

Louth Town Council

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

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of Louth Town Council:

You are hereby summoned to attend a meeting of Louth Town Council's Planning and Personnel Committees, which will be held on Tuesday 10th December 2019 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.

Please note, 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. Unless speakers have booked in with the Town Clerk 24 hours in advance they may only speak on items relevant to the agenda. Councillors attendance is requested during this period.

Mrs. L.M. Phillips

Town Clerk

Dated this 5th Day of December 2019

AGENDA

PLANNING COMMITTEE

(Chairman: Councillor Mrs. S. Crew, All Members)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Planning Committee meeting held on 5th November 2019.

4. Applications received by the Local Planning Authority

To consider and make observations on all planning applications received including those listed in the schedule (PA/Schedule 12-10-19).

5. Planning Correspondence

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

6. Street Naming

Committee to consider and comment on road naming proposals as follows:

- a. From Cyden Homes Ltd., to name a new road serving the new development comprising of 1 no. road and 55 no. dwellings off Shearwater Close: either Curlew Place, Sandpiper Close or Wagtail Close rather than Puffin Place.
- b. From Cyden Homes Ltd., to name 5 new roads serving the new development off Legbourne Road as follows: Wisteria Close, Cornflower Close, Violet Close, Honeysuckle Close, Bramble Close.

7. Proposed Work to Trees

- a. **Location:** 48 St. Marys Park. **Proposal:** G6 – 2 Silver Birch, 1 Atlas Cedar – 1 no. Cedar – crown lift to achieve a vertical clearance of 2m above ground level. **Reasons:** G6 – To improve light to neighbouring dwellings and to access garden space.
- b. **Location:** 8 Horncastle Road. **Proposal:** T25 – Lime – Pollarding – reduce in height from approx. 20-22m to approx. 5-6m. **Reasons:** T25 – to alleviate excessive shading and interference of BT lines. To allow a manageable crown to regenerate, and to match other adjacent pollarded Lime Trees.
- c. **Location:** 11 St. Mary's Park. **Proposal:** G4 – 2 Norway Maple and 1 Silver Birch – remove 2 no. Norway Maple. **Reasons:** G4 – trees are poor specimens and their growth is beginning to suppress neighbouring trees.
- d. **Location:** 8 Langley Close. **Proposal:** Oak – reduce height from 16m to 14m and spread from 20m to 16m. **Reasons:** T11 – to allow more light into property and garden.

8. Proposed Zebra Crossing on St. Bernard's Avenue

Further to discussion of the above by Council on 22nd October 2019 Councillors to receive correspondence from LCC and resolve upon whether they would like their response to be treated as an objection or comments.

9. Pedestrian Crossing at Junction of Church Street and Eastgate

On a proposal by Cllr. K. Norman, Councillors to consider requesting that LCC look into the installation of a Pelican crossing at the location of the current zebra crossing on Church Street.

10. Next Meeting

Committee to note that the date of the next scheduled Planning Committee meeting is 14th January 2020.

PERSONNEL

(Chairman: Councillor Mrs. J. Makinson-Sanders, Members: Councillors Mrs. S.E. Locking, D.E. Wing, Mrs. E. Ballard, Mrs. S. Crew)

1. Apologies for Absence

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

2. Declarations of Interest / Dispensations

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

3. Minutes

To approve as a correct record the notes of the Personnel Committee meeting held on 22nd October 2019.

4. Closed Session Item

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

- a. **Disciplinary and Grievance Arrangements**

5. Next Meeting

Committee to note that the date of the next scheduled Personnel Committee meeting is 11th February 2020.

11-05-19 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 5th NOVEMBER 2019**

Present

Councillor D. Jackman (DJ) (in the chair).

Councillors: J. Baskett (JB), M. Bellwood (MB), L. Cooney (LMC), A. Cox (AC), S. Crew (SC), D. Ford (DF), J. Garrett (JG), D.J.E. Hall (DJEH), D. Hobson (DH), G.E. Horton (GEH), A. Leonard (AL), Mrs. S.E. Locking (SEL), Mrs. J. Makinson-Sanders (JMS), K. Norman (KN), J. Simmons (JS), F.W.P. Treanor (FWPT), Mrs. P.F. Watson (PFW) and D.E. Wing (DEW).

Councillors not present: Mrs. E. Ballard (EB), H. Filer (HF) and Mrs. P.F. Watson (PFW) (arrived 7:50).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Mrs. M.C. Vincent, 9 members of the public and Cllr. R. Jackson (ELDC) were also present.

