

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 19th November 2024 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 14th Day of November 2024

AGENDA TOWN COUNCIL

(Chairman: Cllr. J. Simmons, 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. Town Clerk's Remarks

4. Minutes

To approve as a correct record the notes of the Council Meeting held on 27th August 2024.

5. Committee Minutes

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

- a. Planning Committee – 6th August 2024
- b. Planning Committee – 17th September 2024
- c. Governance and Finance Committee – 6th August 2024
- d. Community Resources Committee – 16th July 2024
- e. Personnel Committee – 16th July 2024
- f. Personnel Committee – 6th August 2024

6. Closed Session Items

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, commercial, confidential and or legal nature in relation to:

a. London Road Sports Partnership

Further to approval of a letter of commitment on 19th March 2024, receipt of financial information, a request for funding from LRSP and discussions on 29th October 2024 Council to receive an update from members of LRSP, information re. a future funding plan, approve the release of £10,000 and consider the release of a further

£10,000 using its powers under the Local Government (Miscellaneous Provisions) Act 1976, s19. (Documents in the Confidential Members Area of the website).

- b. **Our Hall Louth** – Council to receive an update from the group on their future plans and consider a request for Grant Funding which could be made using its power under the Local Government Act 1972, s145. (Some documentation in the Confidential Members Area of the website and some to be tabled).
- c. **Trinity Allotments** – To receive an update and consider purchase of site which could be done using its powers under the Small Holdings and Allotments Act 1908, s25.
- d. **Grants** – Council to receive completed grant application form from Endeavour Louth in respect of their 3rd Annual Children’s Christmas Party and consider approving release of funds using its powers under the Local Government Act 1972, s137. (Documentation in the Confidential Members Area of the website).
- e. **Horncastle Road Kissing Gate** – Council to consider quotes for repair and reinstallation using its powers under the Local Government Act 1972, s137.

7. **Royal British Legion, Louth Branch**

Council to note that after 78 years in existence, Louth’s branch of the Royal British Legion will have to close unless at least ten new members can be found to form a branch committee. The Committee would consist of a Chair, Vice Chair, Secretary, Treasurer, someone to oversee Public Relations and 5 Executive Committee Members. Members do not have to have served and could expect to meet once per month to arrange fund raising activities and organisation of visits and talks for Louth area veterans and their families. Council to approve that an appeal be made on Facebook for interested persons to come forward / Councillors to put themselves forward.

8. **Sexual and General Harassment**

Following the introduction of new legislation which places greater responsibilities and legal requirements on all Employers (which includes each individual Councillor), to take proactive steps to prevent Sexual Harassment at Work. Councillors to receive a copy of the above policy, approved by the Personnel Committee for use on 22nd October and note that annually they will be asked to attend training and sign a document to confirm that they have received, read, understood and will abide by the policy.

9. **Hubbard’s Hills**

Council to receive an invitation from the Hubbard’s Hills Working Group to attend a walk around of the hills on Monday 2nd December from 10am.

10. **Town and Parish Council Scrutiny Survey**

Councillors to receive details of the above and resolve upon whether it wishes to make a corporate response and if so when and how or allow councillors to complete the survey individually. Councillors to note that the closing date for responses is 6th January 2025 and the Planning and Governance Finance Committee will meet again before that date on 10th December.

11. **Next Meeting**

To note that the next scheduled meeting of the Town Council will take place on 14th January 2024.

PLANNING COMMITTEE

(Chairman: Cllr. P. Starsmore, 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 Planning Committee Meeting held on 29th October 2024. (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 11-19-24). (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 Goods Vehicle Loading Only 6am – 8pm – Eastgate, Louth

Committee to receive a letter and map from LCC regarding the above and resolve upon whether to make a corporate response.

7. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 10th December 2024.

08-27-24 TC MINS

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 27th AUGUST 2024**

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

Present Councillors: J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), 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).

