

## 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