



# Kington Town Council

Email: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)

Web site: [www.kingtontowncouncil.gov.uk](http://www.kingtontowncouncil.gov.uk)

## Planning and Environment Committee

On Monday 18<sup>th</sup> March 2024 at 6.00pm

at

The Old Police Station, Market Hall Street, Kington  
for the purpose of transacting the following business

**Committee Members:** Cllrs. E. Banks, B. Bishop, T. Bounds, N. Cornish, A. Dixon, M. Fitton, E. Rolls, P. Sell, M. Woolford, R. Warne & R. Widdowson

## Agenda

1. To receive apologies, declarations of interest and requests for dispensation
2. Minutes: To approve Minutes of the meeting held on [19<sup>th</sup> February 2024](#)
3. Planning & Licensing Matters:
  - a) To consider planning applications now due for consideration:
    - i. Ref: [240551](#) & [240647](#)  
Site: Beech Cottage, 10 Church Road, Kington  
Dev: Re-slating of existing roof and any required general minor repairs, removal of rear porch & replacement of door with single casement window. Single storey lean to roof over. Lounge to be extended and supported at end on post with new decorative screen
    - ii. Ref: [240554](#)  
Site: 14 Bridge Street, Kington  
Dev: Tree works in conservation area
  - b) To note planning decisions by Herefordshire Council since the last meeting
  - c) To consider responses, if any, to Herefordshire Council's [consultation on the Licensing of Sex Establishments](#)
  - d) To note next parish briefing on s106 portfolio of works delivery and agree representative for the town council attendance, if any
4. Environmental Matters:
  - a) Town Centre
  - b) Planters and floral displays
  - c) Allotments
  - d) Footpath and Highway matters
  - e) War Memorial
  - f) Trees

*Members of the public are welcome to attend meetings of the Planning Committee and may, at the discretion of the Chairman, speak on some agenda items. For more information on how you can participate in Committee meetings of Kington Town Council, please speak to the Clerk at the address above.*

- g) Churchyard maintenance:
    - To note arrangements for volunteer working group
    - To agree future work requirements
    - To establish a churchyard walk around group
  - h) Litter and pavement sweeping
  - i) Update on implementation of [Ethical and environmental Policy](#)
  - j) Update on implementation of Climate Change Declaration and to agree future actions
  - k) Biodiversity Action Plan
5. Date and time for the next meeting and items for the agenda

Issued: 13.3.2024 by  
*Liz Kelso*

Clerk, Kington Town Council  
The Old Police Station, Market Hall Street, Kington, HR5 3DP  
Tel: 01544 239 098 or Mob: 07483 914 485  
Email: [clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)

## Minutes of the Planning & Environment Committee Meeting

held on Monday 19<sup>th</sup> February 2024  
at the Old Police Station, Market Hall Street, Kington

### PRESENT

Cllr. M. Woolford - Chair  
Cllr. E. Banks  
Cllr. N. Cornish  
Cllr. A. Dixon  
Cllr. M. Fitton  
Cllr. P. Sell  
Cllr. R. Widdowson

### IN ATTENDANCE

Liz Kelso – Town Clerk  
Ruth Robinson – Assistant Clerk

Minute	Agenda item	
P&E 001-24	1	<b>Election of Chair</b> As the first meeting under the new Committee structure, it was agreed that Cllr. M. Woolford be elected Chair of the Committee to hold office until the next annual meeting of the town council.
P&E 002-24	2	<b>Apologies, Declarations of Interest and Requests for Dispensation</b> Apologies were noted from Cllrs. E. Rolls and R. Warne. There were no declarations of interest and no requests for dispensation.
P&E 003-24	3	<b>Minutes of the previous meetings</b>
	a)	<b>Meeting of the Planning Committee held on 18<sup>th</sup> December 2023</b> Minutes of the meeting of the planning committee held on 18 <sup>th</sup> December 2023 were approved and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting
	b)	<b>Meeting of the Environment Committee held on 16<sup>th</sup> October 2023</b> Minutes of the meeting of the Environment Committee held on 16 <sup>th</sup> October 2023 were approved and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting
P&E 004-24	4	<b>Election of committee Vice Chair</b> Cllr. M. Fitton was duly elected Committee Vice Chair to hold office until the next annual meeting of the Town Council.