Councillors Not Present: M. Barnes (MB), Mrs. E. Ballard (Mrs. EB), J. Simmons (JS), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitauro, Mr. J. Irvine, Mr. R. Varrell and Ms. N. Wheeldon from Our Hall Louth Ltd., and six members of the public were also present.

Public Forum:

- A member of the public spoke on the planning application regarding a proposed 3G pitch at Wood Lane, believing that the implementation of the pitch would be taking away a green space in Louth and would have a huge impact on residents close by. He said that he was part of a community group called Save Wood Lane which had been established to protect the current grass pitch, and informed attendees that the group had started fundraising. He explained that the money raised would be spent on a court case regarding the pitch and on football development at an appropriate site.
- A second member of the public expressed his support for the previous speaker. He affirmed that the current grass pitch was a vital green space not only for sportspeople but for everyone. He expressed concerns with the noise, lighting and surface associated with the proposed pitch, as well as the potential traffic generation, and believed that the current pitch should not be changed.
- An update was given on Cllr. JS' health.

The Council received the following reports from elected Members of Lincolnshire County Council (LCC) and East Lindsey District Council (ELDC):

- ELDC Cllr. Mrs. JMS gave an update on the Local Plan. She informed attendees that there would be a review of the housing plan which would be updated by Spring 2025 and that there would be discussions regarding planning policy in September 2024. She went on to explain that ELDC were to receive a windfall of £9-10million to target deprivation, and that Louth Town Council would be able to approach ELDC for money towards bettering its town centre, business incentives, supporting local communities, tourism, heritage and events. She then told attendees that devolution had not progressed, and finally, that caddies for food waste would be implemented by Spring 2026.
- ELDC Cllr. GEH disclosed that Magna Vitae were not confirmed to run the proposed 3G pitch at Wood Lane and that the proposed pitch was out to tender. He then told attendees that there would potentially be money available to help towards funds for the British Legion.

T29. Apologies for Absence

Apologies for absence were received from Cllrs. Mrs. EB, JS and DEW.

T30. Declarations of Interest / Dispensations

The following dispensations were made:

- a. Cllr. DH – Item 7 as a member of ELDC and Item 11 as a member of ELDC's Licensing Committee.
- b. Cllr. GEH – Item 7 as a member of ELDC and Item 11 as a member of ELDC's Licensing Committee.
- c. Cllr. Mrs. JMS – Item 8 as a member of the Hubbard's Hills Trust.

T31. Minutes

It was **RESOLVED** to approve as a correct record, the notes of the Council Meetings held on the 18th June 2024, with the amendment of Cllr. PS as a present Councillor.

T32. Committee Minutes

It was **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following

Committee Meetings:

- a. Governance and Finance – 30th April 2024
- b. Governance and Finance – 18th June 2024
- c. Personnel – 30th April 2024
- d. Community Resources – 28th May 2024
- e. Planning – 28th May 2024
- f. Planning – 18th June 2024
- g. Planning – 16th July 2024

T33. Investment Policy

Following receipt of above on 6th August 2024 and discussion at the Governance and Finance Committee, it was **RESOLVED** to adopt the Investment Policy.

T34. National Savings and Investments Account

The Council noted that the signatories on the account were currently Cllrs: EB, SC, DH, LMC and JS. It was **RESOLVED** to remove SC as a signatory on the account.

T35. Our Hall Louth Ltd.

Members of the Our Hall Louth Ltd. group gave an update on their fundraising campaign for the former British Legion Hall, informing the Council that they had launched their crowdfunding and had raised £24,995. Ms. Wheeldon said that the group had upcoming press opportunities, and that the upstairs rooms and bar had been successfully sponsored. Councillors questioned the group, and topics such as the businesses sustainability, a loan from Louth Town Council for developing the building and business, the cost of renovating the hall and potential grant funding. It was **RESOLVED** that Louth Town Council would agree to lend Our Hall Louth Ltd., £182,000 in principle as long as a guarantor was provided, pending legal advice at that time.

