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 24th November 2026 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. If possible, please provide written representation rather than attending in person.

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

Mrs. L.M. Phillips
Town Clerk
Dated this 18th Day of November 2026

AGENDA

TOWN COUNCIL
(Chairman: Cllr. Mrs. K. Parsons, Vice Chairman: Cllr. P. Starsmore, 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. **Reports/Updates from District and County Councillors**

4. **Town Clerk's Remarks**

5. **Minutes**
   To approve as a correct record the notes of the Council Meeting held on 6th October 2026.

6. **Committee Minutes**
   To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings:
   - **a.** Planning Committee – 15th September 2026
   - **b.** Planning Committee – 6th October 2026
   - **c.** Governance and Finance Committee – 25th August 2026
   - **d.** Personnel Committee – 28th July 2026

7. **Financial Matters**
   - **a. Bank Balances**
     Council to note bank balances as follows:
     i. Lloyds Treasurers Account (balance on statement 7 as at 31st October 2026) - £485,618.71
     ii. Lloyds Deposit Account (balance on statement 7 as at 31st October 2026) - £166,652.51
     iii. NS and I Account (balance on last statement, numbered 15 as at 18th February 2026) - £114,560.77.

b. Orders for Payment
Council to approve the attached list of payments made in October 2026. (Attached).

8. Town Centre Heritage Grants
Council to receive an update on the above. (Attached).

9. Town Centre Retail Working Group
Council to receive an update from the Town Centre Retail Working Group (attached) and consider proposals therein.

10. Action Plan
Council to note that following circulation of the above with the agenda for 6th October no amendments were suggested. FOG has since reviewed the document and suggested the addition of the Christmas Lights Switch On. Council to receive an updated copy of the Action Plan and a recommendation from FOG that it be to approved for continued use.

11. Christmas Lights Switch On
Council to confirm which of its members can act as a steward at the event on Friday 27th November 2026.

12. Complaints Procedure
Council to note that its complaints procedure has been reviewed by FOG in conjunction with Cllr. H. Hunt, Information Security Risk Professional and receive a recommendation from FOG that it be approved for use.

13. Anti-social Behaviour in Louth Town Centre
Council to receive an update from the Police and consider the way forward.

14. Co-option
Council to consider candidates for co-option onto Louth Town Council and resolve as necessary.

15. Next Meeting
To note that the next scheduled meeting of the Town Council will take place on 19th January 2027.

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 27th October 2026. (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 11-24-26). (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 the following comments compiled by the Planning Working Group and submitted to ELDC to meet their deadlines:

   a. **Proposals:** T1 – Sycamore – Fell. T2 – Holly – Cut back by 3 meters. **Location:** Linkage Community Trust, Seaton House, 153 Eastgate, LN11 9AJ. **Reasons:** T1 – Sycamore – Self set at front of entrance, growing into multiple phone lines, constant problem and constantly cut every 3-4 years. T2 – Holly – Also within phone lines, cut back by 3 meters to give plenty of clearance under lines. **Comments submitted for ratification:** Support (with opinion of the Tree Officer considered).

7. **National Scheme of Delegation for Planning Applications**
Committee to discuss documents in relation to the above, received from ELDC (attached), note the comments of the Planning Working Group (see attached PWG Notes) and resolve upon the way forward.

8. **Next Meeting**
To note that the next scheduled meeting of the Planning Committee will take place on 15th December 2026.

MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH ON TUESDAY 6th OCTOBER 2026

The Mayor, Cllr. Mrs. K. Parsons (Mrs. KP) (in the chair).

Councillors present: T. Ball (TB), G. Cummings (GC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. H. Hunt (Mrs. HH), Mrs. J. Makinson-Sanders (Mrs. JMS), C. Matthews (CM), P. Matthews (PM), D. Moore (DM), P. Starsmore (PS), I. Steer (IS), N. Steer (NS).

Councillors not present: J. Bakewell (JB), Mrs. E. Ballard (Mrs. EB), J.K. Baskett (JKB), T. Tapsfield (TT), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. S. Chitauro-Adlard, Lincolnshire County Councillors (LCC) T. Catton and N. Hastings were also present.

Public Forum:

- Cllr. HF discussed recent anti-social behaviour occurring in the town centre and suggested it be included as an item on a future agenda.
- Cllr. Mrs. KP reminded Cllrs. of the training available to them which they should attend if they had not already done so, and to inform the Town Clerk of any training they wished to undertake or had completed.

T80. Apologies for Absence

Apologies for absence were received from Cllrs. JB, EB, JKB, TT and DEW.

T81. Declarations of Interest / Dispensations

The following declarations of interest were made:

a. Cllr. DH – Item 10 as a member of East Lindsey District Council (ELDC).
b. Cllr. GEH – Item 10 as a member of ELDC.
c. Cllr. Mrs. JMS – Item 10 as a member of ELDC.

T82. Reports/Updates from District and County Councillors

- LCC Cllr. N. Hastings reported that LCC had written to local schools regarding the antisocial behaviour in the town centre after a recent fatality. He confirmed that the pedestrian-crossing beacon on Upgate had been reinstated and that the bus shelter outside Louth Hospital had been installed, with two further shelters still to be installed, one at each Louth Academy campus.
- In her capacity as a Councillor for ELDC, Cllr. Mrs. JMS informed the Council that there was a new Planning Officer at ELDC who would be open to attending an LTC meeting to explain new planning rules which were to become legislation on 31st October 2026.

T83. Town Clerk's Remarks

The Town Clerk tabled a report which included information as follows:

- The Council's action plan had been included in with the agenda documents and requested suggestions for any additions be submitted via email by 3rd November 2026 for discussion at the next Town Council meeting.
- Members of the Park Avenue Play Park Working Group recently met with Gleesons on site, where it emerged that Gleesons/their management company were to take responsibility for all of the trees on the Park Avenue site, the attenuation pond, the grass, and any matting that would be installed around the play park equipment. It was also confirmed that Gleesons were not building on the site as it had been designated as a community space which could not be built on. This prompted a Councillor to ask as to why the Town Council needed to be involved. Gleesons had since looked into the matter and communicated with the Friends of Park Avenue Play Park (FPAPP), copying in the Town Clerk, to say that things had become more complicated than needs be, and that the Council may not need to be involved. The other parties involved agreed but ELDC officers had confirmed that, although a change at this stage might require the grant panels agreement, it could be done. A meeting was to be organised between Gleesons, their solicitors, FPAPP, ELDC officers, the Town Clerk and possibly an ELDC

Planning Representative to discuss further. The Town Clerk also relayed to Councillors that she had informed the Councils solicitors of the aforementioned developments.

- She had not yet received a reply from Anglian Water following the Council's discussion at the last meeting regarding the release of effluent into the River Lud.
- Members of the Retail Working Group had recently met with members of ELDC's Place Team to walk through the town centre, as the Team had a pot of funding to be spent on Louth and wanted to better understand how it could be used. They were to provide a report for Council's consideration.
- Volunteers were urgently needed for Remembrance Sunday on 8th November 2026. The Town Clerk asked Councillors to encourage as many people as possible to volunteer, and asked Councillors to accept that they may also be required to volunteer as stewards rather than take part in order to ensure that the event is as safe as possible. Alternatively, the Council may need to pay a private company to provide more stewards.
- Cllr. Hayden Steer had resigned from the office of Councillor.
- Louth Civic Trust had been in contact regarding the Louth Flood Marker at Eastgate, opposite Espin Walk. The Civic Trust felt it was important to preserve Louth's heritage and felt the flood of 1920 was a significant part of that. They had therefore procured a quote from Leake's Masonry to commission a replacement marker stone for £120.00 + VAT (£144.00 total). The marker had previously been discussed by Council and the owner had shared that they did not wish for the wall to be tampered with as it was a retaining wall. The possibility of re-engraving the existing stone had been explored with Leakes, but they did not think it was possible. The installation of a brass plaque had also been discussed; however, the Civic Trust were not in favour of this option. The Civic Trust conveyed that they would be happy to enter into discussions with the owner of the wall to see if there was a way to persuade them to allow the stone to be replaced. The Civic Trust had also indicated that they would happily contribute to the cost of the scheme if LTC did the same. The Town Clerk reminded Council that it currently had no budget for the project and that there was a distinction between purchasing a replacement stone and installing it properly to ensure that the wall remains structurally sound and the ramifications that could come with that. Council supported the preservation of the marker in principle and agreed to consider contributing to costs if the Civic Trust were able to obtain agreement from the owner of the wall for the work to be carried out, and received assurance from a suitably qualified professional that the work would not compromise the stability of the wall or ascertain a way to do the work that would ensure this.
- ELDC and Heritage Lincolnshire had launched a new Town Centre and Heritage Grant Scheme to improve and preserve buildings in the town centre which should be celebrated. The Mayor had recently met with ELDC members, including ELDC's Conservation Officer, to discuss a co-designed scheme for Louth. £192,500 had been allocated for Louth and would be administered by Heritage Lincolnshire on contract with ELDC. The funding would provide dedicated small and medium grants and aimed to support local property owners, businesses and community stewards in preserving unique architectural features and improving town centre environments. The Town Clerk went on to explain that it was initially hoped that funding would be used on buildings in Mercer Row as it was thought that, in the first instance, concentrating on one area would provide the most impact. Some of the works eligible for funding included exterior works to shopfronts, signage, improvement of the appearance of upper floors and the reinstatement of historic features. The Town Clerk reminded Council that it had recently elected Cllr. Mrs. KP and Cllr. NS to represent LTC on the Grants Panel, and provided Councillors with a link to apply for the funding.

T84. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Town Council meeting held on 15th September 2026 be approved as the minutes.

T85. Committee Minutes

It was proposed, seconded and **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings:

a. Planning Committee – 25th August 2026.