- P&E 005-24      5      Committee Terms of Reference**  
Terms of Reference for the committee, as agreed by full council, were reviewed. It was noted that the maximum number of councillors was set at 10 although currently there were 11. It was agreed to temporarily amend this to 11 until the next annual meeting of the Town Council when the number should revert to 10.
- The structure of meetings was also considered and members noted that for items to be discussed in committee, those agenda items should be clearly listed on the agenda. It was therefore agreed to include a standing item list for environmental matters as had been previously used for the Environment Committee as an aide memoire for future committee meetings.
- P&E 006-24      6      Planning Matters**  
**a) Applications now due for consideration**  
None
- b) Planning decisions by Herefordshire Council since the last meeting**  
None noted since the last meeting
- P&E 007-24      7      Herefordshire Local Plan Update**  
The newsletter from Herefordshire Council's Neighbourhood Planning Team was noted. It was agreed that Cllrs. M. Fitton and M. Woolford attend the online session on the Rural Settlement Hierarchy scheduled for March with a view to a possible resubmission of the Neighbourhood Development Plan. It was agreed that this be discussed at the April meeting.
- P&E 008-24      8      Using volunteers for town council work**  
The Clerk reported on the advice of the council's insurers regarding the use of volunteers for maintenance type tasks around the town and the importance of record keeping to ensure an audit trail for insurance cover where necessary. It was agreed that a working party consisting of Cllrs. E. Banks, P. Sell and M. Fitton be formed to draw up the necessary paperwork for future use.
- P&E 009-24      9      Churchyard maintenance**  
Following the success of the joint Town Council and PCC working party, it was agreed that a quotation be sought for cutting back of stems under the trees to facilitate grass cutting. It was further agreed that a regular walk around group be formed from Cllrs. E. Banks, P. Sell and the assistant clerk to identify work required so that appropriate risk assessments can be drawn up, quotations obtained and if necessary a Faculty applied for. Testing and recording of topple tests for memorial stones can also take place during these walk arounds.



It was further noted that additional tree work has been requested by the PCC and that this would require permission from the Diocesan Office as well as planning consent.

- P&E 010-24      10      Litter and Pavement Sweeping**  
Cllr. N. Cornish noted that many areas of the town do not receive a pavement sweep leading to leaves building up and the surface becoming slippery. It was agreed to establish when pavement sweeps should be taking place by Herefordshire Council with a view to identifying whether these are actually happening. If this is no longer being undertaken by Herefordshire Council, a proposal to employ a handyman/litter picker may be submitted to the Town Council for consideration.
- P&E 011-24      11      Town Floral Displays**  
It was agreed that quotations be sought for the supply of plants and maintenance of floral displays within the town, for consideration at a later meeting.
- P&E 012-24      12      Date and time of next meeting and items for the agenda.**  
The next meeting will be held on Monday 18<sup>th</sup> March 2024 at 6.00pm in the Old Police Station, Market Hall Street, Kington. As well as items noted above, it was agreed to include additional environmental matters on the agenda.

There being no further business, the Chairman declared the meeting closed.

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Chairman

Mrs Liz Kelso  
Clerk to the Parish  
Kington Town Council  
Office 1, The Old Police Station  
1 Market Hall Street  
Kington  
Herefordshire  
HR5 3DP  
[clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)

Dear Mrs Liz Kelso

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 240551 - Beech Cottage, 10 Church Road, Kington, Herefordshire, HR5 3AG  
**DESCRIPTION:** Re-slating of existing roof and any required general minor repairs to barge & fascias etc. Removal of existing rear porch & replacement of existing rear door with single casement window. Single storey, lean-to roof over. Lounge to be extended and supported at end on post with new decorative screen.  
**APPLICANT(S):** Mr & Mrs Grogan  
**GRID REF:** OS 329182, 256670  
**APPLICATION TYPE:** Listed Building Consent  
**WEBSITE LINK:** <http://www.herefordshire.gov.uk/searchplanningapplications>

***Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.***

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to [planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk) and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 240551.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **30/03/2024**. If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully

**TECHNICAL SUPPORT OFFICER**

All personal data held is processed in accordance with data protection law. For further information please see our website [https://www.herefordshire.gov.uk/info/200142/planning\\_services/62/apply\\_for\\_planning\\_permission/3](https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3)



Mrs Liz Kelso  
Clerk to the Parish  
Kington Town Council  
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1 Market Hall Street  
Kington  
Herefordshire  
HR5 3DP  
[clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)