T36. Hubbard's Hills

The Council noted that the 2nd installment of the 2024/25 maintenance monies was due and that payment in the sum of £8,166 would be made to the Hubbard's Hills Trust by the end of September.

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

T37. Community Plus Project, Youth and Community Centre, Park Avenue, Louth

The Council considered supporting an application to ELDC for rate relief from the above who managed the youth and community centre for the benefit of the local community. It was **RESOLVED** to support the application and grant delegated authority to the Town Clerk to sign the application on the Council's behalf.

T38. Louth United Charities

Councillors received a copy of correspondence from the above regarding a change in its constitution which would alter the way in which Trustees were appointed. It was **RESOLVED** that the Council would respond explaining that Louth Town Council could only appoint representatives via democratic vote.

T39. Gambling Act 2005 – Review of Statement of Licensing Principles (Gambling Policy)

Further to circulation by email of details of the above on 18th July 2024 and subsequent responses from Cllrs., it was **RESOLVED** that no corporate response was required.

T40. Lincolnshire Minerals and Waste Local Plan: Preferred approach consultation

Further to circulation by email of details of the above on 1st August 2024 and subsequent responses from Cllrs., it was **RESOLVED** that no corporate response was required.

T41. Louth Town Action Plan

Following a recommendation from the Personnel Committee, the Council received and **RESOLVED** to adopt the above, which was required to make an application for the Local Council Foundation Award.

T42. Local Council Award Scheme – Foundation Award

The Council received details of the criteria required to attain the Foundation Award, which would offer the Council the opportunity to show that it met the standards set by the sector after being assessed by its peers. It was **RESOLVED** to confirm that all documentation and information was in place to satisfy the criteria for the Award, the application for which would be submitted with the associated costs met from the EMR Quality Council /

Office budget.

T43. Louth Town Plan

After consideration, the Council **RESOLVED** to assign £500 from reserves to support the costs of room hire (where necessary), publicity and associated costs for public and stakeholder meetings to support the development of a new Louth Town Plan and to give the Town Clerk delegated authority over this budget under the guidance of the group, and to amend the delegated powers to reflect this.

T44. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 19th November 2024.

The Meeting Closed at 9.30pm.

Signed _____ (Chairman)

Dated _____

UNAPPROVED

Louth Town Council

SEXUAL AND GENERAL HARASSMENT POLICY

POLICY

1. Louth Town Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.
2. Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.
3. Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.
4. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.
5. Louth Town Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees' working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.
6. Louth Town Council deplores all forms of personal harassment and seeks to ensure that the working environment is sympathetic to all its employees. The aim of this policy is to inform employees of the type of behaviour that is unacceptable and provide employees who are the victims of personal harassment with a means of redress.
7. This policy covers all areas of the Council. This includes overseas sites, subject to any applicable local laws which impose any additional requirements on the Council.
8. Louth Town Council recognises that it has a duty to implement this policy and all employees are expected to comply with it. The Council will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

Examples of personal harassment

9. Personal harassment takes many forms and employees may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee towards another and examples of harassment include:
 - insensitive jokes and pranks
 - lewd or abusive comments
 - deliberate exclusion from conversations
 - displaying abusive or offensive writing or material
 - abusive, threatening or insulting words or behaviour
 - name-calling
 - picking on someone or setting them up to fail
 - exclusion or victimisation
 - undermining their contribution/position
 - demanding a greater work output than is reasonably feasible
 - blocking promotion or other development/advancement.
10. These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

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Examples of sexual harassment

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

Examples of victimisation

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

Third party harassment

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

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

16. Responsibilities

Employee responsibilities

- 16.1. The Council requires its employees to behave appropriately and professionally at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.
- 16.2. Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:
- in a work situation

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- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

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

17. Council responsibilities

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

Complaining about harassment and/or bullying

18. Informal method

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

19. Formal method

- 19.1. Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of the Town Clerk as a formal written grievance and again your confidential helper can assist you in this. If possible, you should keep notes of the harassment so that the written complaint can include:
- the name of the alleged harasser
 - the nature of the alleged harassment
 - the dates and times when the alleged harassment occurred
 - the names of any witnesses
 - any action already taken by you to stop the alleged harassment.