T86. Financial Matters

a. **Bank Balances**

Council noted bank balances as follows:

i. Lloyds Treasurers Account (balance on statement 6 as at 30th September 2026) - £505,967.18.
ii. Lloyds Deposit Account (balance on statement 6 as at 30th September 2026) - £166,652.51.

iii. NS and I Account (balance on last statement, numbered 15 as at 18th February 2026) - £114,560.77.

b. **Orders for Payment**

It was proposed, seconded and **RESOLVED** to approve the following list of payments made in September 2026:

Payment Ref	Supplier/Payee	Description	Payment Total	Date Paid
PC32	B&M	Bin liners	£1.98	02/09/26
DC19	HM Land Registry	SH title register documents	£14.00	03/09/26
DC20	Events Industry Forum	Purple Guide Subscription	£12.00	04/09/26
DC21	By Emily via Whop	Mayors Serjeant uniform	£44.90	07/09/26
DDYUCL6	Yu Energy	St. James' Clock electric	£22.00	09/09/26
DDYUCEM6	Yu Energy	Cem electric	£38.34	09/09/26
OP781	CHASE CIC	LTC grant	£2,000.00	10/09/26
OP782	Waveform Arts	LTC grant	£500.00	10/09/26
OP783	Louth Building Supplies	HH and Cem supplies	£160.48	10/09/26
OP784	ACB Machinery & Servicing	Work to equipment	£268.50	10/09/26
OP785	GBM Waste Management	Cem waste August	£225.76	10/09/26
OP786	D. Salkeld	August watering	£630.00	10/09/26
OP787	inSpire Community Activities	Tour of Britain bikes	£130.00	10/09/26
OP788	Chubb Fire & Security	Maintenance work	£79.30	10/09/26
OP789	Allinson Print Ltd	Stationery	£53.99	10/09/26
OP790	P. Starsmore	Tour of Britain expenses	£100.16	10/09/26
OP791	Wilkin Chapman LLP	Park Avenue Play Park expenses	£2,100.00	10/09/26
OP792	IT@Spectrum Limited	Photocopier	£367.37	10/09/26
OP793	Louth Mens Shed	Wooden blocks for Cllrs names	£135.00	10/09/26
OP794	Paul Riddel Skips	August HH skip	£300.00	10/09/26
OP795	Glendale Countryside Ltd	August HH, Cem and verge cutting	£4,044.30	10/09/26
OP796	Sylvester Keal Ltd	HH cleaning/sanitary supplies	£505.60	10/09/26
DDYUSH6	Yu Energy	SH electric	£213.75	11/09/26
DDEONCEM6a	E.On Next	Cem electric	£8.11	15/09/26
DDEONSH6a	E.On Next	SH electric	£82.87	16/09/26
PC33	Morrisons	Office supplies	£6.00	16/09/26
DDEONHH6	E.On Next	HH electric	£43.68	17/09/26
DDEDFCEM6	EDF Energy	Cem gas	£15.06	18/09/26
DDTEMKT6	Total Energies	Market Place electric	£28.15	18/09/26
DDAWSH6	Anglian Water	SH water	£8.00	21/09/26
DDAWCEM6	Anglian Water	Cem water	£54.00	21/09/26
DDEDFSH6	EDF Energy	SH gas	£209.54	21/09/26
DDAWHH6	Anglian Water	HH water	£330.00	21/09/26
PC34	Argos	Kettle	£22.99	21/09/26
SC6	Lloyds	Service Charge	£20.93	21/09/26
DC22	Leaf Design UK Ltd	Turn Louth Pink décor	£95.00	23/09/26
PC35	Boyes	Bin liners	£0.99	23/09/26
OP797	The Kings Head Louth	Civic Service buffet	£780.00	25/09/26
OP798	DCC of St. James	Roof	£18,772.26	25/09/26
OP799	Wilkin Chapman	FOI/SAR advice	£1,728.00	25/09/26
OP800	ACB Machinery & Servicing	Work to mower	£80.10	25/09/26
OP801	L. Phillips	Mayors Serjeant collar and cuffs	£4.59	25/09/26
OP802	P. Starsmore	Tour of Britain expenses	£32.99	25/09/26
OP803	Chubb Fire & Security	Alarm contract 2026/27	£1,228.96	25/09/26
OP804	GRS Signs Ltd	2x LTC banners	£156.07	25/09/26
OP805	The Little Cleaning Co.	September cleaning	£445.20	25/09/26
OP806	AJ Embroidery	Workwear	£24.00	25/09/26
OP807	PKF Littlejohn LLP	2025/2026 External Audit	£1,260.00	25/09/26
OP808	Louth Run For Life	Turn Louth Pink entry	£10.00	25/09/26
OP809-813	Staff Payments	Staff Payments	£10,112.09	25/09/26
OP814	HMRC	PAYE/NIC	£3,646.81	25/09/26
OP815	LCC Pension Fund	Pensions	£3,277.75	25/09/26
DDEONFL	E.On Next	St. James Floodlights electric	£306.98	28/09/26

PC36	Yorkshire Trading	Bin liners	£7.45	30/09/26
DD1COMSH6	Onecom	SH 2x phone line and Wi-Fi	£95.33	30/09/26

T87. Risk Management Policy
Council reviewed its Risk Management Policy. Cllr. HH offered to email the Town Clerk with suggested revisions, after which the amended policy would be brought to a future meeting for discussion.

T88. Reserves Policy
The Council received its reserves policy. After consideration, it was proposed, seconded and **RESOLVED** to defer review of the Reserves Policy until a later date, so that it could be discussed in conjunction with the Investment Policy and budget.

T89. Asset Working Group
Council received an update from the Asset Working Group who had recently met to discuss the potential of transferring of assets and service delivery from ELDC to LTC. The Asset Working Group suggested that the Council explore the prospect of acquiring more storage and office space, market management and management of public toilets, greenspace and play parks, and work in conjunction with the Town Centre Retail Working Group and the ELDC Place Team to investigate improving the town centre. It was proposed, seconded and **RESOLVED** that the Asset Working Group would a) continue their research into transferring the aforementioned assets and services, with the addition of car parks and the Old Cemetery, and b) provide an outline spend for inclusion in the 2027/28 budget.

T90. Budget Setting
It was noted that Councillors should submit written details to the Town Clerk of projects they would like to be included in the budget for 2027/28, together with costings, no later than 31st October 2026.

T91. Sexual and General Harassment
Following the introduction of new legislation in 2024 which placed greater responsibilities and legal requirements on all employers (including Councillors) to take proactive steps to prevent sexual harassment at work and undertake related training on an annual basis, Councillors:

a. Reviewed the Sexual and General Harassment policy and it was proposed, seconded and **RESOLVED** to approve for use.
b. Signed to confirm that they had received, read, understood and would abide by the policy.
c. Watched a short training video regarding the above.

T92. Next Meeting
It was noted that the date of the next scheduled Town Council meeting was 24th November 2026.

The Meeting Closed at 9.05pm.

Signed_____ (Chairman) Dated_____

LTC Payments

October 2026

Payment Ref	Supplier/Payee	Description	Payment Total	Date Paid
DDYUCL7	Yu Energy	St. James' Clock electric	£21.80	08/10/26
DDYUCEM7	Yu Energy	Cem electric	£95.28	08/10/26
DDYUSH7	Yu Energy	SH electric	£229.35	12/10/26
PC37	Morrisons	SH Supplies	£5.80	12/10/26
PC38	Max Spielmann	Council photograph	£18.00	14/10/26
DC23	SLCC Enterprises	Training manual	£49.20	14/10/26
PC39	Morrisons	Stamps	£14.40	16/10/26
OP816	H. Lyon	Flower reimbursement	£109.99	16/10/26
OP817	John Darke Ltd	August & September fuel	£539.83	16/10/26
OP818	Glendale Countryside Ltd	September HH grass cutting	£1,759.50	16/10/26
OP819	SCIS UK Ltd	IT assistance	£48.00	16/10/26
OP820	GBM Waste Management	Sept Cem waste and bags	£290.56	16/10/26
OP821	Louth Building Supplies	Cem supplies	£232.16	16/10/26
OP822	Paul Riddel Skips Ltd	October HH skip	£300.00	16/10/26
OP823	D. Salkeld Ltd	September watering	£560.00	16/10/26
OP824	JD and KE Parsons	Mayoral Travel claim	£110.55	16/10/26
OP825	GRS Electrical Services Ltd	St. James' Clock supplies	£142.20	16/10/26
OP826	PEAC (UK) Ltd	Printer lease November-February	£371.89	16/10/26
DDEONHH7	E.On Next	HH electric	£51.06	19/10/26
SC7	Lloyds	Service Charge	£17.98	19/10/26
DDAWSH7	Anglian Water	SH water	£8.00	20/10/26
DDTEMKT7	Total Energies	Market Place electricity box	£30.26	20/10/26
DDAWCEM7	Anglian Water	Cem water	£54.00	20/10/26
DDEONFL7	E.On Next	St. James' Floodlights electric	£116.19	20/10/26
DDAWHH7	Anglian Water	HH water	£330.00	20/10/26
PC40	Yorkshire Trading	Laminating pouches	£7.50	22/10/26
OP827	SCIS UK Ltd	Council tablets & keyboards	£318.79	26/10/26
OP828	MG Ubique Ltd	Work to trees at HH	£2,700.00	26/10/26
OP829	L. Phillips	Mayor's Serjeant Uniform	£89.00	26/10/26
OP830	The Little Cleaning Co. Ltd	October cleaning	£356.16	26/10/26
OP831	Friends of St. James' Church	Christmas Tree Festival entry	£15.00	26/10/26
OP832	Wilkin Chapman LLP	FOI/SAR advice	£1,526.40	26/10/26
OP833-837	Staff payment	Staff payment	£9,013.36	26/10/26
OP838	HMRC	PAYE/NIC	£2,971.25	26/10/26
OP839	LCC Pension Fund	Pensions	£2,863.77	26/10/26
DD1COMSH7	Onecom	SH 2x Tel lines & Wifi	£96.12	30/10/26

KEY: CHQ – Cheque DD – Direct Debit OP – Online Payment SC – Service Charge PC – Petty Cash DC – Debit Card

Notes
Heritage Grants Scheme Meeting
16th October 2026

I attended the above meeting at the request of the Mayor who along with Cllr. Steer was elected to represent the Council on the Heritage Grants Scheme Panel and who were unable to attend on this occasion.

Alice Ullathorpe (AU) introduced herself and led the meeting. She confirmed that minutes of the last meeting had been circulated by email.

AU began by explaining how the panel will work:

- Three members of the panel present at a meeting will make a quorum and decisions can be made.

