Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk
Web site: www.kingtontowncouncil.gov.uk

Planning and Environment Committee

On **Monday 2nd November 2026** 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, M. Blackaller, N. Cornish, R. Morgan, E. Rolls, P. Sell, R. Widdowson & M. Woolford

Agenda

1. To receive apologies, declarations of interest and requests for dispensation
2. To approve the minutes of the meeting held on 5.10.26
3. Planning and licensing matters:
   a) To consider planning applications now due for consideration

   261962
   Land adjacent to Spring Cottage, Headbrook, Kington HR5 3DY.
   Application for approval of reserved matters following outline approval 181494

   263025
   Works to trees in conservation area – Western Red Cedar- St Mary's Churchyard

   262974
   10, Duke Street, Kington HR5 3BL
   Listed Building Consent – Installation of gas boiler and flue

   b) To note any planning enforcement action

   c) i) To note planning decisions by Herefordshire Council Kington Weekly List since the last meeting:

   P261561/FH
   25, Llewellin Road, Kington. HR5 3AB
   Replacement porch.
   Approved.

P231767/F
Arrow Grange, Kington. HR5 3HD
Proposed self-build energy-plus house.
Refused.

4. Environmental matters:
   a) High Street
      i. To nominate councillors to complete online consultation re. Herefordshire Traffic Regulation Order Scheme.
      Herefordshire various roads mandatory school keep clear restrictions – Herefordshire Council
      ii. To note letter from Cllr R. Banks regarding Christmas Lights
   b) Planters and floral displays
   c) Allotments
   d) Footpath and Highway matters
   e) Churchyard maintenance
      To consider and decide on quote for Horse Chestnut tree work
   f) Litter and pavement sweeping
   g) Update on proposal for 20mph zone in Kington
   h) Proposal for a 40mph on A4111 outside Kington Medical Centre
   i) Emergency plans
      To note email invitation to councillors from HCC Flood Risk Team to attend briefing.
      Email re. Flood briefing invitation 19.10.26.pdf
5. Public Realm Funded works update
6. **Date and time of next meeting: Monday 11th January 2027, 6.00pm, The Old Police Station, Market Hall Street, Kington,** and items for the agenda.

Michael Greenfield
Town 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
28.10.2026

Members of the public are welcome to attend meetings of the Planning & Environment 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.

Kington Town Council

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Web site: www.kingtontowncouncil.gov.uk

Minutes of the Planning & Environment Committee

Monday 5th October 2026
6.00pm
at the Old Police Station, Market Hall Street, Kington

PRESENT
Cllr. P. Sell - Chair
Cllr. E. Banks
Cllr. R Morgan
Cllr. E. Rolls
Cllr. M. Woolford

IN ATTENDANCE

Michael Greenfield – Clerk

Ruth Robinson – Assistant Clerk

Agenda item	Minute	
1	P&E 052-26	**To receive apologies, declarations of interest and requests for dispensation** Apologies received from Cllr. R. Widdowson and Cllr. N. Cornish. Cllr. P. Sell declared a personal interest in agenda item 4(c) (Allotments) and agenda item 4(e) (Churchyard Maintenance). Cllr. E Banks declared a personal interest in agenda item 4(e) (Churchyard Maintenance). Clerk reported that Cllr. M. Fitton resigned from Council on 5th October 2026 prior to the meeting.
2	P&E 053-26	**To approve the minutes of the meeting held on 07.09.2026** **RESOLVED: That the Minutes of the meeting held on 7th September 2026 be approved, and that the chairman of the meeting be authorised to sign them as a true record of the proceedings.**
3	P&E 054-26	**Planning and Licensing Matters:** **a) To consider planning applications now due for consideration** **i) P261561/FH** 25, Llewellyn Road, Kington, HR5 3AB. Replacement porch **RESOLVED: No objections.**

ii) **262640**
8, High Street, Kington, HR5 3AX.
Works to tree
RESOLVED: No objections.

b) To note any planning enforcement action
Noted: No enforcement action to note.

c) To note planning decisions by Herefordshire Council, Kington Weekly list since the last meeting

P262489/PDV
Removal of Telephone, Church Street, Kington
Approved

P262393/K
Land adjacent to The Cottage, Prospect Lane, Kington
Tree felling approved

P22439/O
Land adjacent to Kingswood Road, Kington
Proposed development of 3 detached self-build dwellings.
Approved with conditions

ALL NOTED

4 **P&E 055-26** **Environmental Matters:**

a) High Street
i) To decide on Proposed Waiting Bays – Church Street, Kington
RESOLVED: That proposed parking bays, Church Street, Kington NOT be approved.
ii)To consider and comment on proposed zebra crossing outside Kington Primary School
RESOLVED: To APPROVE proposed zebra crossing outside Kington Primary School but note the absence of recent consultation with Kington Town Council.

b) Planters and Floral Displays
RESOLVED: To defer any decision regarding planters and floral displays until future meeting.

c) Allotments
There were no matters to report.

d) Footpath and Highway Matters
i) To consider and decide on Kington Signage.
RESOLVED: Cllr M. Woolford to provide further examples and images for next Planning & Environment Committee meeting.

e) **Churchyard Maintenance**
To consider and decide on quote for tree work.
RESOLVED: Acer Tree Services to be asked to carry out work on The Western Red Cedar tree: The removal of the large limb growing towards the road.

