction: 10/11/25 – 12/11/25, 21:00 to 06:00 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

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

Reason for Restriction: Emergency – repair burst.

Nature and Location of Restriction: Emergency Road Closure Order – Queen Street (between Aswell Street and Spring Gardens).

Period of Restriction: 10/11/25 – 14/11/25 (restrictions to be implemented for 4 days as and when required during this period. Signage will be displayed on site in advance).

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

Reason for Restriction: Emergency – burst main.

Nature and Location of Restriction: Emergency Road Closure Order – Monks Dyke Road (between Orme Lane and Priory Road).

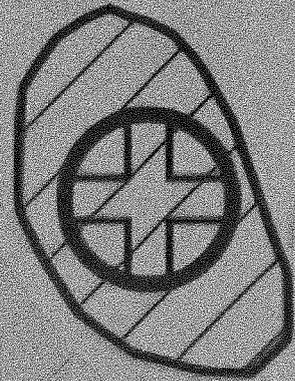
Period of Restriction: 10/11/25 – 11/11/25 (restrictions to be implemented for 2 days as and when required during this period. Signage will be displayed on site in advance).

3. Enforcement

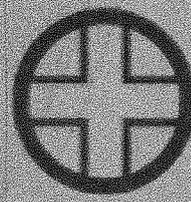
- a. **Location:** 1 Freer Gardens, LN11 8AW. **Nature of Investigation:** Untidy land. The Planning Enforcement department has now issued an Enforcement Notice in respect of the unauthorised development. The notice requires: 1) Cut down to ground level and remove all the overgrowth of weeds, grass, brambles and any other vegetation on the land (front and rear); 2) Removal of all overgrowth back to the boundary line and 3) Remove all items from the land (except ELDC bin). The requirements of the Notice must be complied with no later than 26/01/26 or face legal action.

- b. **Location:** Luda Brewing Co., Uppgate, LN11 9HD. **Nature of Investigation:** Change of use of a public house to include a brewery. Following Luda Lines Ltd. vacating the aforementioned premises, the breach of planning control has now been resolved and no further action is to be taken.

ST MARY'S PARK



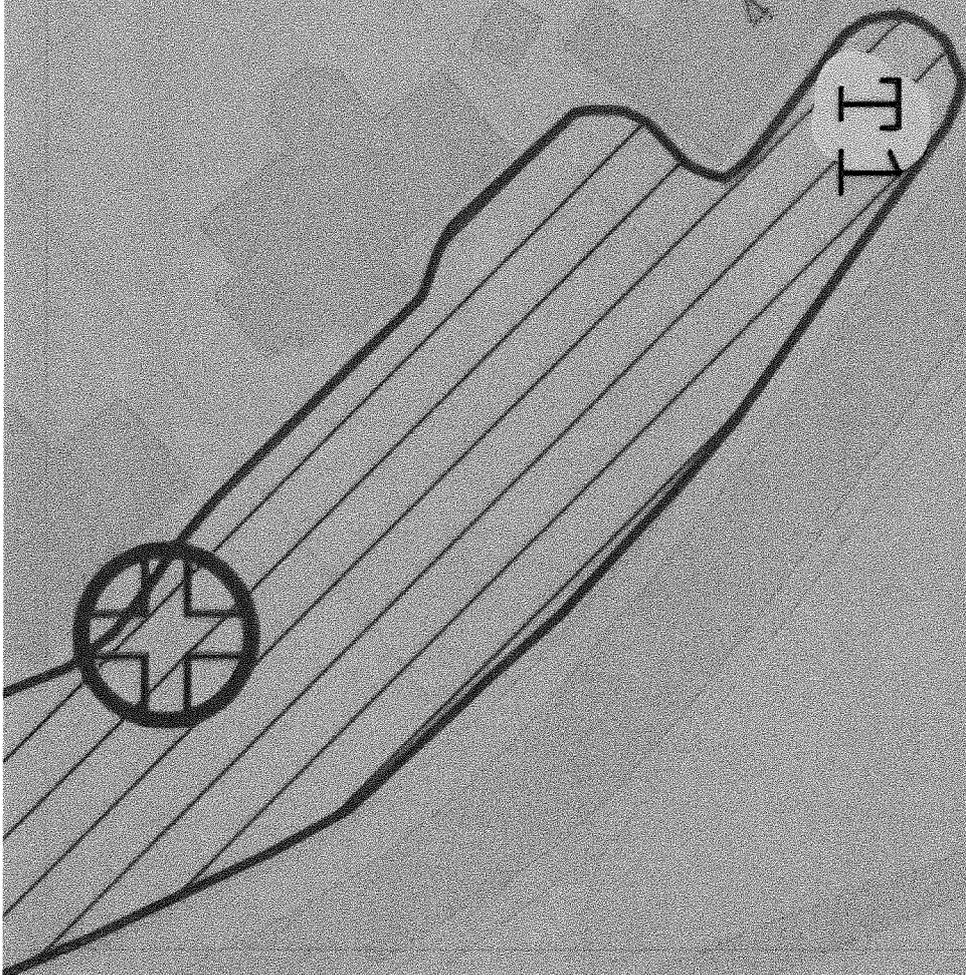
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TT