She confirmed that the PowerPoint presentation shown at the meeting and the Terms of Reference are to be distributed to members. Further, Ann at Heritage Lincs is to be more involved with Louth as she is from Louth. Panel meetings will be roughly every 2 months or as needed.

Emilie Wales, Conservation Officer at ELDC (EW) confirmed that there are 23 entries on the risk register in East Lindsey and Louth has been on the register for 4 years.

Louth has had £192,500 allocated to it. In reality, that's one really good shop front! In last 25 years many application have been made to external funders for money to assist with this kind of project but the response has always been that Louth isn't bad enough. This is mostly because Louth's application will have been compared to other applications and the other area is likely to have been worse therefore more in need of assistance.

AU confirmed that the criteria for panel decisions are:

- Impact
- Maximise improvement of historic environment
- Public benefit
- Support local economy and local businesses
- Enabling improvements which might not otherwise go ahead.

In Louth it has been decided to concentrate attention on Mercer Row to start with. This is because there are some vacant properties, some properties that have recently changed hands, there are small things that could be done to make a big difference e.g., sign writing. Mercer Row is on a major bus route, has a bus stop and sees a lot of footfall. It is in a conservation area and many buildings are listed. It also has upper floors that need work. In comparison, Eastgate is too long. £192,500 wouldn't go anywhere, and buildings seem to be taller which would mean more funding would have to go on scaffolding, less on actual improvement.

EW confirmed that some of the £192,500 could be spent on public realm if the panel wanted, e.g. restoring ghost signs (as in Horncastle). But there are other funds that are available for that kind of thing.

Cllr. Mrs. JMS volunteered to acquire some old pictures of Louth, which would assist in knowing what to aim for in any restoration.

EW confirmed that any alterations to buildings would probably have to go through planning and listed buildings.

It was confirmed that the scheme will run to the end of 2028 which, when all of the processes that might need to be followed are taken into account, is quite a short timeframe.

AU confirmed that for the reinstatement of historic features/details e.g., installation of a Victorian canopy 90% of the required funds could be provided by a grant and the applicant would only need to contribute 10%. Whereas, repairs to properties e.g., to windows would only attract a 75% contribution and the applicant would need to fund 25% of the cost. If a business is registered for VAT, VAT won't come into the grant equation, if not registered for VAT, VAT becomes an eligible cost and the fund can contribute 50% of that.

Each applicant has to tender for costs, this is so that the grant panel know that they are getting value for money. The applicant will be helped through that process.

If the panel want to target a building and don't know who the owner is, it is possible to involve enforcement and they could look into it. Local authorities can force possession of vacant properties which have been vacant for 6 months and re-lease them. This has not been tested though.

Five expressions of interest have been received so far from Louth. These are 28 Aswell Street, 97B Eastgate, 23 Northgate, The Kings Head Hotel and 12 Mercer Row.

Obviously, some of those who have expressed an interest are not located on Mercer Row but building up a list of interest evidences the need within the town and the appetite which could help to get more funding from other sources and allow the project to continue in the future.

The meeting went on to discuss Wragby, which has £120,000 in funds allocated to it. The way Wragby's scheme is being run is different to Louth and Horncastle. An architect is to be engaged and asked to produce a design and drawings for the buildings that need work in the centre (approximately 3) and then each owner will be approached and asked if they would like their building to look like the design. If so, they would need to contribute x amount and the fund will contribute the rest. This approach was used in Mablethorpe.

The meeting then discussed Horncastle, going through how much had been spent there and some of the improvements that were being made.

It was agreed that the next meeting would take place in Person on 10th December 2026 at Horncastle Hub from 9.30am and that afterwards there would be a walk around Horncastle to view properties that have already benefitted.

Lynda Phillips
Town Clerk

Town Centre Retail Working Group

Update for Council Meeting - 24th November 2026

The Town Centre Retail Working Group (TTCRWG) met on 16th October 2026.

1) A proposal put forward by the Louth Town Action Group to create a hub in 20 Market Place, which is currently up for lease (see below) was discussed:

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20 MARKET PLACE PROPOSAL

The building could be used by both the Town Council and Louth Town Action Group to promote the town.

Its purpose would be:

1 to assist local residents with their concerns or complaints and
2 to promote local businesses to visitors.

The information supplied should therefore help visiting Louth a more enjoyable experience and assist with that persons early return.

Louth Town Action Group would have a facility in the centre of town for the storage of equipment, i.e., the suction machine, litter pickers, green bags and hoops, dishes, hi-vis vests, tools, buckets, gloves, etc., which are currently stored at private residences. Meetings could be held. New Womble volunteer litter pickers could meet other volunteers and be given their equipment.

The hub should be staffed by volunteers and/or councillors, with a minimum of 2 at any one time.

Initially open on market days, Wednesday, Friday, Saturday and Sundays or when there is a large event in the centre of town.

Hours 10am to 4 pm.

Details of local businesses, etc., to be held on computer available online and printed off for face to face enquiries e.g.,

Accommodation
Activities
Attractions
Bus timetable
Caravan sites
Care Home
Cattle market
Churches
Cinema
Councils
Councilors
Dentists, etc.

SET UP ITEMS

Rent
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Rates
Insurance
Furniture
Computer
Internet
Leaflet racks
Photo copier
Phone, landline or mobile
Large map of town

DAY TO DAY ITEMS

Electricity
Toner and paper for printer

In conclusion, Louth would benefit from having such a facility, it would be seen by local businesses that something positive was being done to try to save our 'High Street'.

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The TTCRWG felt that the principle was a good one but that 28 to £29,000 would be needed just on rent and rates and the Town Council would need to finance that. Therefore, the group wondered if it would be better to look at buying a property rather than leasing.

The group discussed possible locations such as the Town Hall, the old Lloyds building, 160 Eastgate, the old Cancer Research shop and it was agreed that permission should be sought from Council to investigate alternative locations, options and costs and in the meantime, assist Louth Town Action Group (LTAG) with storage and meeting space at the Sessions House, if they were interested. After discussion with LTAG it transpires that they would be most grateful for assistance with storage space.

2) Members discussed recent antisocial behaviour problems in the town centre and the Town Clerk agreed to obtain a report on the matter from the Police for discussion at Council.

3) Proposals for consideration by Council:
Approve TTCRWG:
   a. Investigate alternative hub locations, options and costs; and
   b. Investigate and expenditure be incurred by the Town Clerk on a storage facility at the Sessions House (container or metal shed) which could also be used by Louth Town Action Group. Funds to be taken from the EMR Capital Expenditure.
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Louth Town Council

ACTION PLAN

	Monitoring		
	26/27	Ongoing	Notes on completion
This Action Plan is a 'live' document and by necessity will change but it aims to provide Louth residents with a clear understanding of:			
a) The overarching principles and objectives that the Council strives to work to.			
b) The Council's priorities / legal and best practice responsibilities for the coming Council year.			
It should be noted that whilst some of the key issues facing the town are areas not directly under the control of the Council, it will seek to use its influence to ensure that other providers also respond to the needs and aspirations of Louth's residents.			
KEY PRINCIPLES			
The Council's main aim is to improve the quality of life for the residents of Louth and develop the local economy.			
To achieve this, it will:			
• Engage with residents to better understand the community's needs and consider how it will address these needs within the resources and powers available to the Town Council.	✓	•	Frequent posting to Facebook to engage with residents. Agreed in June to trial a market stall. LTC Cllrs stall at Tour of Britain.
• Promote all things positive and look for solutions to all things negative in order to enhance the town.	✓	•	Town Centre Retail WG met with ELDC reps re. Vital and Viable. Cllr meeting with ELDC Conservation Officer. Agreed to give £18,772.26 to Church. Tour of Britain promotions. Resolved to contact Anglian Water re. effluent release into River Lud. LTC representatives nominated to sit on the Town Heritage Grant Scheme panel. Easter Parade to be organised. Town Centre Retail Working Group considered Louth Town Action Group's proposals for a town centre hub.
• Provide good quality, cost-effective services to help meet the needs and wishes of residents.	✓	•	New cemetery fees implemented May 2026.
• Make Louth a place of pride by promoting a clean, bright, attractive and safe environment in keeping with Louth's traditions and sustainable development goals.	✓	•	Verges, Cem and HH cuts undertaken. Town planters looked after year-round. Free flower baskets provided to town centre businesses. Tour of Britain themed décor erected throughout town Sept 2026. Arrangements for Christmas tree decoration discussed. Meeting

Louth Town Council

ACTION PLAN

			and supporting neighbours of 160 Eastgate.
	Monitoring		
	26/27	**Ongoing**	**Notes on completion**
• Encourage and assist other bodies, voluntary organisations and partners to provide services that support the above.	✓	•	Ongoing support of Park Avenue Play Park. LRSP grant £20,000. Land off London Road leased to Louth Athletics Club. Support Flood Alleviation Scheme with maintenance contribution. Donation of £18,772.26 to St. James' for roof repairs. Distributed grants to Waveform Arts (£500) and C.H.A.S.E. (£2,000). Emergency Plan adopted in conjunction with CERT.
• Promote the best interests of the town for the betterment of the local community.	✓	•	Year-round meetings, posting to FB and website
CORPORATE OBJECTIVES			
To develop the vitality, viability and positivity of the town.			
• To lobby, consult, improve links with and listen to comments received from other statutory bodies, voluntary organisations and individuals to improve standards of service that meet with local needs.	✓	•	Organising Remembrance 2026 based on RBL and LCC feedback from 2025 and meeting with East Lindsey Safety Advisory Group. Town Centre Retail WG met with ELDC reps. Town Centre walkaround with ELDC re. Town Centre Heritage Scheme ELDC Sept 2026. Cllr meeting with ELDC Place Reps. Meeting and walkaround of 160 Eastgate with residents and Morrisons representatives. Submitting no objection to EGL5 June 2026. Police consulted re. Anti-social behaviour in the town.
• To work with partners to create and sustain a socially inclusive and caring community which embraces all its residents and seeks to develop their wellbeing, knowledge, understanding and mutual co-operation.	✓	•	Achieved by working with LCC, ELDC, LRSP/MV, EA, Louth Town Action Group, grant recipients, RBL, Trinity Church, St. James' Church, Police, Louth Lions, Louth Rotary, Louth Male Voice Choir, Louth Salvation Army. Grants to CHASE and Waveform.
• To champion the provision of sufficient suitable affordable homes for people with local connections	✓	•	Achieved by Planning Committee and PWG making comments on