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

Louth Town Council - Clerk

From: James, Rebecca <Rebecca.James@e-lindsey.gov.uk>
Sent: 12 November 2024 12:53
Subject: A LETTER TO ALL TOWN AND PARISH COUNCILS / MEETINGS IN EAST LINDSEY
Attachments: TOWN AND PARISH COUNCIL SURVEY.docx

Good Afternoon,

My name is Rebecca James and I run the Scrutiny Panels here at East Lindsey District Council. We currently have a scrutiny panel looking to undertake a "Review of support for Towns and Parishes across East Lindsey".

With that in mind, the panel, made up of 7 district councillors, have asked me to contact all Towns and Parishes across East Lindsey and ask their Council / Meeting to answer a few questions. This will not only help the District Councillors in their work, but it will also help them understand what the needs and concerns of the towns and parishes across the district are.

The questions are for everyone involved in running the town and parish council meetings, councillors, and clerks. You may wish to either add the questions to your next meeting agenda to answer collectively, or alternatively forward on to all town and parish councillors so they can answer individually.

Please find attached the survey with 6 short questions. We would like the answers back by **Monday 6th January 2025** please, to enable us to review them and discover common themes / areas of concern etc.

Thank you very much in advance. If you have any further questions, please do not hesitate to contact me.

Kind Regards,

Rebecca

Rebecca James
Scrutiny & Policy Officer | South & East Lincolnshire Councils Partnership

T: 01507 613410
M: 07766 421653
E: rebecca.james@e-lindsey.gov.uk
www.sholland.gov.uk | www.boston.gov.uk
www.e-lindsey.gov.uk



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TOWN AND PARISH COUNCIL SURVEY

1	Do you feel your Town or Parish Council has all the tools it needs to run properly and be successful?
2	Do you undertake any training for the role? If so, what was the best training you undertook and what other training would help support you in carrying out your role?
3	How supported do you feel generally as a parish / town council to fulfil your role?
4	Do you believe you get sufficient support from East Lindsey District Council to support you in being successful? What else can ELDC do to help you succeed in your roles?
5	What is your Town/Parish most affected by (most complaints or concerns)? Do you feel you have sufficient knowledge in the matter to help resolve these concerns?
6	Do you have any further comments / issues you would like to raise?

10-29-24 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 29th OCTOBER 2024**

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

Present Councillors: Mrs. E. Ballard (Mrs. EB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), G.E. Horton (GEH), D. Hobson (DH), D. Moore (DM), Mrs. K. Parsons (Mrs. KP).

Councillors not present: M. Barnes (MB), H. Filer (HF), Mrs. J. Makinson-Sanders (Mrs. JMS), J. Simmons (JS), Mrs. P.F. Watson (Mrs. PFW), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitauro and one member of the public were also present.

P71. Apologies for Absence

Apologies for absence were received from Cllrs. HF, Mrs. JMS, JS and Mrs. PFW.

P72. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. EB – Planning Application 6 as a client of the applicant.
- b. Cllr. DH – Items 4, 5 and 6 as a member of East Lindsey District Council (ELDC) and Planning Application 5 as an acquaintance of the applicant.
- c. Cllr. GEH – Items 4, 5 and 6 as a member of ELDC.

P73. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 8th October 2024 be approved as the minutes.