Dear Mrs Liz Kelso

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 240647 - Beech Cottage, 10 Church Road, Kington, Herefordshire, HR5 3AG  
**DESCRIPTION:** Proposed re-slating of existing roof and any required general minor repairs to bargeboards & fascias etc. Removal of existing rear porch & replacement of existing rear door with single casement window. Single storey, lean-to roof over. Lounge to be extended and supported at end on post with new decorative screen.  
**APPLICANT(S):** Mr & Mrs. Grogan  
**GRID REF:** OS 329182, 256670  
**APPLICATION TYPE:** Full Householder  
**WEBSITE LINK:** <http://www.herefordshire.gov.uk/searchplanningapplications>

***Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.***

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to [planning\\_enquiries@herefordshire.gov.uk](mailto:planning_enquiries@herefordshire.gov.uk) and someone will assess your request.

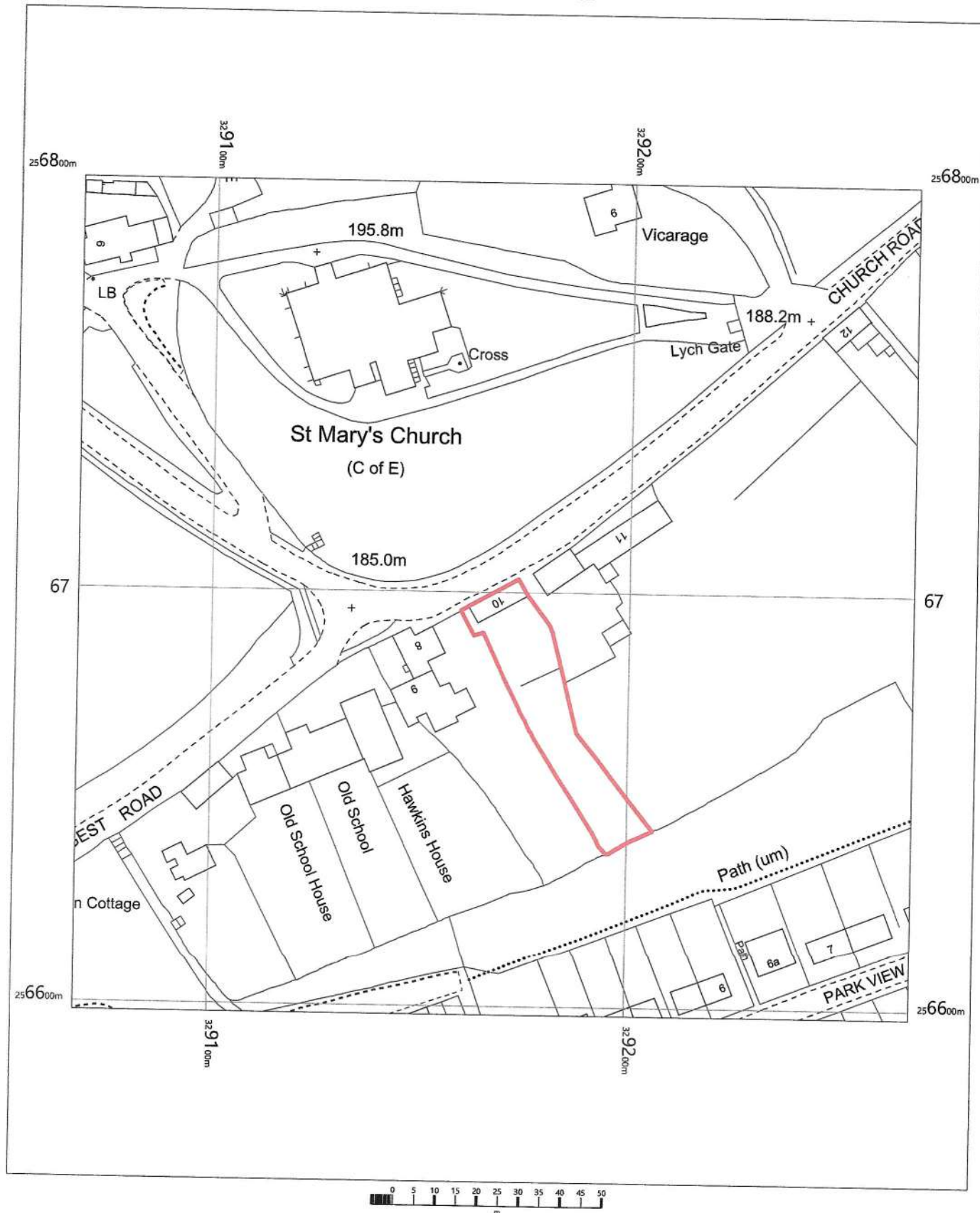
We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 240647.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **30/03/2024**. If you do not respond by this date it will be assumed that you have no comments to make.