Louth Town Council

ACTION PLAN

to Louth, whilst safeguarding the environment in and around Louth from inappropriate development to maintain it for future generations.			planning applications, tree preservation orders, TRO's etc.
• To create a healthy positive community by helping residents to have access to social, recreational and cultural facilities within the Town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.	✓	•	Achieved by working with the Friends of Park Avenue Play Park, ELDC, LRSP, Louth Athletics Club. Grant applications to CHASE and Waveform Arts. Ongoing work at HH. Funds to St. James' Church. Tour of Britain event and Christmas Lights Switch On.
	Monitoring		
	26/27	**Ongoing**	**Notes on completion**
• To work with others to protect the town and its residents from the impact of environmental change, including climate change.	✓	•	Reviewed Biodiversity Policy. Contacted Anglian Water re effluent in River Lud.
• Ensure the Town Council is efficient, skilled and uses innovative ways, within its powers, to provide services in the most efficient and effective way.	✓	•	Training for all Councillors and staff. LALC Training Bulletin circulated. Dissemination of information via FB and website increased.
• Improve the corporate image of the Council and promote democracy.	✓	•	Promotion of Council's activities frequently posted on FB.
• Lobby to improve strategic traffic management and road infrastructure.	✓	•	PWG and Planning Committee comments.
PRIORITIES / LEGAL AND BEST PRACTICE RESPONSIBILITIES			
Statutory Duties/Powers			
• Ensure that there is transparent information about payments, audit documents, budget and precept available.	✓	•	Published on website and in notice boards, if required.
• Comply with the law in completing annual accounts and audit activities.	✓	•	Published on website and in notice boards.
• Ensure that all governing documents such as Standing Orders and Financial Regulations, policies and procedures are up to date, have been reviewed and next review date is evident, as necessary.	✓	•	Reviewed annually, or when legislation requires.
• Continue to provide burials at Louth Cemetery.	✓	•	
• Continue to ensure assets are insured appropriately.	✓	•	Reviewed annually.
• Undertake headstone safety testing.	✓	•	Undertaken as a rolling process.
• Continue to provide allotments.	✓	•	
• Undertake staff DBS checks		•	To be started October 2026.
Corporate Development			
• Promote training and ongoing support for members of staff and councillors.	✓	•	Joined LALC ATS. LALC Training Bulletin circulated. Training record kept.

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• Ensure that the Council maintains relevant subscriptions to enable access to advice and training.	✓	•	Annual subscription to LALC/NALC.
• Ensure that data protection regulations are met.	✓	•	Data Map and policies reviewed June 2026 and published on website. Training undertaken by staff. Councillors to undertake training.
• Ensure that IT equipment meets requirements and support is in place.	✓	•	Council approved, in principle, purchase of tablets for Councillors July 2026 to be rolled out Nov 26.
• Ensure Civility and Respect Pledge parameters are met.	✓	•	Signed 23/24.
	Monitoring		
	26/27	**Ongoing**	**Notes on completion**
• Maintain good governance adhering to relevant benchmarks to achieve Foundation Award requirements of the Local Council Award Scheme.	✓		Bronze Award achieved November 2025.
• Develop a business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community		•	To be discussed by Council.
Communication and Consultation			
• Ensure website is kept updated.	✓	•	
• Improve the Town Council's Corporate Image	✓	•	Frequent FB posting to engage with public. Branding stickers for planters purchased. Two LTC banners purchased Sept 2026. LTC organised and publicised Tour of Britain event in Cornmarket. LTC market stall to be trialled.
• Enhance biodiversity and protect the environment at the Cemetery.	✓	•	Biodiversity Policy reviewed annually.
• Undertake a tree survey at Louth Cemetery		•	
• Represent the views and promote the interests of the people of Louth.	✓	•	Meeting with neighbours, local Louth groups and Morrisons re 160 Eastgate. Comments from residents read by Ward Councillors during Planning Application discussions.
• Engage with the community, local businesses, community groups and organisations in Louth.	✓	•	Festive Window, hanging baskets, working with the Friends of Park Avenue Play Park group, Louth Town Action Group, working in partnership with businesses and local groups for Tour of Britain promotion and event. Working with RBL, Louth Lions, Louth Rotary on Remembrance and Christmas Lights Switch On activities.

Louth Town Council

ACTION PLAN

• Look to develop a community engagement policy involving two-way communication between council and community on facilities and services we provide such as Hubbard's Hills and Cemetery.		•	Policy to be considered. Survey of Hubbard's Hills users in preparation.
• Listen, investigate and respond to issues identified by the people of Louth and, if appropriate, signpost to the correct person / organisation for resolution / further progression.	✓	•	Answering calls/emails. Agreement to become an Arms Forces Friendly Council, implementation ongoing.
• Develop closer links with LCC and ELDC on joint interests such as town development.	✓	•	Use of Market Place electricity box. Meetings with Town Centre Retail WG. Organising of Tour of Britain event in conjunction with ELDC and LCC. Walkaround with ELDC Town Centre Heritage Grant Scheme. Cllr meeting with Conservation Officer.
	Monitoring		
	26/27	**Ongoing**	**Notes on completion**
Maintaining and Improving the Built and Natural Environment			
• Investigate the repair, rejuvenation and repurposing of the Chapel at Louth Cemetery		•	
• Continue to maintain St. Aethelheard's Chapel.	✓	•	
• Improve aesthetics at the Cemetery	✓	•	Hedge cutting, grass cutting, strimming, planting, general tidiness, cem walk under construction, litter picking, bin emptying, cleaning of flood and William Brown memorials
• Maintain Civic Property such as robes, chains, mayor's boards and mace as required.	✓	•	New Mayor's Serjeant in post. Job description includes this.
• Maintain church clock	✓	•	Work ongoing.
• Fund electricity for church floodlights	✓	•	
• Continue to run the Lovely Louth Competition			Council agreed not to run competition in 2025 and instead purchased hanging baskets for businesses in town centre.
• Continue to run the Festive Window Competition	✓	•	
• Continue to provide floral enhancement in the town centre and look to expand where possible	✓	•	6-tier planter and town centre planters. Summer hanging basket initiative.
• Continue to cut the amenity grass on behalf of Lincolnshire County Council.	✓	•	
• Maintain Hubbard's Hills	✓	•	Ongoing tree work, work to repair ramp, updated signage, drain repair, planting, seeding, grass, hedge and shrub cutting, cleaning of toilets, repairs to toilets, fencing, graffiti removal, bench repair, weir, riverbank management, work to gabion baskets.

Louth Town Council

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• Ensure that bins in its ownership are maintained and replaced if faulty.	✓	•	
• Liaise with other authorities if a new bin is requested.	✓	•	Ongoing negotiations with ELDC re. placement of bin on Virgina Drive
• Maintain benches and bus shelters in its ownership and replace, as necessary.	✓	•	New bench on Newmarket March 2026.
• Continue to ensure that its assets remain available for the enjoyment of sporting activities	✓	•	Work with LRSP/MV re. London Road astro turf site, Louth Athletics Club re. Pavilion on Council land.
• Assist residents in retaining, maintaining, improving and promoting the use of public spaces where possible and appropriate.	✓	•	Working with Friends of Park Avenue Play Park. Planters year round. Purchase of hanging baskets for businesses.
	Monitoring		
	26/27	**Ongoing**	**Notes on completion**
• Develop a planned maintenance approach to Council assets.	✓	•	Necessary work identified in SH survey. Work undertaken. Weekly check lists in use re. van, SH, HH and Cem. Maintenance funds included in budget where identified.
• Engage with the community on issues related to the environment and climate change.	✓	•	HH memorial trees planted. HH survey planned.
• Maintain the Market Place electricity box	✓	•	
• Look to obtain a grant for town centre improvements	✓	•	LTC joined Town Centre Heritage Grant Scheme Sept 2026.
Supporting the Safety and Wellbeing of Residents			
• Continue to provide funding to the Louth Citizen's Advice Bureau		•	£1,100 to be released in March 2027.
• Continue to contribute to Louth's Flood Alleviation Scheme to ensure its continuation		•	Funds to be released in April 2027.
• Continue to support LRSP financial on an annual basis to a maximum of £20,000		•	£20,000 to be released December 2026.
• Work with and support local groups for the improvement of the facilities, environment and social and economic wellbeing in the community.	✓	•	Continuing to support LRSP financially on an annual basis to a maximum of £20,000. CHASE granted £2,000. Ongoing support of Friends of Park Avenue Play Park. Assist RBL in Louth's Remembrance Parade. Work with Trinity Church making food bank referrals and publicising their schemes. Lease of land to Louth Athletics Club.
• Provide grants to local organisations through its yearly grant giving exercise	✓	•	Grants open year-round. CHASE £2,000, Waveform Arts £500.
• Continue to erect and maintain reactive speed signs	✓	•	

Louth Town Council

ACTION PLAN

Tradition and Culture			
• Continue to provide Christmas lights and a feature Christmas tree for the town.	✓	•	Light switch on being organised for 2026.
• To organise a free to attend Christmas Light Switch On event for the town.	✓	•	Switch on event including carols and a service to take place 27th November 2026.
• Continue to uphold Civic Traditions such as Civic Sunday and Mayor Making	✓	•	
• Continue to organise and facilitate the town's Remembrance Sunday parade and church service	✓	•	
• Continue to look after Louth's War Memorial	✓	•	Decorated seasonally and work to trees planned in 26/27.
• Maintain Louth's 7 handmade, wooden entrance signs.	✓	•	
Working for Louth's Future			
• Consider how best to review Louth's Town Plan.		•	Planning Committee to consider
• Work towards the revisions		•	
	Monitoring		
	26/27	**Ongoing**	**Notes on completion**
• Develop a Neighbourhood Plan		•	Planning Committee to consider
• Engage with community groups and individuals to help shape the Council's plans for the future.	✓	•	Working with Friends of Park Avenue Play Park, Friends of St. James', LRSP, Louth Run For Life.
• Develop proposals for enhancement of the town centre with LCC and ELDC.	✓	•	Town Centre Retail Working Group met with ELDC re Vital and Viable. Worked with ELDC and LCC re Tour of Britain. Cllr meeting with ELDC Conservation Officer.
• Encourage residents to extend their time in the town centre by encouraging shops to offer discounts/organising events in the marketplace to attract visitors	✓	•	Town Centre Retail Working Group discussed parking with ELDC. Tour of Britain event in Cornmarket organised in conjunction with neighbouring cafes and shops. Christmas light switch-on event being planned.
• Arrange for the Love Louth webpage to be updated		•	In progress.
• Develop a new management model for Hubbard's Hills	✓	•	Management taken in house December 2024, suggest should be considered again when results of Government Reorganisation are known.