P74. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 10-29-24) and it was proposed, seconded and **RESOLVED** as follows:

- a. N/105/01509/24 – To object to this application on the grounds of overshadowing, overlooking and loss of privacy for neighbouring properties.
- b. N/105/01511/24 – To object on the grounds that the site lies within an area of open countryside and should not be considered to be within or immediately adjacent to the developed footprint of Louth. Development here would urbanise the existing rural character of the site which currently contributes positively to the character and appearance of the area and the Area of Outstanding Natural Beauty. The site is located in the transitional space between rural countryside and the town of Louth where intervening green space between built form is a key characteristic. The proposal would undermine the role the site plays as the setting for the entrance into the town and would cause harm to the character of the area in conflict with the requirements of Policy SP10 and SP23 of the East Lindsey Local Plan and paragraphs 130 c) and 176 of the National Planning Policy Framework. Consequently, the site should not be considered an appropriate location for new housing development as defined by SP3 of the East Lindsey Local Plan. The proposal would therefore be contrary to the requirements and objectives of SP3 and would not constitute sustainable development.
- c. N/105/01545/24 – To object on the grounds of adequate parking and servicing. The Council were concerned that the proposed extension will necessitate the loss of half of the existing car park which may push users to park on-street in the area resulting in inconvenience for residents. The Council felt that it was not acceptable to cause a loss of amenity to existing residents by further burdening their area, predominantly consisting of narrow streets and terraced houses with no parking of their own, where on-street parking is already an issue.

NB: Cllr. EB abstained from voting on this Planning Application.

- d. N/105/01559/24 – Louth Town Council did not comment on this application.
- e. To support all other applications.

NB: Cllr. DH abstained from voting on Planning Application 5

P75. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Approved – N/105/01180/24 – Unit 1, Tekori Court, Fairfield Industrial Estate, LN11 0WA – LTC Supported 27/08/24.
- ii. ELDC Approved – N/105/01220/24 – 198 Eastgate, LN11 9AG – LTC Supported 27/08/24.
- iii. ELDC Approved – N/105/01219/24 – 11 Sandringham Drive, LN11 0JE – LTC Supported 27/08/24.
- iv. ELDC Approved – N/105/01095/24 – 62 Aswell Street, LN11 9HP – LTC Objected 06/08/24.
- v. ELDC Approved – N/105/01267/24 – 8 Vanessa Road, LN11 9LF – LTC Supported 17/09/24.
- vi. ELDC Refused – N/105/01321/24 – Land West of 54 Stewton Lane, Louth – LTC Supported 17/09/24.

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council (LCC)
REASON FOR RESTRICTION: Event – RAE000334 – Bonfire.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – B1200 (Between A16 roundabout and St. Mary's Lane). No Waiting and No Loading At Any Time Order – A16 (Between B1200 Roundabout and a point 1200m North); A16 (Between B1200 Roundabout and a point 200 South); A16/B1200 (Entire Roundabout); B1200 (Between A16 Roundabout and St. Mary's Lane); A157 (Between A16 Roundabout and a point 200m West). 40mph Speed Limit Order – A16 (Between B1200 Roundabout and B1520 Roundabout).
PERIOD OF RESTRICTION: 02/11/24 – 02/11/24, 16:00 to 21:00 (Restrictions to be implemented for 1 day as and when required during this period. Signage to be displayed on site in advance).
- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council
REASON FOR RESTRICTION: Resurfacing after pedestrian crossing installation.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Newbridge Hill (Between Keddington Road and Ramsgate).
PERIOD OF RESTRICTION: 11/11/24 – 27/11/24, 19:00 to 07:00 (Restrictions to be implemented for 17 days as and when required during this period. Signage will be displayed on site in advance).

P76. Proposed Work to Trees

The Committee considered the following proposed works to trees, and it was proposed, seconded and **RESOLVED** to support the following:

- a. **Location:** 14 Old Mill Park. **Proposals:** T1 – Small-leaved Lime – Crown reduce to a height of 14m and a spread of 12m approx. T2 – Silver Birch – Reduce in height from 16m to 9m. **Reasons:** None given.