Public Forum

- A member of the public spoke on behalf of the residents of the Horncastle Road area with regards to the planning application at KEVIGS. She wished it noted that they were in favour of a sports hall but objected to the site chosen. She asked Louth Town Council not to support the application.
- A member of the public spoke in favour of the planning application at KEVIGS he confirmed that the Planning Officer had the approval of the such bodies as heritage officers, Historic England and Sports England, but that wished to share that when the current sports hall was built KEVIGS had 400-500 pupils and that it now had 950 pupils with an expectation of 1100 on site over next few years. Following the closure of Tollbar Academy sports facilities to members of the public the new facilities would be a building for the people of Louth, having now addressed issues in the original plans to support clubs and students in Louth.
- A member of the public spoke on behalf of Louth Town Football Club in objection to a planning application at the Former Football Ground on Park Avenue.

As Cllr. Mrs. SC had only just returned from her holiday, it was **RESOLVED** that Cllr. DJ would chair the Planning Meeting.

250. Apologies for Absence

Apologies for absence were received from Councillors Mrs. EB, Mrs. PFW and HF.

251. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. Mrs. SEL – Planning application 4 as a Warden of KEVIASCEL.
- b. Cllr. DH – Planning applications 3 and 15 as directors of the companies are acquaintances, 4 as a Director of another Academy in Louth.
- c. Cllr. DF - Planning application 18 as owns a property in that area.
- d. Cllr. DJEH – All planning applications as a member of ELDC and would leave the room for Planning items 2,3,4 as they would be discussed at the next ELDC Planning Committee meeting.
- e. Cllr. GEH Planning application 15 (wife's accountant).
- f. Cllrs. Mrs. JMS – items 4,5,6,7 as a member of ELDC.
- g. AL – Agenda items 4,5,6, 7 as a member of ELDC, Planning application 4 as a member of KEVIGS Foundation, Planning application 12 as is known to the applicant and planning application 15 as are his accountants.
- h. Cllr. SC - Planning application 4 as a member of KEVIGS Foundation.

252. Minutes

It was **RESOLVED** that the notes of the Planning Committee meeting held on 8th October 2019 be approved as the Minutes.

253. Applications received by the Local Planning Authority

- a. The Committee considered all planning applications received, including those listed on the schedule (PA/Schedule 11-05-19) and **RESOLVED** as follows:

- i) N/105/00819/19 - objected to this application on the grounds of flooding (it was reported to LTC that the swales already installed are not working, houses are being flooded and that the run off from the site down Grimsby Road has not abated and if anything is worse). It was also reported that residents of St. Mary's Park were told that only bungalows would be built behind their houses and they are actually to get houses. There was concern that this would cause overshadowing and overlooking and loss of privacy.

The Council wished to reiterate their previous objections, made as follows:

LTC objected to this application on 18th June 2019 on the grounds that these proposals are not what the Council originally supported / overshadowing / residents have not been informed properly. The Council also wished to reiterate its previous objection of 14th August 2018 as follows:

- (a) Traffic generation / access and highway safety / Effect on conservation area - The Council are of the opinion that this development will generate approximately 1200 vehicles which will attempt to exit the development from the one proposed exit onto Grimsby Road. This point on Grimsby Road is at the brow of a hill and is dangerous. The traffic generated from this site will add to already existing congestion problems at the junctions of North Holme Road and Grimsby Road and High Holme Road and Grimsby Road and the speed of traffic passing on Grimsby Road is already an issue making safe exit a problem. While we welcome the new traffic calming measures it does not reduce the number of vehicles coming from this newly placed junction on the Grimsby Road. Add to this the number of pedestrians that will also have to exit the development at this point and cross the very busy road to reach the footpath into town or to the nearest school and road safety will be a major issue. LTC are concerned that the proposed widening of the footpath / road into town will change the character of this entrance into Louth and have a detrimental effect on that part of the conservation area that it affects, if it is not impossible to carry out anyway.
- (b) Flood risk - LTC are concerned that the proposed SUDs scheme is out of date, needs undertaking again and needs backing up properly. There is a known surface water issue in this area and in their opinion the SUDs recommendation is insufficient. The plans propose to install two attenuation ponds which will contain water at all times, not only posing a risk of flooding but also a health and safety risk to children. The Council do not feel that these will be sufficient to contain the volume of run off in this area and they are dismayed that there are no attenuation tanks proposed. At the meeting of LTC on 22nd May 2018 there were significant neighbour objections and many had been affected by flooding from run off, LTC wish to avoid exacerbating these problems for the neighbours.
- (c) Overshadowing / Overlooking and loss of privacy - LTC are concerned that the proposed plans do not show houses of similar height backing onto existing houses in the area, as previously promised but show two storey houses backing onto bungalows which will not only cause overshadowing of the bungalows and their amenity areas but will also cause overlooking and loss of privacy.
- (d) Access / Adequate servicing - LTC are concerned that the one proposed entrance and exit into this development is not wide enough to adequately allow the passage of lorries which will be required to service the estate.
- (e) Infrastructure / Local services - LTC are concerned that this development is unsustainable as the existing town infrastructure and local services in the form of roads, drains, footpaths, schools, dentists and doctors will not be able to cope.
- (f) General Observations
 - (i) LTC has been informed by neighbours that they have not received letters from ELDC informing them of the application and, therefore, would question whether residents have been informed properly.
 - (ii) LTC are concerned that run off from the site may in the future cause the bank at the bottom of St. Mary's Lane / Grimsby Road to be eroded.
 - (iii) LTC have been informed by members of the public that the original agreements / promises made by the developers with regard to these detailed particulars e.g., re. minimising overlooking, overshadowing and loss of privacy have not been kept. Had the public realised that these agreements would mean nothing there would have been a more substantial outcry at the outline permission stage.
 - (iv) Louth Town Council would also support Anglian Water's opinion that the impacts on the public foul water drainage system have not been adequately addressed.

- b. N/105/01436/18 - objected to this application and voted again to reiterate those objections made previously on 14th August 2018 and 5th February 2019 as follows:

i) **Over Intensification of the Town of Louth**

According to the local plan Louth already has sufficient housing and does not need to approve this development.

ii) **Loss of Ecological Habitats / Adequacy of Drainage / Flood Risk**

The watercourse / ditch at the south of the site is the start of Stewton Beck. Any development on this site might have serious flooding repercussions further down the watercourse which directly goes against NPPF Paragraph 155 which states that "the development should be made safe for its lifetime without increasing flood risk elsewhere". There is no other existing drainage on site into which sewage or foul water can drain. Louth Town Council is concerned, what will happen to the sewage, how many houses could be adversely affected by flooding, if the drains on Hunter Place are to be utilised and are unable to cope with this increase in use. The residents of Hunter Place have already witnessed that the drain in Hunter Place is unable to cope in heavy rain. The infrastructure in this area is clearly already overstretched. Therefore, expecting it to also deal with the requirements of extra houses is illogical. Louth Town Council are also concerned that the suggestions to maintain the functioning of the sites complex drainage strategy are inadequate.

iii) **Archaeological Importance**

There is some evidence in the form of 'lumps and bumps' visible to the naked eye in the lay of the land to suggest that this may be a site of archaeological importance. Louth Town Council would wish to see a thorough assessment and archaeological survey of the site prior to any permissions being granted, to establish this fact.

iv) **Access and Highway Safety**

This application, added to those already granted permission, which will all use the access via Meridian Way / Bluestone Rise, will give rise to a significant increase in the volume of traffic using this access and this will make the road dangerous for users and residents.

v) **Relevant and Previous Planning History**

There is significant evidence to suggest that this site should not be used for development. LTC have been made aware that it has appeared on ELDC's list of 'Discounted Sites' as it was 'not suitable'.

vi) **Public Visual Amenity**

This site and that adjacent provide panoramic views of the AONB not just for residents but for the general public using the area e.g., walking. These proposals will not protect and enhance the quality and distinctiveness of the area's landscape or prevent aspects/amenity being compromised as contained in ELDC's own Core Strategy Sustainability Appraisal and as such this application should be refused. Further, the great expanse of huge glass windows proposed on the new dwellings will invite light pollution into the AONB.

- c. N/105/01814/19 - objected to this application on the grounds that:

i) Conditions are set for good reasons and should not be lifted.

ii) The proposed removal is not a small variation and will have severe financial ramifications for the beneficiary and the people of Louth.

NB Cllr. DJEH left the room for Planning items 2,3, and 4 and Cllr. SEL left the room for Planning Application 4 both returning at 7:24pm.

