

Minutes of the Planning & Environment Committee

Monday 1st June 2026

6.00pm

at the Old Police Station, Market Hall Street, Kington

PRESENT

Cllr. P. Sell - Chair
Cllr. E. Banks
Cllr. B. Bishop
Cllr. N. Cornish
Cllr. E. Rolls
Cllr. M. Woolford
Cllr. R. Widdowson

IN ATTENDANCE

Michael Greenfield – Town Clerk
Ruth Robinson – Assistant Clerk

Public: 1 Member of the public

Agenda item

Minute

- 1 P&E 031-26 To elect a Chair of the committee for the forthcoming year**
Cllr. P. Sell was nominated for election as Chair of the Committee for the ensuing year. Cllr. P. Sell signed the Declaration of Acceptance of Office.
RESOLVED: That Cllr. P. Sell be elected Chair of the Committee until the next Annual Meeting of the Council.
- 2 P&E 032-26 To receive apologies, declarations of interest and requests for dispensation**
Apologies received from Cllr. R. Morgan.

Cllr. P. Sell declared a personal interest in agenda item 7(c) (Allotments) and agenda item 7(f) (Churchyard Maintenance).

Cllr. E. Banks declared a personal interest in agenda item 7(f) (Churchyard Maintenance).
- 3 P&E 033-26 To elect a Vice Chair of the committee for the forthcoming year**
Cllr. M. Woolford was nominated for election as Vice Chair of the Committee for the ensuing year.
RESOLVED: That Cllr. M. Woolford be elected Vice Chair of the Committee until the next Annual Meeting of the Council.
- 4 P&E 034-26 To approve the minutes of the meeting held on 11 May 2026**
RESOLVED: That the Minutes of the meeting held on [11 May 2026](#)

be approved, and that the Chairman of the meeting be authorised to sign them as a true record of the proceedings.

- 5 P&E 035-26 To review [Terms of Reference - Planning & Environment Committee June 2026](#) and consider any amendments required.
RESOLVED: That the Terms of Reference for the Planning & Environment Committee be approved without amendment for the 2026/27 Municipal Year
- 6 P&E 036-26 Planning & Licensing matters:
- a)
- i) [P261228/FH](#) Home gym within the grounds of the dwelling:
[Map – Location Castle Hill House – 5 Church Road Kington HR5 3AG](#)
RESOLVED: No Comment
- ii) [P261235/F](#) Removal of an existing septic tank serving one dwelling and replacement with a Haba Bio Easy Flow Package Treatment Plant.
[Map – Location Newburn Farm Kington Herefordshire HR5 3HD](#)
RESOLVED: No Objection
- b) To note any planning enforcement action
No planning enforcement action was reported.
- c) To note [planning decisions by Herefordshire Council Kington Weekly List](#) since the last meeting
- i) [P261206/XA2](#) Application for approval of details reserved by condition 3 attached to planning permission 242019
Location: Land at Newburn Farm Kington Herefordshire HR5 3HD
Decision: Approved
Decision Date: Monday 18 May 2026
NOTED
- ii) [P261205/XA2](#) Application for approval of details reserved by condition 3 attached to planning permission 251823
Location: Newburn Farm Kington Herefordshire HR5 3H
Decision: Approved
Decision Date: 18 May 2026
NOTED
- iii) [P261118/PA1](#) Application to determine if prior approval is required for a proposed side and rear extension. The extension will extend beyond the rear wall of the original dwelling by 5.03 metres. The maximum height of the extension will be 3.35 metres and the height at the eaves of the extension will be 2.46 metres.
Location: Cranleigh Hatton Gardens Industrial Estate Kington Herefordshire HR5 3DE
Decision: Prior Approval Given
Decision Date: 6 May 2026
NOTED

iv) [P260952/PA1](#) Prior approval for a proposed single storey rear extension. The extension will extend beyond the rear wall of the original dwelling by 8 metres. The maximum height of the extension will be 4 metres and the height at the eaves of the extension will be 2.4 metres.

Location: 13 Montfort Field Kington Herefordshire HR5 3A

Decision: Prior Approval Given

Decision Date: 6 May 2026

NOTED

7 P&E 037-26 Environmental matters

a) High Street

To consider and decide responses to Herefordshire Council's Parking Strategy

[Item 7a Herefordshire Council - Parking Strategy Overview.pdf](#)

RESOLVED: That due to the limited notice of the consultation period that the committee are unable to comment on the parking strategy.

b) Planters and floral displays

It was noted that the planters are looking good across the town.

It was noted that quotations will be sought from a variety of potential suppliers in late autumn to ensure value for money in the next annual contract for the work.

c) Allotments

It was noted a Portaloo has been installed at the allotments.

d) Footpath and Highway matters

To consider and decide responses to correspondence.

Footpaths:

The Footpaths Officer has returned from annual leave and is to be contacted regarding the various footpath issues.

There are leaves on the ground, which require removal. This is prominent around the Co-op and Burgage Wall and by the Market Hall, amongst other places.

Herefordshire Council are to be contacted regarding these matters.

[Item 7di Correspondence from Herefordshire Council.pdf](#)

NOTED

[Item 7dii Open Reach - Plan for Kington Town Council.pdf](#)

[Item 7dii Open Reach Email Island Terrace 21_05_2026.pdf](#)

[Item 7dii Open Reach - Specialist Technical Fibre Manager Email 22_05_2026.pdf](#)

RESOLVED: That a representative from Open Reach be invited to a Full Council Meeting.

[Item 7diii TRO Consultation 3409-199 Statutory Consultation Material.pdf](#)

RESOLVED: No objection

e) War Memorial

It was noted that a Working Party has been formed and that feedback is awaited.

f) Churchyard maintenance

It was noted that a report will be provided at the next meeting.

g) Litter and pavement sweeping

It was noted that a local business is to undertake regular cleaning and clearing of footpaths, supported by volunteers.

It was noted that dog bins are being sourced, for installation in the town.

h) Update on proposal for 20mph zone in Kington

It was noted that feedback from Herefordshire Council is awaited.

i) Emergency plans

It was noted that Cllrs. P. Sell and B. Bishop will be lead councillors in developing the Emergency Plan.

RESOLVED: That an Officer from the Emergency Planning Team from Herefordshire Council be invited to a Planning & Environment Committee meeting to go through the process regarding developing an Emergency Plan.

8 P&E 038-26 Public Realm Funded works update

The Clerk updated members on the Public Realm Service: Operational Briefing.

It was noted that Kington has a vacancy for a Locality Steward. The Clerk advised that Herefordshire Council were in the process of recruitment and that there is an interim officer who has responsibility for Kington.

It was commented that it would be beneficial for councillors to know when the advert is being placed, to enable Kington Town Council to promote the vacancy locally.

There is a central portal for reporting highways issues:

https://my.herefordshire.gov.uk/en/service/Highways_Report_a_highways_issue

**9 P&E 039-26 Date and time of next meeting: Monday 6 July 2026, 6.00pm
The Old Police Station, Market Hall Street, Kington, and items for the agenda.**

There being no further business, the meeting was declared closed