The Chair requested that a quotation for the removal of the large dead tree in the centre of the Churchyard be presented at the next meeting.

f) **Litter and Pavement Sweeping**
There were no matters to report.

g) **Update on Proposal for 20mph zone in Kington**
No update received from HCC.
Clerk to contact HCC for an update regarding timeframe.

h) **Emergency Plans**
To note Parish Wildfire Template and KTC Community Emergency Plan Template.
NOTED. Template to be completed by councillors and meeting scheduled for 4pm on 7th October 2026.

5 **P&E 056-26** **Public Realm Funded works update**
NOTED. Expected to be completed by the end of week beginning 5th October 2026

6 **P&E 057-26** **Date and Time of next meeting:**
Monday 2nd November 2026 at 6pm.

Items for the next agenda.
No items provided for next agenda.

Herefordshire Council

Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 261922
Please ask for: Emma Jones
Direct line:
Email: emma.jones12@herefordshire.gov.uk
Date: 21/10/2026

Mr Greenfield
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

Dear Mr Greenfield

APPLICATION NO & SITE ADDRESS:	**Planning Re-consultation - 261922 - Land Adjacent To Spring Cottage, Headbrook, Kington, HR5 3DY**
DESCRIPTION:	**Application for approval of reserved matters following outline approval 181494 - Proposed land for residential development and associated work together with public open space and local green space.**
GRID REF:	**OS 330174, 256478**
APPLICATION TYPE	**Approval of Reserved Matters**
WEBSITE LINK:	http://www.herefordshire.gov.uk/searchplanningapplications

Amended ☐ **Additional** ☐ **Amended and Additional** ☑ **Re-Consultation** ☑

Plans or documents have been received for the proposal described above.

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 261922.

If your Parish Council has any further comments to make please respond to **emma.jones12@herefordshire.gov.uk** by **11/11/2026.** If you do not respond by this date it will be assumed that you have no further comments to make.

Please use the space below, if required, for your response

Please **do not** send responses to planning_enquiries@herefordshire.gov.uk

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

Yours sincerely

TECHNICAL SUPPORT OFFICER

Herefordshire Council

Directorate/Division: Economy and Environment
Team: Built and Natural Environment
Our Ref: 263025
Please ask for: Nicholas McGowan
Direct line: 01432 261895
Email: Nicholas.McGowan@herefordshire.gov.uk
Date: 23/10/2026

Mr Greenfield
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

Dear Mr Greenfield

APPLICATION NO & SITE ADDRESS:	**Planning Consultation - 263025 - St Marys Church, Kington, Herefordshire, HR5 3AG**
APPLICATION TYPE:	**Works to Trees in a Conservation Area**
DESCRIPTION:	**T1: Western Red Cedar - remove the large limb growing towards the road (limb is located on the south side of tree), removing back to the main stem**
GRID REFERENCE:	**OS 329141, 256731**
WEBSITE:	**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 263025.

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 **13/11/2026** 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

Herefordshire Council

Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 262974
Please ask for: Awaiting Allocation
Direct line: 01432 260386
Email: planningenquiries@herefordshire.gov.uk
Date: 27/10/2026

Mr Greenfield
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

Dear Mr Greenfield

APPLICATION NO & SITE ADDRESS:	**Planning Consultation - 262974 - 10 Duke Street, Kington, Herefordshire, HR5 3BL**
APPLICATION TYPE:	**Listed Building Consent**
DESCRIPTION:	**Installation of a gas combination boiler and flue**
GRID REFERENCE:	**OS 329864, 256688**
WEBSITE:	**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 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 262974.

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 **17/11/2026** 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

Item 4a i)

FW: Notice of Proposal: Mandatory School Keep Clear restrictions on Various Roads, Herefordshire

From Michael Greenfield <clerk@kingtontowncouncil.gov.uk>
To <admin@kingtontowncouncil.gov.uk>
Date 2026-10-23 09:07

For P&E please

Michael Greenfield
Clerk, Kington Town Council
The Old Police Station, Market Hall Street
Kington, Herefordshire HR5 3DP
Tel: 01544 239098
Mobile: 07483914485

Please note that the Clerk works part time so may not respond immediately.
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From: Lewis Oxenham <lewis@adltraffic.co.uk>
Sent: 22 October 2026 15:41
Subject: Notice of Proposal: Mandatory School Keep Clear restrictions on Various Roads, Herefordshire

Dear Statutory Consultees,

RE: PROPOSED TRAFFIC REGULATION ORDER SCHEME ON VARIOUS ROADS ACROSS HEREFORDSHIRE.