9





Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Our Ref: 393/ FAO Lauren Sheehan
Date: 30th October 2025

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam,

RE: LOUTH – SCHOOLHOUSE LANE

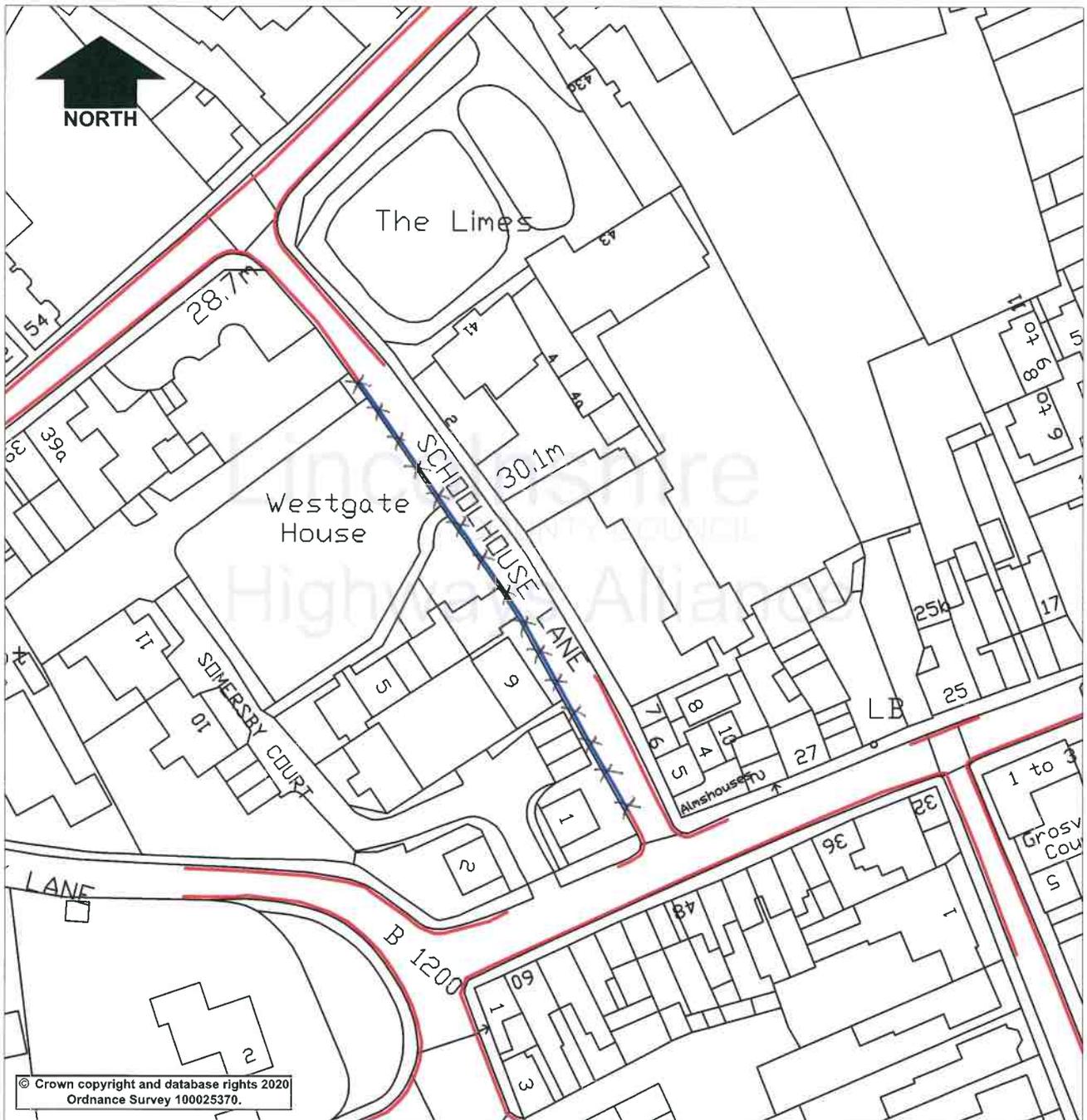
Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