OS 1:1250 SCALE



Beech Cottage  
10 Church Road  
Kington  
Herefordshire  
HR5 3AG

OS MasterMap 1250/2500/10000 scale  
Monday, August 10, 2020, ID: UPT-00894168  
[www.themapshop.co.uk](http://www.themapshop.co.uk)

1:1250 scale print at A4, Centre: 329168 E, 256698 N

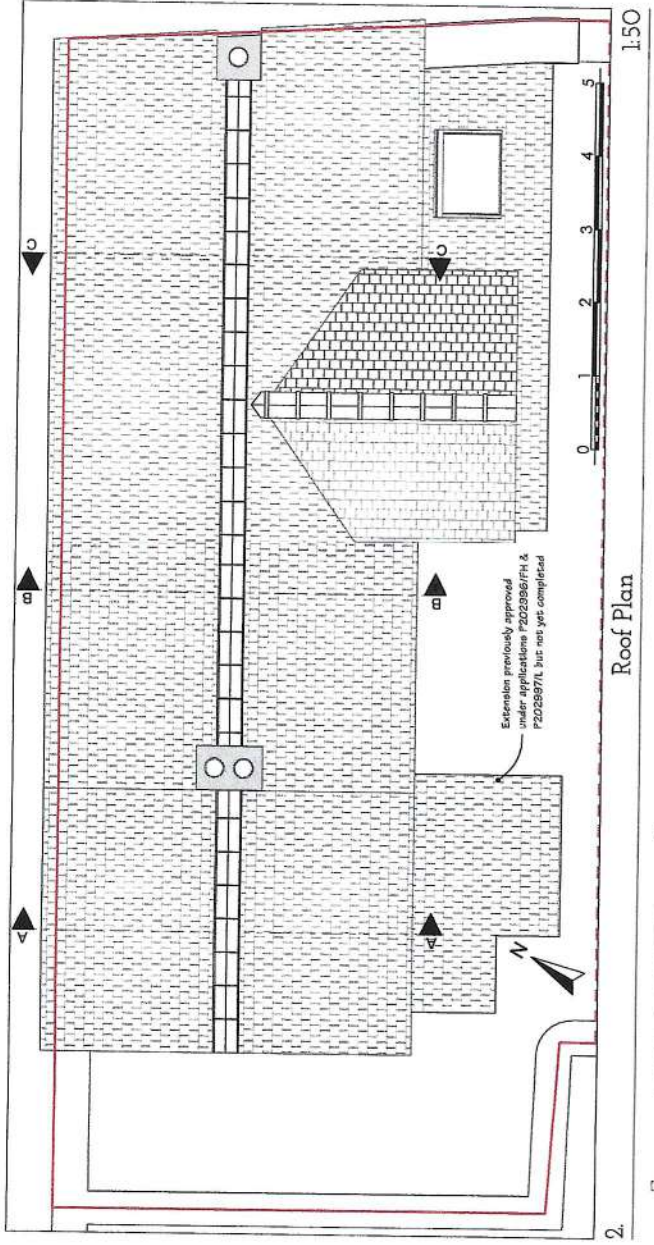
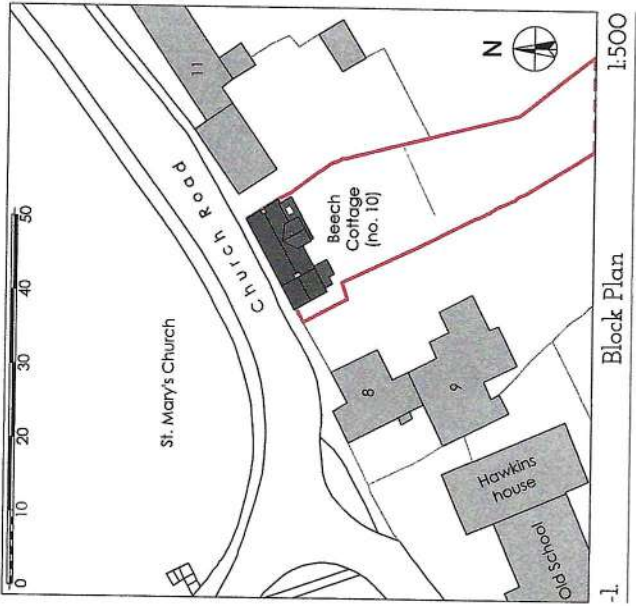
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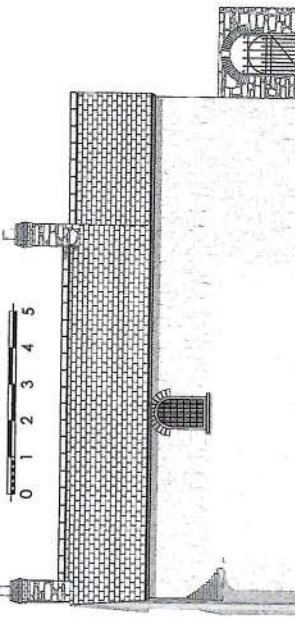
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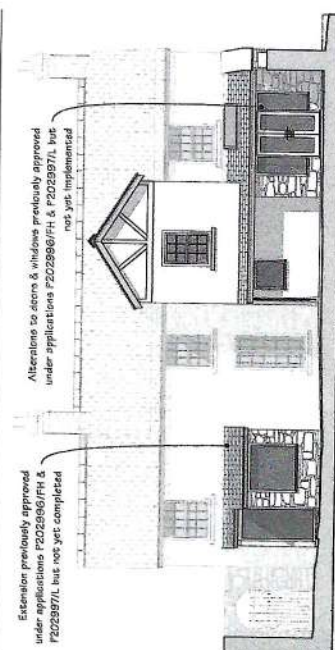
North View