Herefordshire various roads mandatory school keep clear restrictions - Herefordshire Council

Please find linked above the Notice of Proposal documents detailing the above Traffic Regulation Order (TRO) proposal and the reasoning behind it. I write to inform you that the Notice of Proposal (Public Consultation) commences today (22nd October) and concludes on the 13th November allowing the public to issue their support/objections to the proposed scheme. The documents linked above are available on the Council website and in the local press.

Notices have also been placed on street furniture earlier this week.

The proposals have changed slightly since the statutory consultation period earlier this year. No Waiting and No Loading at Any Time restrictions are proposed on Green Croft, Hereford.

Please would you kindly confirm your support or issue any concerns/comments/observations to info@adltraffic.co.uk by **noon on Friday 13th November 2026.**

Kind regards,

Lewis Oxenham AMIHE | Traffic Engineer
T 01454 332100 | E lewis@adltraffic.co.uk
ADL House, The Oaklands Business Park,
Armstrong Way, Yate, Bristol. BS37 5NA
www.adltraffic.co.uk

4a ii)

Michael Greenfield

From: cllr.r.banks@kingtontowncouncil.gov.uk
Sent: 14 October 2026 11:56
To: Michael Greenfield; cllr.m.woolford@kingtontowncouncil.gov.uk
Cc: Emma Hancocks; Rae Morgan
Subject: Christmas Lights

Dear Michael,

I hope all is well with you.

I have missed the deadline for next Monday's meeting by a matter of minutes, it seems.

However, I have just got off the phone to Martin to let him know that the Christmas Lights Group are recommending that we do not have the Christmas Lights or the Switch On Party this year. This is due, as I am sure you already know, to the fact that we cannot use the Market Hall because of the construction works.

The Group feel strongly that a substandard display and no event are not an attractive option - hence our recommendation.

We have an agreement in principle, which I shall confirm, with the suppliers to roll over the contract to 2027 at no penalty. There is no financial implication to the Council other than a saving in budgeted expenditure.

It is possible that the Chamber and Group come up with an alternative plan for an event in December which could be co-financed by the Council - so at least we have something to celebrate the season. Emma may be able to speak to that on Monday as she will be at the Council meeting.

Sadly, I will not be there as I will be dodging missiles in the Middle East again.

I hope that this matter can be raised at the meeting on Monday as an Emergency Motion or whatever is appropriate.

With warm regards as always

RMB

Cllr. Richard Banks
For the Christmas Lights Working Group

Item 4e)

QUOTE 1

- Dismantle Dead tree
- Chip Brash + Remove
- Remove timber from site

Machinery/Staff

- x2 staff
- Chipper
- Tipping Trailer
- Land Rover MEWP
- Climbing + Lowering Equipment

Cost

- £450 + vat

QUOTE 2

-Fell and remove dead tree.

-All smaller arisings shall be chipped and removed. Leaving the area clear and tidy.

-£375.00 + vat

Item 4 i)

FW: Community Flood Signage Scheme Meeting notice

From Michael Greenfield <clerk@kingtontowncouncil.gov.uk>
To <admin@kingtontowncouncil.gov.uk>
Date 2026-10-26 14:24

Council representative required

Michael Greenfield
Clerk, Kington Town Council
The Old Police Station, Market Hall Street
Kington, Herefordshire HR5 3DP
Tel: 01544 239098
Mobile: 07483914485

Please note that the Clerk works part time so may not respond immediately.
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From: Councils <Councils@herefordshire.gov.uk>
Sent: 19 October 2026 11:58
Subject: Community Flood Signage Scheme Meeting notice

OFFICIAL

Dear Clerk,

The Flood Risk Management Team would like to invite representatives from Parish Councils and local Flood Groups to attend a briefing session on Community Flood Signage Schemes and Community Flood Plans on 19th November 2026, from 11:00am to 1:00pm, in Conference Room 1, Herefordshire Council, Plough Lane, Hereford, HR4 0LE.

The event is aimed at communities interested in strengthening local flood resilience. We will outline the support available for developing Community Flood Plans and Flood Signage Schemes and provide an opportunity to discuss how these measures could help communities prepare for future flood events.

Following the presentation, there will be an opportunity to discuss local flooding concerns, ask questions, and explore whether these initiatives may be suitable for your area.

We look forward to meeting with you and discussing how we can work together to strengthen community flood resilience.

Many thanks,

Flood Risk Team