Investigations have shown that due to the lack of available street furniture to mount required signage, the current limited waiting restrictions on the western carriageway are not enforceable. To overcome this, we propose alternatively installing 'No Waiting at Any Time' restrictions (no signage required) and extending these along the whole length to prevent any inconsiderate parking, causing accessibility and safety issues for all road users.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by **Thursday 27th November 2025**, I will assume that you have no objections to the proposal.

Yours Faithfully

For Programme Leader Minor Works & Traffic



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Ordnance Survey 100025370.

Key:

- Proposed 'No Waiting at Any Time'
- Existing waiting restrictions

Lincolnshire
COUNTY COUNCIL



Highways Alliance

Lancaster House
36 Orchard Street
Lincoln
LN1 1XX

Rev.	Description	Drawn	Ch'kd	Auth	Date
	Project	Drawn		Date	
		LS		OCT 25	
	Status	Project No.	Auth	Traced	
		393			
	Drawing Title				Scale
		Proposed Waiting Restrictions			NTS
	Drawing No.				Rev.
		TRO/393/001			0

Oct 18, 2025 - 2:33pm © commonTraffic Regulation Orders\Schemes Master Folder\DO NOT CHANGE 23-24\001-1100 Waiting Restrictions\393 - Schoolhouse Lane, Louth\CAD\Plan.dwg



Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Our Ref: 390/FAO Lauren Sheehan
Date: 30th October 2025

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam,

RE: LOUTH – WARWICK ROAD

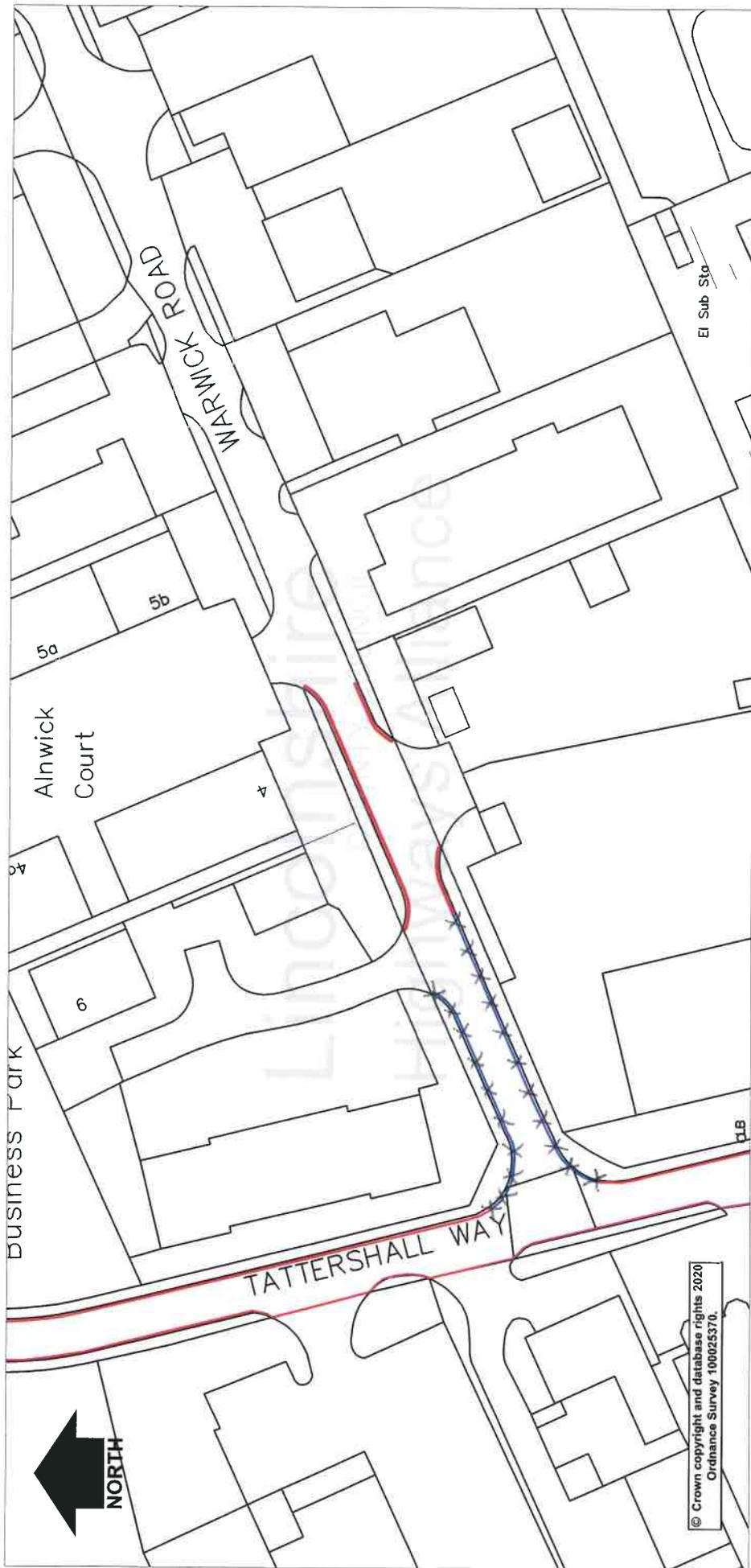
Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