Louth Town Council

COMPLAINTS PROCEDURE

1. Introduction and Context

1.1. This procedure is designed to ensure that Louth Town Council ("the Council") can investigate all complaints and escalate them as is reasonably deemed necessary. All complaints will be taken seriously and in conjunction with this policy.

1.2. The Town Council does not consider formal complaints against councillors. These are dealt with in accordance with the Town Council's adopted Code of Conduct, by East Lindsey District Council's Monitoring Officer.

1.3. All other complaints should be addressed to the Town Clerk and will be dealt with promptly.

1.4. Should the complaint be about the Town Clerk, it should be addressed to the Chair of the Personnel Committee.

1.5. The Council will seek to resolve all complaints informally prior to a formal complaint being lodged.

1.6. An informal complaint is made to the Town Clerk who will liaise with the complainant and relevant members/officers to seek resolution. Should it not be possible to resolve a complaint informally the complainant may escalate the complaint to a formal complaint.

1.7. The Town Clerk shall maintain logs of informal complaints about staff and the Council.

1.8. There is no defined process for an informal complaint; but full records will be kept of any communications and attempts at resolution.

1.9. Please be aware that any complaint will be treated as confidential, and that the council is obliged to comply with its duties under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 at all times to safeguard against the unlawful disclosure of personal data. Please see the Council's Data Protection Policy and Retention of Documents and Records Management Policy. Information relating to a complaint will only be shared with those who need it in order to investigate and resolve the matter.

2. Formal Complaints

2.1. Where possible, the Town Council will endeavour to solve any complaint informally prior to a formal complaint being lodged.

2.2. All formal complaints shall be dealt with using the timescales outlined in section 7 below.

Louth Town Council

COMPLAINTS PROCEDURE

3. Formal Complaints about Councillors

3.1. The Town Council does not consider formal complaints about its members. Members are required to comply with an adopted Code of Conduct.

3.2. A formal complaint about a member should be addressed to the Monitoring Officer of East Lindsey District Council who will arrange the investigation of the complaint.

4. Formal Complaints about Officers/Employees

4.1. Formal complaints about an employee of the Council must be made in writing to the Town Clerk setting out the reasons for the complaint and providing any supplementary information that will assist an investigation.

4.2. Complaints about the Town Clerk must be made in writing to the Chair of the Personnel Committee, setting out the reasons for the complaint and providing any supplementary information that will assist an investigation. The Chair of the Personnel Committee will refer the complaint to the Personnel Committee for consideration.

4.3. The complainant will be informed that the complaint will be progressed under the council's disciplinary policy and at the end of that process will receive a response to the complaint.

5. Formal Complaints about the Council, Committees or Decisions

5.1. Complaints about the activity or decisions of the council should be made to the Town Clerk in writing, providing any additional information that will enable the complaint to be investigated.

5.2. The complaint shall first be considered by the Town Clerk. Should the complainant be dissatisfied with the response from the Town Clerk, the complainant can request the complaint be referred to full Council. The complainant will be invited to address the Council if they would like to and will be offered the opportunity to be accompanied by a representative, if required.

5.2.1. At the meeting

5.2.1.1. The Council shall exclude the public and press whilst discussion of the matter takes place. Any decision on a complaint shall subsequently be

announced at a meeting in public, whilst considering any duties to safeguard personal data as under (4) above.

5.2.1.2. The Chairman will introduce everyone at the meeting and explain the procedure to be followed.

5.2.1.3. The complainant will be asked to outline the grounds for the complaint, and thereafter, questions may be asked by (i) the Clerk and (ii) members of the Council.

5.2.1.4. The Clerk to the Council will then have an opportunity to explain the Council's position and questions may be asked by (i) the complainant and then (ii) members of the Council.

5.2.1.5. The complainant will be offered the opportunity to summarise their position.

5.2.1.6. The Clerk will be offered the opportunity to summarise the position on behalf of the Council.

5.2.1.7. The complainant will be asked to leave the room whilst members decide whether grounds for the complaint have been made. If a point of clarification is necessary, the complainant will be invited back.

5.2.1.8. The complainant will be given the opportunity to await the outcome but if a decision is unlikely to be finalised quickly, will be advised when a decision is likely to be made and the arrangements in place to communicate the decision to them (see 7.4 below).

5.2.1.9. The Council's decision on the matter is final and no further appeal process will be offered. This does not affect an individual's right to complain to the Information Commissioner's Office, the Local Government and Social Care Ombudsman (where applicable), or to seek any other remedy available in law.

5.3. Formal Complaints Relating to Data Protection

5.3.1 Where a complaint relates to the Council's handling of personal data, requests made under data protection legislation, information security, privacy rights, or compliance with the UK GDPR and Data Protection Act 2018, the complaint shall be referred to the Town Clerk, who acts as the Council's Data Protection Officer.

5.3.2 The Council will investigate data protection complaints impartially and will seek to provide a written response explaining its findings and any actions taken.

5.3.3 Complaints regarding Data Protection must be acknowledged within 30 days, unless an extension is required and should be investigated without undue delay.

5.3.4 Where the complaint identifies a breach of data protection legislation, the Council will take appropriate remedial action and consider whether the matter requires notification in accordance with its Data Breach Procedure.

5.3.5 If the complainant remains dissatisfied following the Council's response, they may raise the matter with the Information Commissioner's Office (ICO). Information about how to do so can be found at www.ico.org.uk or by telephoning 0303 123 1113.

6. Vexatious complaints

6.1. A vexatious complainant is one who persists unreasonably with their complaints or makes complaints to inconvenience the Council rather than genuinely resolve an issue. This may include making serial complaints about different issues or continuing to raise the same or similar matters repeatedly.

6.2. If such complaints affect the Council's ability to undertake its work and provide its services to others, the Town Clerk may alter the way that complaints are dealt with by limiting communication or not acknowledging or responding to vexatious complaints. Complaints will still be read in case they contain new information. Any decision to treat a complaint as vexatious will not prevent the Council from considering legitimate concerns relating to data protection rights, safeguarding, discrimination, criminal activity, or other matters where the Council has a statutory duty to investigate or respond.

6.3. If a complainant is to be classified as vexatious, they shall be informed so and given a timescale of how long this will remain the case.

6.4. Should a vexatious complainant make a new complaint about new issues these will be treated on their merits.

7. Time Limits for the Council's Response

7.1. The Council will always try to deal with complaints as quickly as possible, as it recognises that failure to respond can make a problem worse and harder to resolve. However, it is important that it is thorough in its investigation of a complaint, and this can sometimes mean that it is unable to respond as quickly as it would like.

7.2. If the complaint is straightforward the Council will offer an assurance of remedial action, or advise the complainant that no action is required, within 7 working days.

7.3. Formal complaints or those which cannot be resolved immediately will be acknowledged either by telephone, letter or email within 7 working days and the Town Clerk will

endeavour to provide a full response within 21 working days of receipt of the complaint.

7.4. If a complaint is to be considered by full Council or the Personnel Committee, the date of that meeting will be confirmed with the complainant. The complainant will be given the opportunity to attend and wait for the outcome, or the outcome of that meeting will be communicated to the complainant within 7 working days of the meeting. The Council's decision on the matter is final, and no further appeal process will be offered. Where the complaint concerns data protection matters, the complainant will be advised of their right to raise concerns with the Information Commissioner's Office if they remain dissatisfied with the Council's response.

10-27-26 PLAN MINS

MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH ON TUESDAY 27th OCTOBER 2026

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

Councillors present: J. Bakewell (JB), J.K. Baskett (JKB), G. Cummings (GC), J. Drake (JD), G.E. Horton (GEH), Mrs. H. Hunt (Mrs. HH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), I. Steer (IS), N. Steer (NS).

Councillors not present: T. Ball (TB), Mrs. E. Ballard (Mrs. EB), H. Filer (HF), D. Hobson (DH), C. Matthews (CM), P. Matthews (PM), T. Tapsfield (TT), D.E. Wing (DEW).

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

Public Forum

- Speaking as a member of the public, Cllr. JD distributed a report on the Council's general reserves.
- Cllr. Mrs. JMS informed the Council that local police had discussed the Beyond Project, which was an initiative to engage young people in Louth, at a recent East Lindsey District Council (ELDC) Overview meeting. Cllr. Mrs. JMS then presented an annual CCTV report for Councillors to read if they wished and made them aware that an ANPR camera had used to be located at the Fish Shambles in Louth the replacement of which she had raised with the police and was awaiting a response.
- Cllr. Mrs. KP drew Councillors attention to a document detailing arrangements for the Remembrance Day parade taking place Sunday 8th November 2026. Businesses along the parade route had been informed of the arrangements, along with the launch of the Festive Window Competition. Cllr. Mrs KP reported that the Christmas tree lights would be switched on on Friday 27th November, and the Christmas Market would take place on Sunday 29th November.
- Cllr. GC wished to congratulate the businesses at Pawnshop Passage on their recent successful events.

P52. Apologies for Absence

Apologies for absence were received from Cllrs. TB, Mrs. EB, HF, DH, CM and PM.

P53. Declarations of Interest / Dispensations

The following declarations of interest were made:

a. Cllr. Mrs. JMS – Item 4, 5 and 6 as a member of ELDC.
b. Cllr. GEH – Item 4, 5 and 6 as a member of ELDC.

P54. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 6th October 2026 be approved as the minutes.