- d. There was a recorded vote for Planning Item N/105/01896/19 King Edward VI School erection of a building to provide a Sports Hall. The vote was as follows and resulted as For: 8, Against: 6, Abstained: 2, Not present: 2

For the proposal	Against the proposal	Abstained	Not present for vote
JB, AC, LMC, SC, JG, DJ, KN, FWPT	MB, DF, AL, JMS, JS, DEW	DH, GEH	SEL, DJEH

- e. It was **RESOLVED** that Cllr. SC would represent Louth Town Council at the ELDC Planning Committee meeting the on 7th November 2019 to speak on their objections to the planning applications for Park Avenue and Julian Bower.

254. Planning Correspondence

The Committee noted the following planning correspondence:

a. **ELDC Planning Decisions circulated by email between 9th October and 5th November 2019:**

- i) Approved – N/105/01504/19 – Planning Permission – 21 Stewton Lane, LN11 8SB

- ii) Approved – N/105/01358/19 – Planning Permission – Louth Ambulance Station, Windsor Road, LN11 0LF
- iii) Approved – N/105/01502/19 – Planning Permission – 133 Eastgate, LN11 9QE
- iv) Approved – N/105/01453/19 – Planning Permission – 13 Cedar Close, LN11 0EH
- v) Approved – N/105/01298/19 – Planning Permission – 9A Westgate, LN11 9YN
- b. LCC Temporary Traffic Restrictions circulated by email between 9th October and 5th November:**
 - i) REASON FOR RESTRICTION: Remedial works by M&M Contractors (Europe) Ltd
LOCATION & NATURE OF RESTRICTION: **Road Closure Order in place on:** 1) Church Street (Newmarket to monks Dyke Road), 2) Lee Street (Kidgate to Newmarket)
PERIOD OF RESTRICTION: 1) (Originally 21/10/2019 to 25/10/2019) **CLOSURE NOW EXTENDED TO FINISH 27/10/2019** 2) 28/10/2019 to 29/10/2019
(Restrictions to be implemented as & when required in each location during periods above, signage detailing accurate dates & times will be displayed on site in advance).
 - ii) REASON FOR RESTRICTION: Christmas Market
LOCATION & NATURE OF RESTRICTION: **Road Closure Order in place on:** Mercer Row, Market Place (Mercer Row to Eastgate), Queen Street (Aswell Street to Mercer Row), Eastgate (Cannon Street to Northgate), Burnt Hill Lane, Butcher Lane, Cornmarket, New Street
PERIOD OF RESTRICTION: 06.00 Hrs to 18.00 Hrs 1/12/2019 (Restrictions to be implemented as & when required during this period, signage detailing accurate dates & times will be displayed on site in advance)
- c. Notification of Enforcement Investigation**
 - i) EC/105/774/18 – 113 Church Street – Without planning permission, the installation of a satellite dish on the front elevation of the dwelling which is situated within the Louth Conservation Area.
- d. Notification of Planning Applications to be presented to ELDC Planning Committee on 7th November:**
 - i) N/105/01896/19 – King Edward VI School, LN11 9LL
 - ii) N/105/01436/18 – Land to the North of Julian Bower
 - iii) N/105/02435/18 – Former Park Avenue Football Ground, LN11 8BY

255. Street Naming

Following discussions it was **RESOLVED** that:

- a. Cyden Homes Ltd - that Puffin Place be suggested as the road name
- b. Linia Developments Ltd - that the suggestion of The Riverbank be approved.

256. Proposed Works to Trees

The following application was noted:

Location: 39 Linden Walk, **Proposal:** T1 – Sycamore – Cut back in line with boundary,

Reasons: T1 – Overhanging property

257. Next Meeting

The Committee noted that the date of the next scheduled Planning Committee meeting was 10th December 2019.

The Meeting Closed at 7.55pm.