Investigations have shown that inconsiderate and dangerous parking is occurring at the junctions, causing visibility and safety concerns for all road users.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by **27th November 2025**, I will assume that you have no objections to the proposal.

Yours Faithfully

For Programme Leader Minor Works & Traffic



Key

- Proposed 'No Waiting at Any Time'
- Existing 'No Waiting at Any Time' restrictions

Lincolnshire
COUNTY COUNCIL

Highways Alliance
Lancaster House, 36 Orchard Street, Lincoln, LN1 1YZ

Project	Louth, Fairfield Industrial Estate - Warwick Rd		
Status	Project No.	390	
Drawing Title	Proposed Waiting Restrictions		
Drawing No.	TRO/390/001		
Rev.	Description	Drawn	Date
		LS	OCT 25
		Chkd	
		Auth	
		Rev.	0
		Scale	NTS



Lincolnshire County Council
Place Directorate
Highways Services
Minor Works & Traffic Team
County Offices
Newland
Lincoln LN1 1YL

Our Ref: 362/FAO Lauren Sheehan
Date: 14th November 2025

Tel: 01522 782070
Email: TRO@lincolnshire.gov.uk

Dear Sir/Madam,

RE: LOUTH – VICTORIA ROAD

Lincolnshire County Council recently received a request to review the waiting restrictions at the above location.

Investigations have shown that inconsiderate parking is occurring at the location, causing visibility, accessibility and safety concerns for all road users.

The proposal is shown on the attached plan, and I look forward to receiving any comments you may wish to make. If I do not receive a response by **Tuesday 2nd December 2025**, I will assume that you have no objections to the proposal.

Yours Faithfully

For Programme Leader Minor Works & Traffic



Key:

-  Proposed 'No Waiting at Any Time' Restrictions
-  Existing 'No Waiting at Any Time' Restrictions



Highways Alliance
 Lancaster House, 36 Orchard Street, Lincoln, LN1 1YZ

Rev.	Description	Drawn	Ch'kd	Auth	Date
0		LS			OCT 25

Project		Louth, Victoria Road	
Status	Project No.	362	
Drawing Title	Proposed Waiting Restrictions		
Drawing No.	TRO/362/001		

Lynda Phillips

From: no-reply@notify.lincolnshire.gov.uk on behalf of noreply@notify.lincolnshire.gov.uk
Sent: 24 October 2025 13:39
To: Lynda Phillips
Subject: Application for a pavement café licence - public notice
Attachments: Cafe_bar_pavement_licence_pic.jpeg; 601_location_plan.jpeg

Public Notice

Notice is hereby given that the Lincolnshire County Council proposes to grant a licence, under powers contained in the Business and Planning Act 2020.

Gary Croft gave notice on 24/10/2025 by applying to Lincolnshire County Council for a 'Pavement Licence' at: 12 Market Place, Louth, LN11 9PB known as 601 Cafe Bar.

The application is for:

Tables: 7

Chairs: 26

Patio heaters: 0

Parasols or umbrellas: 2 awnings

Planters: 0

Litter bins: 0

Barriers or balustrades: 2

Sales counters: 0

In enclosures measuring:

Area one length in metres: 7.20m

Area one width in metres: 1.4m

Area two length in metres: 7.20

Area two width in metres: 1.4m

Between the following hours:

Monday: 8:30am to 11pm

Tuesday: 8:30am to 11pm

Wednesday: 8:30am to 11pm

Thursday: 8:30am to 11pm

Friday: 8:30am to 12am

Saturday: 8am to 12am

Sunday: 10am to 10:30pm

Public consultation will end in 14 days.