P77. PL/0089/24 – Planning Application for the installation of 4no. external condenser units at Keily House, Louth

The Committee received a request from LCC to reconsider its objection to the above planning application made at a previous meeting on the grounds that residents in the vicinity of Keily House had not been informed of the proposals of the application. After discussion, it was proposed, seconded and **RESOLVED** to withdraw its objection after it had been evidenced that residents had been alerted to and were given sufficient time to comment on the proposals.

P78. Gospelgate, Louth – Proposed ‘No Waiting At Any Time; and Revocation of ‘No Waiting 8am to 6pm’

The Committee received and discussed the above, and it was proposed, seconded and **RESOLVED** to support the proposals.

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

P79. B1200 Newmarket – Proposed Limited Waiting Bay

The Committee received details of the proposals to instate a Limited Waiting Bay at Newmarket. It was subsequently proposed, seconded and **RESOLVED** to object to the proposals as the Committee felt that the proposed maximum waiting time of 2hrs was too long and should be restricted to 30mins.

P80. Neighbourhood Plan

It was noted that the Ministry of Housing, Communities and Local Government (MHCLG) were offering grants and technical support packages to places with a Neighbourhood Plan, which consisted of an evidence-based community-wide vision for the future of an area that would become part of a statutory development plan. It was proposed, seconded and **RESOLVED** that an application be submitted for such by Louth Town Council.

P81. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 19th November 2024.

The Meeting Closed at 7.46pm.

Signed _____ (Chairman) Dated _____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location /Ward	Conserva-tion Area?	Previous LTC Comments	Planning Working Group	Expiry Date for LTC Comments
1	ELDC	N/105/01520/24	Planning Permission	Mrs. N. Siddle	Extension to existing dwelling to provide additional living accommodation.	94 Mount Pleasant Avenue, Louth, LN11 9DJ - St. Michael's Ward	No	New	Support.	25/11/2024
2	ELDC	N/105/01566/24	Planning Permission	Mr. S. Benson	Extension to existing dwelling to provide additional living accommodation.	5 Southlands Avenue, Louth, LN11 8EW - St. Mary's Ward	No	New	Support.	20/11/2024
3	ELDC	N/105/01632/24	Determination of Prior Approval	Arquiva (Ltd)	Determination of whether or not Prior Approval is required for the siting and appearance of 1no. proposed 12m streetworks pole supporting a gbs antenna, a 3G omni antenna and an omni to reach a maximum height of 13.45m and the installation of a smart metering equipment enclosure.	Louth Reservoir, Horncastle Road, Louth - St. Mary's Ward	No	New	Support with the condition that any existing poles, not in use, should be removed.	20/11/2024
4	ELDC	N/105/01619/24	Planning Permission	Development Contractors Humbs Ltd	Extension and alterations to first floor to form 2no. apartments over existing single storey building.	13 Eastgate, Louth, LN11 9NB - St. James' Ward	Yes	New	Support with the condition that the facades are maintained to the standard specified in Application N/105/01804/23.	20/11/2024
5	ELDC	N/105/01630/24	Planning Permission	Mr. P. Stevens	Extensions to existing dwelling to provide additional living accommodation.	Millstone Lodge, South Street, Louth, LN11 9JS - St. Mary's Ward	No	New	Support.	27/11/2024
6	ELDC	N/105/01675/24	Planning Permission	NHS Property Services	Erection of gas bottle store on hardstanding grounds within existing hospital.	Louth County Hospital, High Holme Road, Louth, LN11 0EU - North Holme Ward	Yes	New	Support.	27/11/2024
7	ELDC	N/105/01680/24	Planning Permission	Mr. R. Clinch	Extensions and alterations to existing dwelling to provide additional living accommodation.	22 Victoria Road, Louth, LN11 0BX - St. Margaret's Ward	No	New	Support.	28/11/2024
8	ELDC	N/105/01737/24	Listed Building Consent	Mr. R. Oddie	Alterations to existing external walls to provide a detached garage in connection with existing dwelling and the construction of vehicular access.	137 Eastgate, Louth, LN11 9QE - St. James' Ward	Yes	New	Not seen by the PWG.	04/12/2024