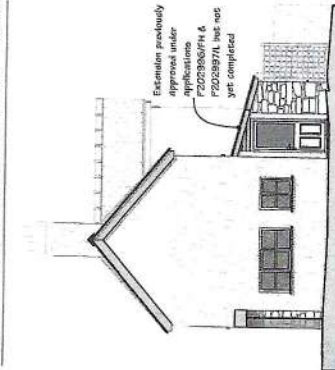
Roof Plan



E-01 North-West Elevation 1:100



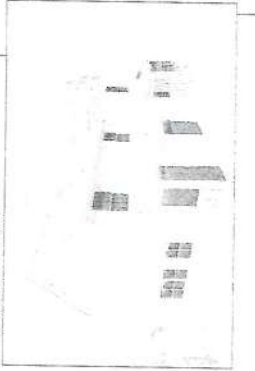
E-02 North-East Elevation 1:100



Alterations to doors & windows previously approved under applications P202096/FH & P202397/L but not yet implemented

Extension previously approved under applications P202096/FH & P202397/L but not yet implemented

South View



North-East View



South-East View



E-03 South-East Elevation 1:100



E-04 South-West Elevation 1:100



BRP Architecture Ltd.  
20 Castle Hill  
Kingston  
Surrey KT1 1AA  
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Roof repairs & amended rear porch to a Listed Building  
Beech Cottage  
10 Church Road  
Kingston  
Surrey KT1 1AA

Client  
Mr & Mrs Grogan

Proposed Plans and Elevations  
Listed Building Consent

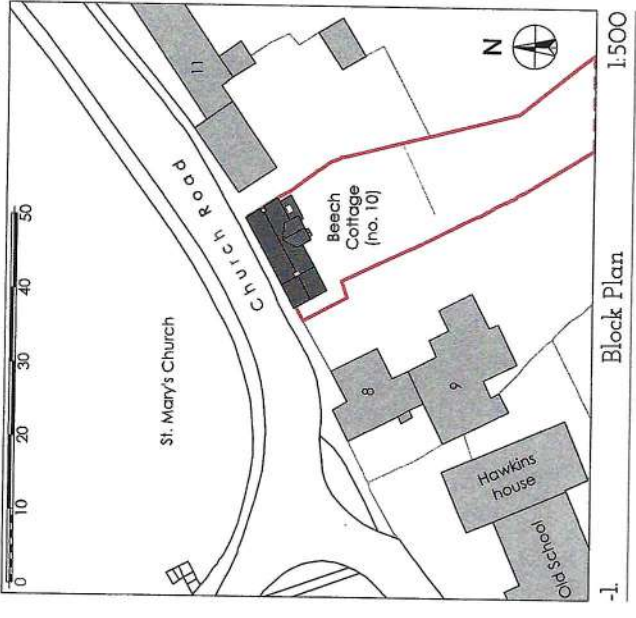
Drawing number  
1:50, 1:500, 1:100  
569/03