P55. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 10-27-26) and it was proposed, seconded and **RESOLVED** as follows:

a. 01426/26/FUL – object on the following grounds: 1. Inadequate Infrastructure and Community Facilities The Council is concerned that the proposed development would place additional pressure on local infrastructure and public services without making a direct contribution, through the parish precept, to the facilities that future residents are likely to rely upon. Given the absence of a parish council directly associated with the site and the limited provision of local amenities, residents would be dependent upon the town of Louth for access to services and facilities. The Council notes that existing infrastructure in Louth, including the highway network, drainage systems, GP surgeries, dental practices, and schools, is already operating under significant pressure. It is therefore considered unreasonable to expect these services to accommodate the additional demand generated by the proposed development. 2. Traffic, Access and Highway Safety The Council has significant concerns regarding the suitability and safety of the proposed access arrangements. In particular, Cordeaux Corner is widely recognised as a hazardous stretch of road and has been the location of a number of road traffic collisions in recent years. Furthermore, the access road serving the development is a narrow single-track route which the Council

considers inadequate to safely accommodate the increased traffic movements likely to result from the development. The Council also notes the lack of a continuous footpath between the Hotel and Louth along the A16 and Brackenborough Rd. Whilst pedestrians may seek to access the town via the adjacent industrial estate, this area experiences substantial commercial vehicle and traffic movements, making it an unsuitable and potentially unsafe walking route. Consequently, the Council considers the proposal to be poorly connected to the town and unsuitable in terms of pedestrian accessibility and safety

b. To support all other applications.

P56. Planning Correspondence

The Committee noted the following planning correspondence:

a. **ELDC Planning Decisions**
   i. ELDC approved - 01200/26/FUL – Planning Permission – Veterinary Centre, James Street, LN11 0JW – LTC supported 25/08/26.
   ii. ELDC approved – 01251/26/FUL – Planning Permission – 52A Stewton Lane, LN11 8SB – LTC supported 25/08/26.
   iii. ELDC approved – 01267/26/FUL – Planning Permission – 6 Albany Close, LN11 8EA – LTC supported 25/08/26.
   iv. ELDC approved – 00744//26/FUL – Planning Permission – 37 Stewton Lane, LN11 8SB – LTC supported 09/06/26.
   v. ELDC approved – 00693/26/FUL – Planning Permission – The Former Old Dairy, Stewton Lane, LN11 8SB – LTC made no comment 09/06/26.
   vi. ELDC approved – 01280/26/FUL – Planning Permission – Watson Petroleum Ltd, Fairfield Industrial Estate, LN11 0WB – LTC made no comment 15/09/26.
   vii. ELDC refused – 01273/26/FUL – Planning Permission – 5 Lee Street, LN11 9HJ – LTC objected 15/09/26.
   viii. ELDC refused – 01277/26/FUL – Planning Permission – Land Adjacent 52A, Stewton Lane – LTC supported 15/09/26

b. **Temporary Traffic Restrictions**
   i. **Organisation Responsible for Restriction**: OCU Group.
   Reason for Restriction: New connection.
   Nature and Location of Restriction: Link footway closure order – link footway between St. Bernard's Avenue and Virginia Drive.
   Period of Restriction: 16/11/26 – 24/11/26 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed in advance).
   ii. **Organisation Responsible for Restriction**: Lincolnshire County Council
   Reason for Restriction: Drainage cleansing
   Nature and Location of Restriction: Road Closure Order – Love Lane
   Period of Restriction: 30/11/2026 – 30/11/2026, 07:00 to 18:00 (restrictions to be implemented for 1 day as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance).
   iii. **Organisation Responsible for Restriction**: OCU Group
   Reason for Restriction: Emergency – Low Voltage Electrical Mains Cable Fault
   Nature and Location of Restriction: Emergency Road Closure Order – Northgate (between Eve Street & Eastgate)
   Period of Restriction: 15/10/2026 – 22/10/2026, 24 hours (restrictions to be implemented for 8 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance).
   iv. **Organisation Responsible for Restriction**: OCU Utility Services Ltd.
   Reason for Restriction: Emergency – high voltage cable fault.
   Nature and Location of Restriction: Emergency Road Closure Order – Monks Dyke Road (between property number 171 and St. Bernard's Avenue).
   Period of Restriction: 05/10/26 – 09/10/26, 0:00 to 23:59 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
   v. **Organisation responsible for restriction**: Lincolnshire County Council
   Reason for restriction: Drainage cleansing

Nature and location of restriction: Road closure Order - Love Lane
Period of restriction: 30/11/2026 - 30/11/2026, 07:00 - 18:00

vi. **Organisation responsible for restriction**: OCU Group
Reason for restriction: Emergency - Low Voltage Electrical Mains Cable Fault
Nature and location of restriction: Emergency Road closure Order - Northgate (Between Eve Street & Eastgate)
Period of restriction:15/10/2026 - 22/10/2026, 24 Hrs

c. **Enforcement**

i. **Location**: 52 Upgate, LN11 9EX. **Nature of Investigation**: Unauthorised alterations to a listed building. The case against the unauthorised alterations at the aforementioned property has now been closed. However, a new case has been opened regarding the shutters at the rear end of the property. Additionally, there is another active case concerning the unauthorised change of use of the listed building from a vape shop to residential use.

P57. Proposed Work to Trees

It was proposed, seconded and **RESOLVED** to ratify the following comments compiled by the Planning Working Group which were submitted to ELDC to meet deadlines:

a. **Ref**: 136/26/TCA. **Proposals**: T1 – mature Hazel Coppice – removal. T2 – seven mature Lelandii – removal. T3 – twelve mature Cherry Laurels. **Location**: 32 St. Mary's Lane, LN11 0DT. **Reasons**: Removal is considered necessary to enable essential repair works, improve the historic frontage and present further structural and visual decline. **Comments for ratification**: support.

b. **Ref**: 109/26/TCA. **Proposals**: T1 – Willow – heavy crown reduction (pollard), reducing the height of the tree by around 5-6m and reshape accordingly. Crown lift to approx. 4-5m. T2 – Horse Chestnut – crown lift sought by side canopy by removing/cutting back branches drooping towards the water course (River Lud), cutting back to viable growth points. **Location**: Bridge Street House, 17 Bridge Street, LN11 0DR. **Reasons**: T1 – risk management and general management. T2 – Anglian Water requested that lower branches need trimming back. **Comments for ratification**: support.

P58. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 24th November 2026.

The Meeting closed at 7.47pm.

Signed_____ (Chairman) Dated_____

Our Ref	Author-ity	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	Planning Working Group Comments	Expiry Date for LTC Comments
1	ELDC	01390/26/FUL	Planning Permission	Mr. R. Pestell	Alterations to existing industrial units to provide security shutters/doors and construction of a vehicular access and car park.	Unit 6, Warwick Road, Fairfield Industrial Estate, Louth, LN11 0YB - North Holme Ward	No	New	See attached notes.	25/11/2026
2	ELDC	01595/26/RVC	Section 73 Application	Mr. K. Snape	Section 73 Application to vary condition no.1 (approved plans) previously approved under planning permission ref. no. N/105/01921/23 for the erection of 90 dwellings with associated garages, access roads, drainage features and landscaping (outline planning permission ref. no. N/105/01055/22 erection of up to 90no. dwellings with garages with means of access to be considered granted 30th August 2023).	Westfield Park Development, Grimsby Road, Louth - North Holme Ward	No	New	See attached notes.	25/11/2026
3	ELDC	01627/26/FUL	Planning Permission	Mr. C. Clarke	Change of use of an existing dwelling (use Class C3) to a residential childrens home (use Class C2) with staff accommodation.	Southlands, 16 Mayfield Crescent, Louth, LN11 8EQ - St. Michael's Ward	No	New	See attached notes.	25/11/2026
4	ELDC	01709/26/FUL	Planning Permission	Berryman	Alterations to existing flats to provide replacement windows and doors.	13 Eastgate, Louth, LN11 9NB - Priory Ward	Yes	New	See attached notes.	02/12/2026
5	ELDC	01892/26/RVC	Section 19 Application	Hoyle Brickwork Ltd	Section 19 application to vary condition no.2 (compliance with plans) and condition no.3 (materials) previously imposed on planning permission ref 00589/26/RVC for the change of use and alterations to existing warehouse to provide 6no. apartments.	The Old Wool Mart, Kidgate, Louth, LN11 9EZ - Priory Ward	Yes	New	See attached notes.	02/12/2026
6	ELDC	01904/26/ADV	Consent to Display	Mr. G. Croft	Consent to display 2no. Non illuminated fascia signs.	1 Market Place, LN11 9NX	Yes	New	See attached notes.	08/12/2026

NOTES OF THE LOUTH TOWN COUNCIL PLANNING WORKING GROUP MEETING (PWG) HELD BY TEAMS AT 7PM ON TUESDAY 17TH NOVEMBER 2026

Councillors Present: Paul Starsmore (Chair), Jim Drake, Terry Ball, D. Moore, J. Baskett, I. Steer

Apologies Received: Cllrs. H. Hunt, J. Bakewell, N. Steer,

Applications

1. 01390/26/FUL - Unit 6, Warwick Road, Fairfield Industrial Estate

Alterations to existing units to provide security shutters/doors and vehicular access and parking.

Given we have commented at LTC that parking is very much in short supply in the Industrial Estate area, we saw no reason to object to this proposal.

Result: Support (unanimous)

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2. 01595/26/RVC - Westfield Park Development. Grimsby Road

To vary conditions on N/105/01921/23

Slight changes to properties and their footprints. Additional Solar panel placements. There were no objections to a development that has already been passed, although we are always concerned about infrastructure keeping up with Louth's population growth.

Result: Support - (unanimous)

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3. 01627/26/FUL - Southlands. 16, Mayfield Crescent (Off Kenwick Road), Louth

No objections to the proposal. Would ask that the neighbours comment about the frosted window remaining be considered, and that the traffic on the crescent be considered perhaps for implementation of a one way system to allow for better flow in what is quite a restricted route.

Result: Support (unanimous) - With comment about considering 1-way system on road.

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4. 01709/26/FUL - 13, Eastgate, Louth (Former TSB) (Conservation Area)

Alterations to provide replacement windows and doors. The application states that the Roseview Ultimate Rose PVC-u replacements are comparable visually to wooden windows. With guidance from ELDC conservation officer, PWG raised no objections. Conservation officer will consider, and respect their consideration/opinion.