PLANNING COMMITTEE 19th NOVEMBER 2024
PLANNING CORRESPONDENCE TO NOTE

1. ELDC Planning Decisions

- a. ELDC Approved – N/105/01366/24 – Planning Permission – 38 St. Michael’s Road, LN11 9DA – LTC supported 08/10/24.
- b. ELDC Approved – N/105/01186/24 – Section 73 Application – All Weather Sports Pitches, London Road – LTC supported 08/10/24.
- c. ELDC Approved – N/105/01169/24 – Planning Permission – Phase 2 Land Adjacent 82, Eastfield Road – LTC supported 27/08/24.
- d. ELDC Approved – N/105/01418/24 – Planning Permission – 17 Mercer Row, LN11 9JG – LTC supported 08/10/24.
- e. ELDC Approved – N/105/01419/24 – Listed Building Consent – 17 Mercer Row, LN11 9JG – LTC supported 08/10/24.

2. Temporary Traffic Restrictions

- a. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.
REASON FOR RESTRICTION: Event – RAE000262 – Victorian Christmas Event.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Mercer Row (between B1520 Uppgate and Market Place), Market Place (between Mercer Row and Eastgate), Eastgate (between Cannon Street and Northgate), Burnt Hill Lane and Cornmarket.
PERIOD OF RESTRICTION: 24/11/24 – 24/11/24, 05:00 to 20:00 (restrictions to be implemented for 1 day 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: Emergency – Repair leak.
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Northgate (between Cannon Street and Vickers Lane).
PERIOD OF RESTRICTION: 04/11/24 – 08/11/24 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
- c. ORGANISATION RESPONSIBLE FOR RESTRICTION: Lincolnshire County Council.
REASON FOR RESTRICTION: Resurfacing after pedestrian crossing installation.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Newbridge Hill (between Keddington Road and Ramsgate).
PERIOD OF RESTRICTION: 09/12/24 – 20/12/24, 19:00 to 07:00 (restrictions to be implemented for 10 days as and when required during this period.
Signage will be displayed on site in advance).

3. Committee

- a. N/105/01181/24 – Land at Northfields, Grimsby Road, Louth. This application was presented to the ELDC Planning Committee on 7th November 2024 and was approved. Cllr. Drake attended for LTC.

4. Enforcement

- a. Land at Park Avenue, Louth. A recent inspection of the site has confirmed that a previous breach of planning control has now been resolved.



To whom this may concern

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

Ref: KF/173 FAO Katie Fraser
Date: 29th October 2024

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

Dear Sir/Madam

RE: EASTGATE, LOUTH – PROPOSED GOODS VEHICLE LOADING ONLY 6AM – 8PM

Lincolnshire County Council recently received a request to review the loading bay on Eastgate, Louth outside property numbers 116 – 132.