Revision  
26 February 2024

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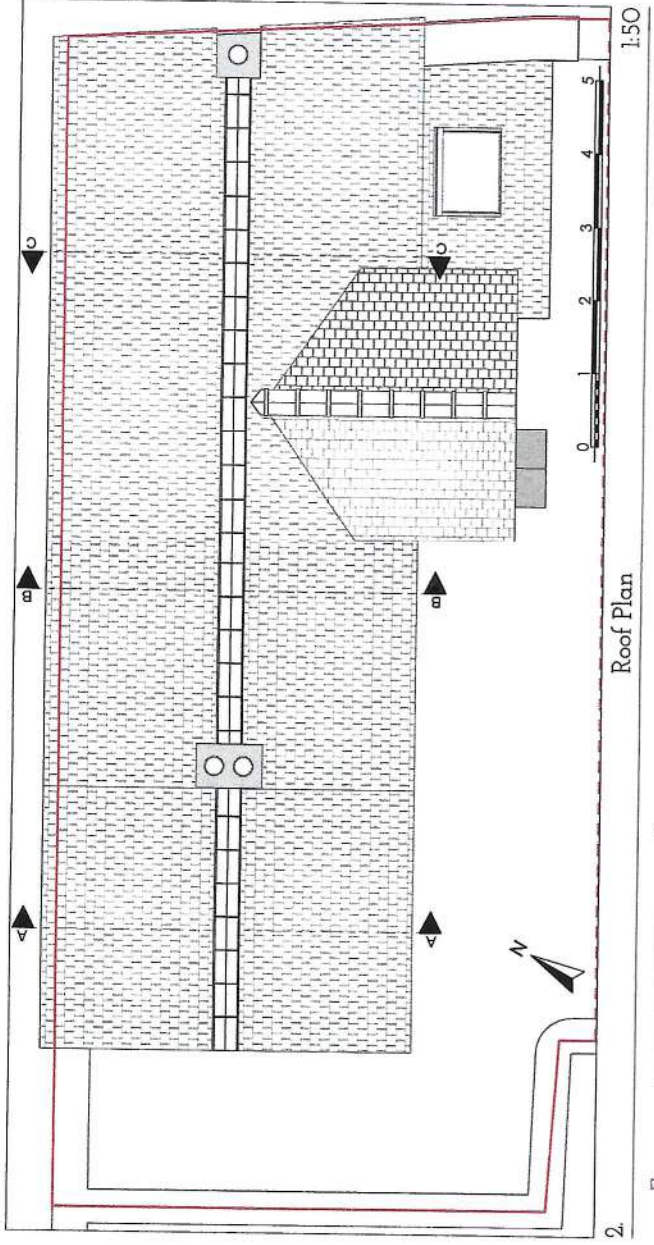


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Block Plan

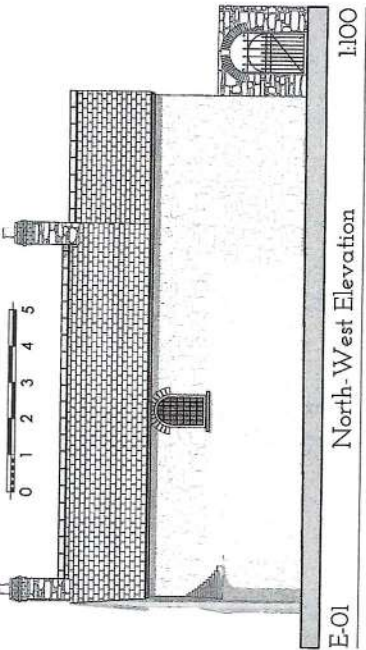
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Roof Plan

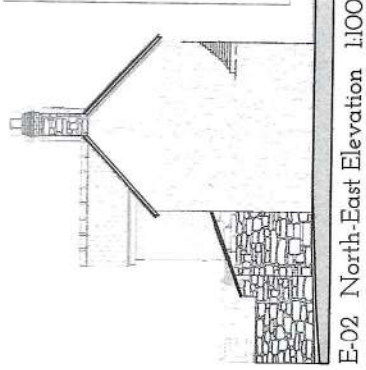
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North View