Result: Support (unanimous)

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5. 01892/26/RVC - Old Wool Mart, Kidgate, Louth (Conservation Area)

To vary conditions on 00589/26/RVC

A section 19 Application, to vary condition 2 (Plans) and 3 (materials).

There are minor changes wished to be implemented to windows, slight internal adjustments, roof insulation support system and door handles.

This application has always been mindful and respectful of the historical nature of this building. Again, Conservation officer will be mindful of this conversion, and we respect their judgement.

Result: Support - (unanimous)

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6. 01904/26/ADV - 1, Market Place, Louth (Former Natwest)

Powder Coated aluminium sign. Matt black, Gold lettering. Respectful and in keeping with the feel of Louth's conservation area, though not traditional materials.

Result: Support (unanimous)

Trees

1. Seaton House, 153, Easstgate, Louth.

T1 - Sycamore – Fell
T2 - Holly - Reduce by 3m

Reasons - Interfering with telephone lines, and needing constant maintenance.

PWG - Sycamore's can often self-seed in inconvenient locations, and grow to maturity before recognition of the issue of their location is assessed. Some consider it a weed in these respects.

Result: Support (with opinion of Tree Officer considered) (Unanimous)

National Scheme of Delegation For Planning Applications

Ultimately, of the councillors present, it was felt that given this is an edict from National level government, and is already implemented, our approach should be to support and encourage positive interaction.

Those present wanted to support and enhance LTC's position as a primary consultant in issues affecting its local community. That is, to ensure we support where necessary, and planning rules guide us to do so, and that our opposition is vocalised when specific to considerations affecting our local community are considered, and weighted to reflect our local communities concerns.

PWG felt, as a council, we have concerns that recent growth and the lack of local infrastructure investment is a major issue, especially when considering any larger scale developments within the towns boundaries.

PLANNING COMMITTEE 24th NOVEMBER 2026
PLANNING CORRESPONDENCE TO NOTE

1. **ELDC Planning Decisions**
   a. ELDC approved – 01300/26/FUL – Planning Permission – Louth Tennis Centre, Scarborough Road, Fairfield Industrial Estate, LN11 OWD – LTC supported 06/10/26.
   b. ELDC approved – 01220/26/RVC – Planning Permission – Land west of Keddington House, Keddington Road– LTC supported 15/09/26.
   c. ELDC approved – 01466/26/FUL – Planning Permission – 6 Hunter Place, LN11 9LG – LTC supported 06/10/26.
   d. ELDC approved – 01380/26/FUL – Planning Permission – Taverners Court, LN11 0GX – LTC supported 06/10/26.
   e. ELDC approved – 01463/26/FUL – Planning Permission – 41 Keddington Road, LN11 0AU – LTC supported 06/10/26.
   f. ELDC approved – 01579/26/FUL – Planning Permission – 48 Westgate, LN11 9YD – LTC deferred to Conservation Officer 27/10/26.

2. **Temporary Traffic Restrictions**
   a. **Organisation Responsible for Restriction**: Lincolnshire County Council
   Reason for Restriction: Carriageway Survey
   Nature and Location of Restriction: No Waiting and No Loading At Any Time Order - Edward Street (between South Street & a point 50m north), George Street (between South Street & a point 50m north), Upgate (between South Street/Newmarket & Kidgate), Aswell Street (between Newmarket & a point 50m north), Cinder Lane (between Newmarket & a point 50m north), Linden Walk (between Newmarket & a point 50m south), Church Street (between Newmarket & Monks Dyke Road), Mount Pleasant (between Church Street & a point 50m east), St Michaels Road (between Newmarket & a point 40m northwest), St Michaels Road (between Church Street & a point 40m east), Kidgate (between Church Street & a point 50m east), Tennyson Road (between Newmarket & a point 50m west), Seymour Avenue (between Newmarket & a point 50m west), Sherwood Close (between Newmarket & a point 25m east), Stewton Lane (between Newmarket & a point 50m east), Mayfield Crescent (between Kenwick Road & a point 35m east), B1200 South Street/Newmarket/Kenwick Road (between Edward Street & Mayfield Crescent)
   Period of Restriction: 14/12/2026 - 19/03/2027 (restrictions to be implemented for 35 days as and when required during this period. Signage will be displayed in advance)
   b. **Organisation Responsible for Restriction**: OCU Group
   Reason for Restriction: New Connection
   Nature and Location of Restriction: Road Closure Order – Church Street (between Mount Pleasant & St. Michaels Road)
   Period of Restriction: 13/12/2026 – 24/01/2027 (restrictions to be implemented for 4 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance).
   c. **Organisation Responsible for Restriction:** Anglian Water
   Reason for Restriction: Emergency – Burst Main
   Nature and Location of Restriction: Emergency Road Closure Order – Monks Dyke Road (between St. Bernards Avenue & a point 50m east)
   Period of Restriction: 14/11/2026 – 20/11/2026, 24/7 (restrictions to be implemented for 7 days as and when required during this period, signage detailing accurate dates and times will be displayed on site in advance).

3. **Appeal**
   To note that an appeal has been made to the Secretary of State against the decision of ELDC to refuse planning permission – Alternations to existing dwelling to provide 2no. replacement windows at 54B Aswell Street. The appeal will be determined on the basis of written representations. LTC's previous comments made in July 2026 which were to defer to the Conservation Officers opinion have been forwarded. There is no opportunity to submit further comments.

New national scheme of delegation for planning decisions: information for Town and Parish councils

From **31 October 2026**, all councils in England must follow a new national scheme setting out which planning applications are decided by planning officers under delegated powers and which may be considered by a planning committee. This note explains what the changes mean for town and parish councils when they are consulted on planning applications in their area. The national scheme is intended to make decision-making more consistent and allow planning committees to focus on proposals with the most significant effects.

What is changing?

- **Schedule 1 applications** must be decided by planning officers and cannot be referred to the Planning Committee under the national scheme. These include householder extensions, minor residential and minor commercial applications, together with a range of technical applications and approvals.
- **Schedule 2 applications** are normally decided by planning officers under delegated powers but may be referred to the Planning Committee where at least one prescribed criterion is met and both the Council's nominated officer and nominated Planning Committee member agree through the nationally set gateway test.
- **Certain smaller-scale Schedule 2 applications**, including listed building applications and applications relating to Tree Preservation Orders, will be determined by officers under the Council's constitution.
- **Applications involving the Council, its members or its officers** will normally be determined by officers under delegated powers. The nominated officer and nominated Planning Committee member may agree that an application should be referred to the Planning Committee where this is justified on grounds of openness and propriety.

See item 4 under "Further information" for full details of the application types that fall within Schedule 1.

What this means for town and parish councils

Your role as a statutory consultee is not changing. Town and parish councils will continue to be notified of relevant planning applications and may submit comments during the published 21 day consultation period. Applications will continue to be assessed against the development plan and other material planning considerations. All

relevant material planning comments from town and parish councils will be taken into account, whether the final decision is made by an officer or by the Planning Committee.

When responding to a consultation, your council should clearly identify the planning considerations that support its view and explain any locally significant effects. The number of objections received, or an objection from a town or parish council, will not by itself determine whether an application is considered by the Planning Committee. Existing local arrangements that allow a district councillor to require an application to be considered by committee will be replaced by the national rules referenced in this note.

How a Schedule 2 application may be referred to committee

A Schedule 2 application may be referred to the Planning Committee only through the gateway test set out in the regulations. At least one prescribed criterion must apply. These criteria concern:

- a significant effect on the Council's development plan; or
- a significant environmental, social or economic effect on the local area;

Referral to the Planning Committee for a decision requires agreement between the nominated officer and nominated Planning Committee member. If agreement is not reached, the application must be determined by planning officers under delegated powers. Comments from a town or parish council may inform the assessment of local effects, but they do not replace the gateway test or guarantee referral.

Where the Council, its members, or officers are the applicant of a scheme, or where the Council has an entity it owns or controls, under the National Scheme of Delegation these applications are delegated to officers to determine but can be referred to the Planning Committee for a decision on propriety and openness grounds without having to meet the Gateway test requirements as referred to above.

See item 4 under "Further information" for the Schedule 2 application types, the nominated officer and member arrangements, and details of how the gateway test will operate.

When will the changes take effect?

The new requirements come into force on **31 October 2026**. The Council has updated its constitution and decision-making arrangements to comply with the national scheme. Town and parish councils do not need to change how they submit their consultation responses but should be aware that the route by which an application reaches the Planning Committee is changing.

Government guidance that has been issued to Local Authorities on the National Scheme of Delegation is included below and details of the categories that development types fall into are in the attachment as is a link to each Council's webpage which

includes a link through to the Full Council reports that all three Councils have approved during October 2026 relating to the new National Scheme.

Further information

1. Read the government's statutory guidance on planning committees and the national scheme of delegation.
2. The detailed legal requirements are contained in The Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026.

National Scheme of delegation for planning applications

1. Background

1.1 Through the Planning and Infrastructure Act 2025, the Government committed to introduce a national scheme of delegation for planning decisions, to replace the locally set schemes, which vary across the country.

1.2 The intention is to deliver greater consistency, clarity and speed in how planning decisions are made across England and to address the wide variation in how local authorities make planning decisions.

1.3 The central principle of the new scheme is clear: **"the presumption should be that decisions are delegated to officers and only exceptionally be referred to committee."**

1.4 The new national scheme comes into force on 31 October 2026, when it will supersede the local scheme of delegation in the Council's constitution. This will require changes to the constitutions of all three Councils, which will be brought before Full Councils in October.

2. The new national scheme of delegation

2.1 Under the new national scheme of delegation, the Government has determined that planning applications will fall within one of two schedules. Schedule 1 applications, as outlined below, must always legally be delegated to officers.