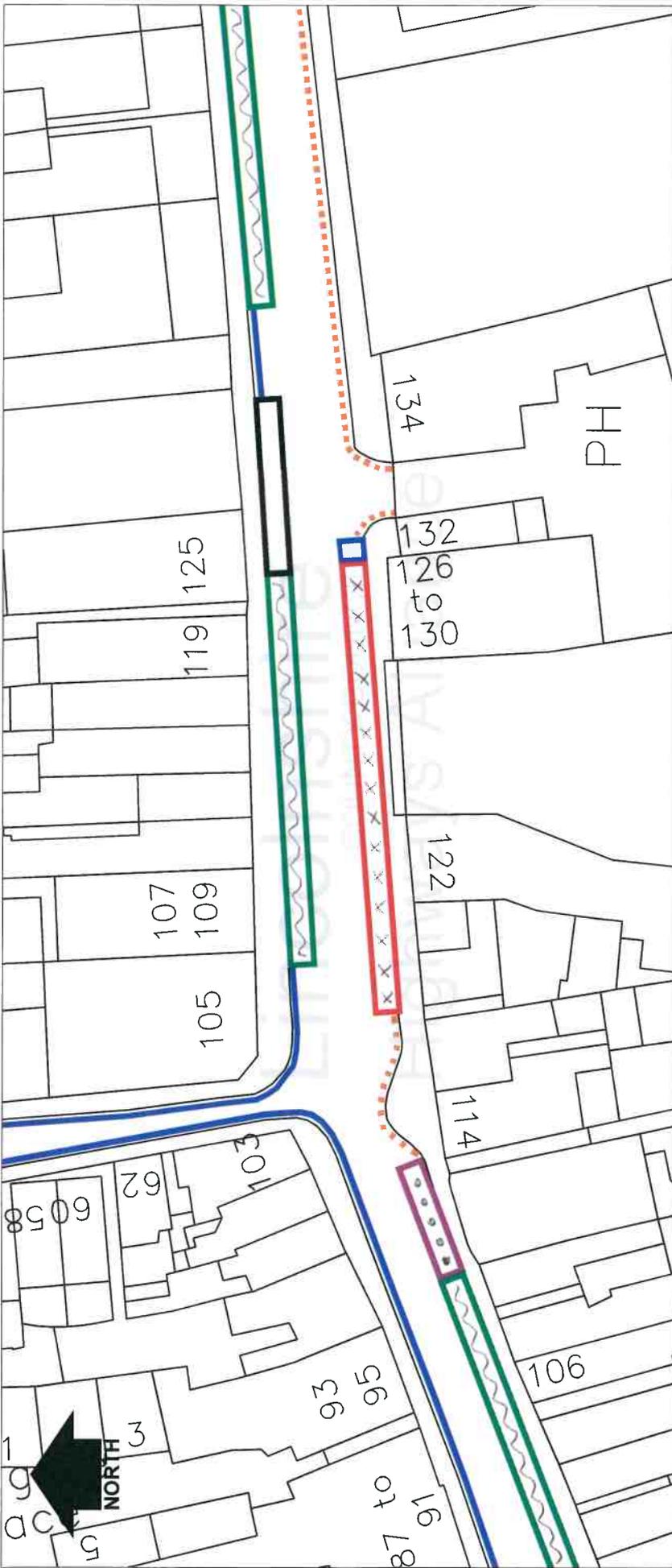
Investigations have shown that businesses along this stretch are struggling with the current operation times on the loading bay as deliveries arrive before 8am. Therefore, we are looking at proposing a change to this bay so the operation time starts at 6am. We are also looking at extending this bay slightly outside number 132, this is to accommodate a new dropped kerb going in so lorries can use this dropped kerb to unload without exceeding the bay.

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 Monday 2nd December 2024, I will assume that you have no objections to the proposal.

Yours Faithfully

K Fraser

For Programme Leader Minor Works & Traffic



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Key:

- X X X X Proposed 'Goods vehicles loading only 6am-8pm'
- ~ ~ ~ ~ Existing 'Limited Waiting Mon - Sat 8am - 6pm 30 mins No return within 30 mins'
- Existing Disabled badge holder only Mon-Sat 8am-6pm 3 hours limited waiting no return within 3 hours'
- Existing Dual bay
- Existing 'No waiting at any time'
- Existing 'No waiting or loading at any time'

Rev.	Description	Drawn	Chkd	Auth	Date
0		KF			09/10/2024

Lincolnshire
COUNTY COUNCIL

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

Project: **Eastgate, Louth**
Status: **173**
Drawing Title: **Proposed 'Goods vehicle loading only 6am - 8pm**
Drawing No.: **H/KF/173/002**

Rev.	Description	Drawn	Chkd	Auth	Date
0					