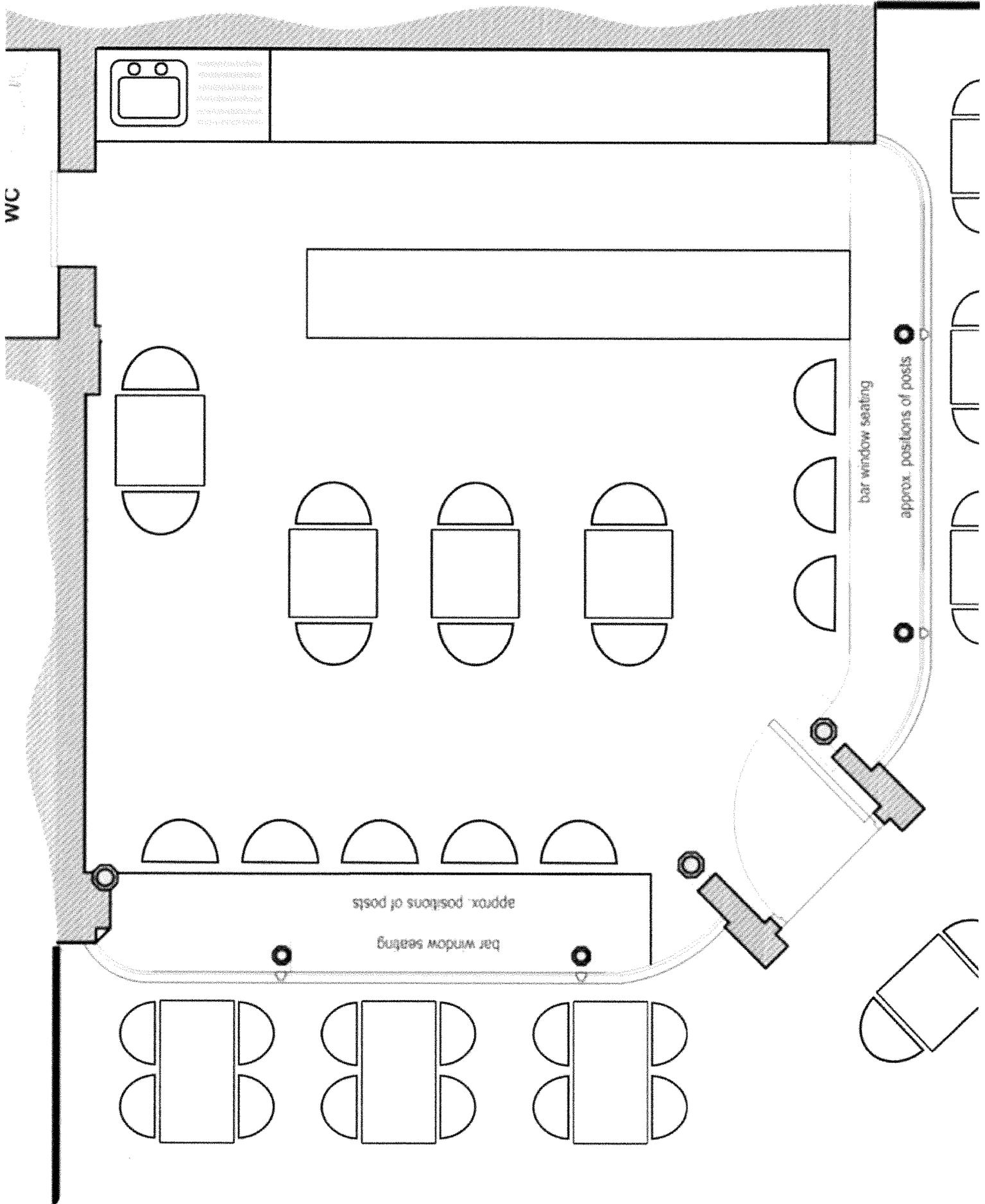
Please use this link to provide feedback

Reference number: PCL000377

Access code: iqj-67J-eGe

Cafe_bar_pavement_licence_pic.jpeg, 601_location_plan.jpeg

NOT SURVEYED





PROPOSED BLOCK PLAN

Scale 1/800