Schedule 1 functions – *These are always delegated to officers for a decision and cannot ever be determined by a planning committee in any instance*	
Schedule 1 schemes include:	
Householder developments	As defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 ***Such as porches, extensions, garden buildings and minor works etc***
Minor commercial Developments including change of use applications	As defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015

	Where the floorspace to be created is 1000m² or less or the site is 1 hectare or less
Minor residential development	**Consisting of no more than 9 dwellings and having a site area of 0.5 hectares or less** **Development of a building containing flats or within the curtilage of the flats, or a change of use affecting the number of flats** **An application for any consent, agreement or conditions approval required in connection with the above**
To develop land without compliance with conditions	***But only where the previous scheme was a schedule 1 scheme***
Reserved matters applications in respect of an approved outline	***Other than large outline development (which by default become schedule 2 development)***
Discharge of conditions appended to approved planning permissions	Applications under Article 27(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015
Prior Approval for permitted development rights	Applications under Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 ***Such as commercial (Class E) to residential (Class C3), Agricultural to Residential (Class Q) etc***
Permissions in Principle (PIP) schemes	As referred to in 58A of the Town and Country Planning Act 1990 ***Two stage approval process which is an alternative to the Outline and Reserved Matters application process***
Where a Council considers that a legal agreement is required with a schedule 1 development and requests to modify or discharge a planning obligation relating to a schedule 1 development	Under S106 of the Town and Country Planning Act 1990
Non-material changes to Planning permissions	Applications under section 96A (4) of the Town and Country Planning Act 1990

	Defined as small immaterial changes to an existing permission)
Certificate of lawfulness of existing use or development	Under Section 191(1) of the Town and Country Planning Act 1990 ***Confirmation that a change of use, building or operational activity is lawful and immune from Enforcement Action***
Certificate of lawfulness of proposed use or development	Under Section 192(2) of the Town and Country Planning Act 1990 ***Confirmation that a change of use, building works or operational activity is lawful for planning purposes and does not require full planning permission.***
Biodiversity Gain Plan	Duty to approve under paragraph 14 of Schedule 7A to the Town and Country Planning Act 1990
Certificates of appropriate alternative development	Applications under section 17 of the Land Compensation Act 1961 ***Used in compulsory purchase cases to define the value of land***

2.2 Schedule 2 development where the Council has delegated the determination of applications through its constitution is defined as follows:

Schedule 2 applications delegated to officers - *These are always delegated to officers for a decision and cannot ever be determined by a planning committee in any instance*	
Applications to develop land without conditions previously attached ***(Only where the original scheme falls into schedule 2)***	Under Section 73(1) of the Town and Country Planning Act 1990 ***Where it is sought to vary or remove conditions attached to a permission***
Applications where development has already been carried out without prior permission ***(Only where the original scheme falls into schedule 2)***	Under Section 73(1) of the Town and Country Planning Act 1990 ***For unauthorised development which usually (but not always) arises from an enforcement investigation***
Applications for Listed Building Consent	Under Section 10 of the Planning (Listed Buildings and Conservation Areas) Act 1990

Applications for the variation or discharge of conditions for Listed Building Consent	Under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990
Applications for Advertisement Consent	Under regulation 9 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007
Application for consent under Tree Preservation Orders	Under regulation 16 of the Town and Country Planning (Tree Preservation) (England) Regulations 2012
A local authority considers that a Schedule 1 application for planning permission is connected to a Schedule 2 application for Listed Building Consent or for the variation or discharge of a condition on a listed building consent.	***Such as a schedule 1 house extension on a schedule 2 defined listed building***
An application would otherwise fall under Schedule 1 but is made under section 73A of the Town and Country Planning Act 1990 (this allows the submission of an application to regularise unauthorised development which has been carried out without permission)	***Such as retrospective planning applications for development that has already occurred***

2.3

Schedule 2 applications (those not delegated to officers) - *The underlying premise of the new scheme is that Schedule 2 applications should be determined by officers under delegated powers, with the possibility of determination by the Planning Committee.*	
Applications for Planning permission not listed in schedule 1	***All major schemes of 10 dwellings or above, or where the development has a site area of above 0.5 hectares.*** ***Where the scheme relates to commercial development which includes change of use applications, where the floorspace to be created is above 1000m² or the site is above 1 hectare in size.***
Where it relates to the submission of the Reserved Matters for a large, approved Outline scheme	Under Article 6 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

	Government guidance suggests that this will relate to phased schemes of at least 500 dwellings or developments creating 50,000m² or more of floorspace. Anything smaller will fall within Schedule 1.
Where a Council considers that a legal agreement is required with a schedule 2 development and requests to modify or discharge a planning obligation relating to a schedule 2 development	Under S106 of the Town and Country Planning Act 1990 ***Where the developer seeks to either discharge the requirements of the S106 agreement or seeks to modify or change the requirements contained in the agreement***
An application would otherwise fall under Schedule 1 but is made by or on behalf of a Local Authority, a member of that Local Authority or an entity owned or controlled by that authority or any of its members or officers.	***These applications are delegated to officers to deal with, but it can be decided on propriety and openness grounds to take these to the planning committee to be determined. These schemes do not have to pass the gateway test criteria to be determined by the Planning Committee.***

2.4 The Government classifies Schedule 2 development as either large-scale schemes or schemes of such importance that they *could* be determined by the Planning Committee if a gateway test is met (see below for a definition of the gateway test). It is important to note that the national scheme retains the presumption that, in the first instance, all Schedule 2 applications should be determined by officers under delegated powers.

2.5 The national scheme of delegation does not require every Schedule 2 application to be considered for referral to committee. The act allows councils to establish a triage system through their constitutions. This is to reflect the smaller-scale nature of some schemes and to ensure that applications can continue to be determined in a timely fashion. A number of the development types classified by the Government as Schedule 2 are unlikely to be sufficiently significant to meet the gateway test and Boston Borough Council, East Lindsey District Council and South Holland District Councils has agreed through their constitutions in October 2026 to delate these application types (as shown in table 2.2 above) to officers to deal with.

2.6 All remaining Schedule 2 applications (effectively major planning applications*) will be reviewed by officers, who will make a recommendation to the 'Nominated Officer and Member' on whether the gateway test is met (as required by the regulations). Officers will consider consultation responses and objections received in relation to the application, to assess whether the significance criteria in the gateway test below could be met.

**Residential – the creation of 10 or more dwellings, work a site of 0.5 ha or more if the number of dwellings is unknown (outline). Work on a non-residential development on a site of 1 ha or more, the creation or change of use providing 1000 sqm or more of gross floor space.*

2.7 The gateway test criteria are as follows:

Gateway test criteria for Schedule 2 applications to be determined by the Planning Committee
The overriding presumption is that the functions listed in Schedule 2 will be delegated to officers but can be referred to a committee for a decision in exceptional circumstances *(but not including those already delegated to officers to deal with in table 2.2 above)* where:
A) The application raises a significant planning matter having regard to the development plan and any other material considerations
B) The application raises an economic, social or environmental issue of significance to the local area

2.8 The guidance states that a nominated officer must be the Chief Planning Officer or an equivalent level officer who has extensive professional planning experience. For the Councils of Boston, East Lindsey and South Holland, this would be the Service Director – Planning and Strategic Infrastructure. The guidance also requires a second individual to provide cover if the Service Director is unavailable; this would be the Group Manager for Planning and Development.

2.9 In relation to members, the guidance suggests that the Chair of the Planning Committee should be the nominated member, with the Vice-Chair acting in their place if the Chair is unavailable. It is proposed that be the case across the three sovereign councils.

2.10 The guidance states that the Nominated Officer and Member should make every effort to deal with cases promptly and agree whether they should be referred to committee under the gateway test. If agreement cannot be reached, the regulations require that the application will, by default, be determined by officers under delegated powers.

2.11 Where the Council is the applicant for a scheme, the guidance states that anyone involved in the scheme must not be involved in determining the application. The same principle applies where a Council member or officer is the applicant. These are known as 'own-interest applications'. Officers will refer such cases to the Nominated Officer and Member, who will decide whether they should remain delegated to officers or be referred to the Planning Committee in the interests of transparency and public accountability. The gateway test does not apply in these circumstances. This arrangement applies to all types of application. If agreement cannot be reached, the application will, by default, be determined by officers under delegated powers.

2.12 Government guidance on the new national scheme of delegation makes it clear that provisions in existing schemes of delegation relating specifically to development listed in Schedules 1 and 2 cannot continue to be used once the new national scheme comes into force on 31 October 2026. The guidance warns that, if councils have not amended their constitutions to reflect the new national scheme, there will be a significant risk of future legal challenge and an inability to determine planning applications. Boston Borough Council, East Lindsey District Council and

South Holland District Council have amended their constitutions to reflect the National Scheme of Delegation in mid-October 2026, so are now compliant with the new Government set rules.

2.13 As the new regulations effectively delegate all decisions to officers, the published guidance states that councils should have mechanisms in place to ensure that decisions on whether applications are determined by the Planning Committee or remain delegated to officers are made openly and accountably. All decisions made on schedule 2 applications or own interest applications will be published online on the Council's search a planning application website, specifically on the case that it refers to.

2.14 The Government has agreed to review the scheme by 31 October 2028, allowing two full years from implementation to assess its effectiveness and identify any changes that may be required.

3 Issues for consideration that arise from the new scheme

3.1 The current arrangements for referring cases to the Planning Committee will cease on 31 October 2026. From that date, most applications will be determined by officers under delegated powers rather than by the Planning Committee, and the role of Council members will therefore change.

3.2 All Town and Parish Councils are encouraged to make their representations on applications during the initial 21-day consultation period. By doing this, the Town and Parish Councils will be representing their electorates and parishioners by ensuring that officers are aware of local issues.

3.3 It should also be noted that the recently revised National Planning Policy Framework documents (revised in August 2026) makes it clear that decisions should not be delayed in order to secure advice from consultees and all comments should be received in the consultation period.

3.4 The Government has specified that the new scheme must be implemented in full on 31 October 2026, with no grace period for applications subject to existing Councillor call-in arrangements or an expectation of a committee determination. From that date, *all existing call-in requests will cease to have effect*, and applications must be determined under the new scheme.

3.5 Full details of the new scheme of delegation are published on the website of Boston Borough Council (National Scheme of Delegation - Boston Borough Council), East Lindsey District Council (National Scheme of Delegation - East Lindsey District Council) and South Holland District Council (National Scheme of Delegation - South Holland District Council) in preparation of the 31 October 2026 start date of the new National Scheme of Delegation so that all interested parties are aware of the changes taking effect on that date.