North-West Elevation

1:100

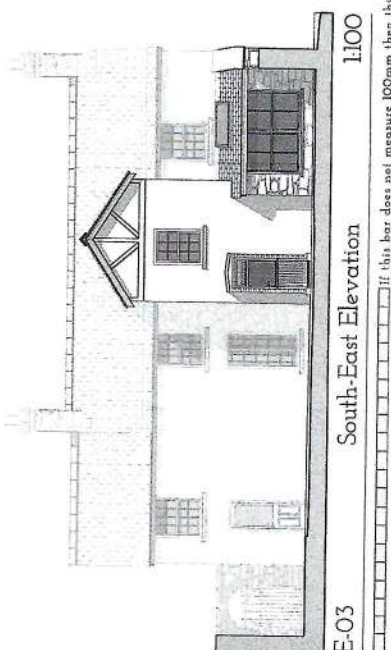


North-East Elevation

1:100

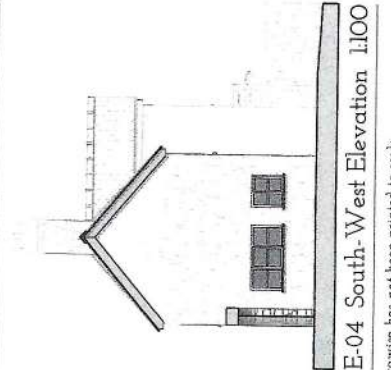


North-East View



South-East Elevation

1:100



South-West Elevation

1:100



South View



South-East View

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GU14 7AH  
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Tel: 01544 350 471  
[www.brparchitecture.co.uk](http://www.brparchitecture.co.uk)

Roof repairs & amended rear porch to a Listed Building

Beech Cottage  
10 Church Road  
Kingston  
GU14 7AH

Client  
Mr & Mrs Gogan

Drawing title  
Plans and Elevations as Existing

Listed Building Consent

Drawing scale  
1:50, 1:500, 1:100

Page no  
at A2

Drawing number  
569 02

Issue date  
26 February 2024

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Mrs Liz Kelso  
Clerk to the Parish  
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Kington  
Herefordshire  
HR5 3DP  
[clerk@kingtontowncouncil.gov.uk](mailto:clerk@kingtontowncouncil.gov.uk)

Dear Mrs Liz Kelso

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 240554 - 14 Bridge Street, Kington, Herefordshire, HR5 3DL  
**DESCRIPTION:** T1 Yew - storm damaged tree. Reduce crown by approximately 40% to reduce weight of union of stems.  
**APPLICANT(S):** Ms Ruth Alexander  
**GRID REF:** OS 329761, 256532  
**APPLICATION TYPE:** Works to Trees in a Conservation Area  
**WEBSITE LINK:** <http://www.herefordshire.gov.uk/searchplanningapplications>

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 240554.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **21/03/2024**. If you do not respond by this date it will be assumed that you have no comments to make.