Signed _____ (Chairman)

Dated _____

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
1	ELDC	N/105/ 01831/19	Planning Permission	Dr. J. Rathbone	Alterations to the existing dwelling to provide replacement windows and doors, erection of a detached garden room and shed, erection of a wall and access gates to the maximum height of 2.1 metres on site of the existing detached double garage which is to be demolished and alterations to the existing vehicular access to provide an extended driveway.	9 George Street, LN11 9JU, St. Mary's Ward	Yes	New	Object UPVC	11/12/2019
2	ELDC	N/105/ 01904/19	Consent to Display	McDonald's Restaurants Ltd	Installation of 1 no. freestanding internally illuminated totem sign and 1 no. internally illuminated shared totem sign.	Land at Lincoln Way, LN11 0WA, North Holme Ward	No	Louth Town Council supported this application on 5th November 2019 with the condition that any lit signs be switched off at closing time and that double yellow lines should be installed to ensure that no road side parking takes place.	Support	11/12/2019
3	ELDC	N/105/ 02024/19	Planning Permission	Mr. A. Thorne	Alterations to existing dwelling to replace 6 no. windows to UPVC double glazed sash windows.	2 St. Michael's Road, LN11 9DA, Priory Ward	Yes	New	Support	13/12/2019
4	ELDC	N/105/ 02073/19	Planning Permission	Ms S. Briggs	Erection of a detached house with an attached single garage on site of an existing outbuilding which is to be demolished, change of use, conversion of and alterations to the existing outbuilding to provide a dwelling and construction of a vehicular access.	72 Eastfield Road, LN11 7AR, Trinity Ward	No	New	Support	11/12/2019
5	ELDC	N/105/ 02084/19	Planning Permission	Mr. D. Bradshaw	Erection of a house with integral double garage and construction of a vehicular access.	40 St. Mary's Lane, LN11 0DT, North Holme Ward	No	New	Object - garden grabbing, poor access, traffic onto main road.	11/12/2019

Our Ref	Authority	Application No	Type	Applicant	Proposal	Location / Ward	Conservation Area?	Previous LTC Comments	WG Recommendations	Expiry Date for LTC Comments
6	ELDC	N/105/ 02086/19	Outline Erection	Estate of Mrs. K. Cullingford	Outline erection of 5 no. dwellings and 2 no. apartments (with landscaping to be considered).	Land Adjacent 38 Alexander Drive, St. Michael's Ward	No	New	Support	11/12/2019
7	ELDC	N/105/ 02091/19	Planning Permission	Miss T. Gibson	Extension and alterations to the existing dwelling to provide a snug, utility and enlarged wc on the site of the existing conservatory which is to be demolished.	29 Linden Walk, LN11 9HT, St. Mary's Ward	No	New	Support	11/12/2019
8	ELDC	N/105/ 02113/19	Planning Permission	Rugby Property Assets Ltd	Change of use, conversion of and alterations to part of the existing take away and store rooms to provide an extension to the existing ground and second floor flat and 1 no. additional ground and first floor flat.	105 Eastgate, LN11 9QE, St. James' Ward	Yes	New	Support	11/12/2019
9	ELDC	N/105/ 02114/19	Planning Permission	Mr. and Mrs. West	Alterations to existing dwelling to provide replacement windows and doors to the front elevation and to include re-roofing works.	16 Kidgate, LN11 9HN, Priory Ward	Yes	New	Object, UPVC	11/12/2019

Planning Committee 10th December 2019 - Street Naming - Land off Legbourne Road



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10-22-19 PERS MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PERSONNEL COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 22nd OCTOBER 2019**

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

Councillors: Mrs. E. Ballard (EB), Mrs. S.E. Locking (SEL) and D. Wing (DEW).

Councillors not present: Mrs. S Crew (SC)

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

244. Apologies for Absence

Apologies for absence were received from Cllr. SC.

245. Declarations of Interest / Dispensations

Cllr. Mrs. JMS item 4 - daughter works in HR at ELDC (ref appraisal forms).

246. Minutes

It was **RESOLVED** that the notes of the Personnel Committee Meeting held on 8th October 2019 be approved as the Minutes.

247. Appraisals

It was **RESOLVED** that the template to be used for the appraisals would be those used by ELDC with some sections amended, and that all staff would be appraised using the same form. Further that Cllr. Mrs. EB would appraise the Town Clerk and then the Town Clerk would appraise all other staff.

248. Closed Session Item

It was **RESOLVED** to go into Closed Session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following item, information being of a confidential and sensitive nature in relation to personnel matters:

- a. **Salary Review**– The Council discussed this issue and noted the contents of one member of staff's contract. It was **RESOLVED** to implement two increases of 1 scale point for each member of staff, one payable first in December 2019 and the second payable first in April 2020 on the proviso that the Town Clerk check the legalities.

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

249. Next Meeting

The Committee noted that the date of the next scheduled Personnel Committee meeting was 10th December 2019.

The Meeting Closed at 10.09pm.

Signed _____ (Chairman)

Dated _____

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