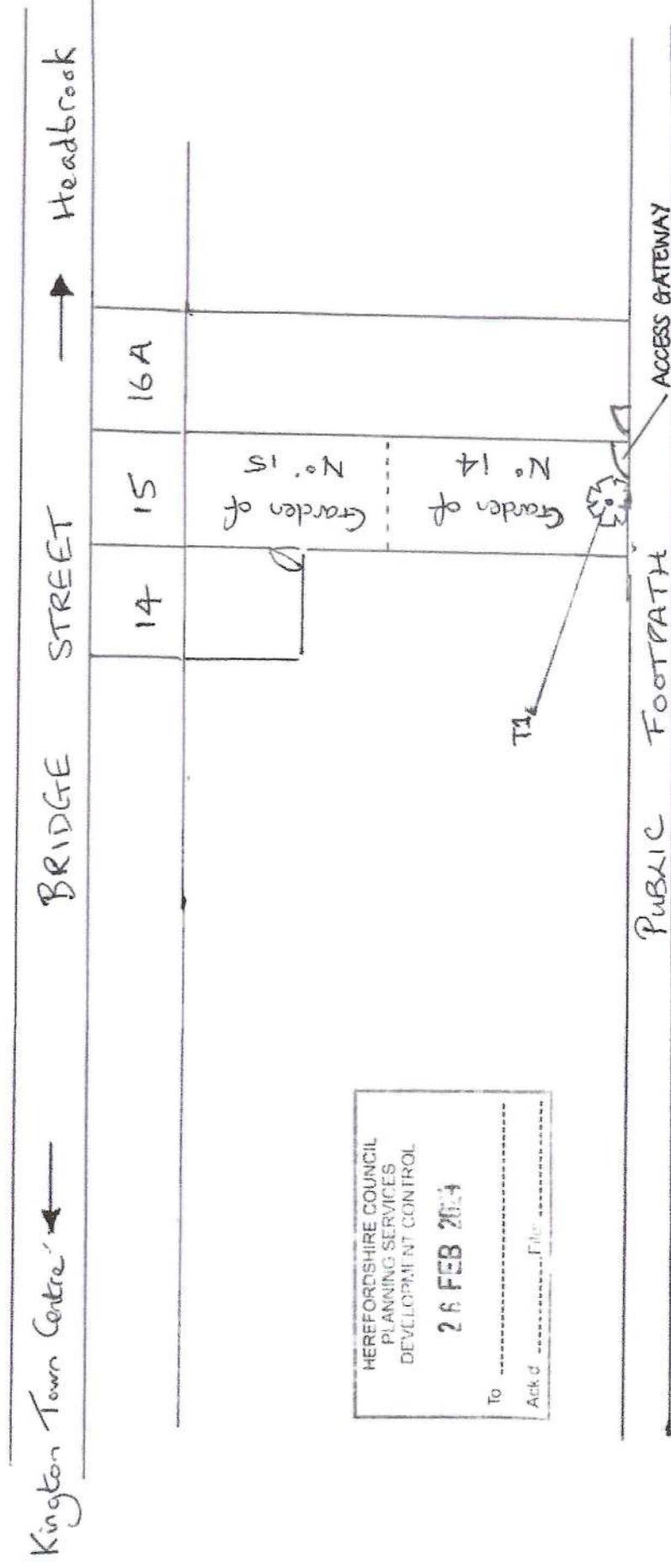
You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully

**TECHNICAL SUPPORT OFFICER**

All personal data held is processed in accordance with data protection law. For further information please see our website [https://www.herefordshire.gov.uk/info/200142/planning\\_services/62/apply\\_for\\_planning\\_permission/3](https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3)

PLAN TO SUPPORT TREE WORK APPLICATION - RUTH ALEXANDER, 14 BRIDGE STREET, KINGTON, HR5 3DL.



CO-OP CAR PARK

**From:** TalkCommunityEnquiries <TalkCommunityEnquiries@herefordshire.gov.uk>  
**Sent:** 28 February 2024 08:53  
**To:** TalkCommunityEnquiries  
**Cc:** Licensing  
**Subject:** FW: Consultation on Licensing of Sex Establishments - Statement of Licensing Policy  
**Attachments:** SEV Policy Feb 2024 (Draft) (Consultation).pdf

Good morning

Herefordshire Council as the Licensing Authority for the County has a responsibility for the regulation of sex establishments, namely sexual entertainment venues, sex shops and sex cinemas.

To guide the Licensing Authority, applicants, the responsible authorities such as the police and members of the public, the Licensing Authority produces a policy called the 'Licensing of Sex Establishments - Statement of Licensing Policy'.

This policy is currently being reviewed and you have been identified as a consultee and are invited to make comment concerning it by **24<sup>th</sup> March 2024**

The Authority does not take any moral stand in adopting this policy. The Authority recognises that Parliament has made it lawful to operate a sex establishment and that such businesses are a legitimate part of the retail and leisure industries.

The council's licensing regime aims to ensure that if sex establishments are granted in Herefordshire that they operate in a safe, fair and discreet manner and are sensitive to the local area in which they are situated. Specific attention has been taken to advertising, staff welfare, external appearance, locality and the number of licensed premises.

This has been sent to the following consultees:

- Representatives of local business
- Representatives of the licensing trade (alcohol & entertainment)
- Local residents through Parish and town councils
- Ward Members
- West Mercia Police
- Herefordshire Council - Environmental Protection
- Herefordshire Safeguarding Children's Partnership
- Herefordshire Council - Planning
- Herefordshire Public Health

**If you have any queries or comments, please contact Licensing team directly: [licensing@herefordshire.gov.uk](mailto:licensing@herefordshire.gov.uk)**

Best wishes