



Members of the Council you are
hereby summoned to attend a meeting of

Kington Town Council

to be held on **Monday 2nd October 2023 at 7.00pm**

at The Old Police Station, Market Hall Street, Kington HR5 3DP
for the purpose of transacting the following business.

Agenda

1. To receive apologies for absence, declarations of interest and requests for dispensation
2. To confirm the minutes of the meeting held on [4th September 2023](#)
3. Public participation:
 - a) Police report
 - Police Report
 - To reconsider police priorities going forward
 - b) To receive the Ward Councillors Report
 - c) To receive questions from members of the public present
4. Mayor's Report
5. Clerk's Report
6. Financial Matters
 - a) To authorise payments now due
 - b) To note amounts received since the last meeting
 - c) To consider request from Kington Recreation Ground Trust for payments from the grant award for the current year
 - d) Cash Management:
 - i. To consider opening of an account with the [CCLA Public Sector Deposit Fund](#) ("PSDF") with an initial deposit of up to £100,000
 - ii. To set the nominated account for transfers to and from the PSDF account as the main Town Council account with Unity Trust Bank
 - iii. That the signatories for the new account be the same signatories as for other Town Council accounts, i.e. two named councillors to authorise all transactions
 - iv. To authorise the Finance and General Purposes Committee to manage the PSDF account including agreeing transfers to and from the account to the nominated, with all transfers being reported to the next meeting of the Town Council.
8. Market Town Maintenance Fund: Update
9. Update on Zebra Crossing for Kington
10. Planning Matters
 - a) To consider response to planning applications:
 - Ref: [230939](#)
 - Site: The Old Picture House, 46 Bridge Street
 - Dev: Change of use from nil use to use as a function room, art gallery and occasional cinema

Ref: [232679](#)
Site: Tanglewood, Kingswood Road
Dev: New build double garage

- b) To note update on application ref [223150](#) and consider whether to make further representations in the light of an appeal to the Secretary of State
11. Churchyard: Update on maintenance and tree work
 12. Training:
 - a) To consider requests for councillor training, if any
 - b) To consider staff training request
 13. To note reports from Committees:
 - a) Planning Committee held [18th September 2023](#)
 - b) Services Committee held [18th September 2023](#)
 19. Information only item: Reports from councillors
 20. Items for the next agenda and date and time of next meeting
 21. Exclusion of press and public
To consider the resolution that due to the confidential nature of the business of the next two agenda items, that members of the public be excluded from the following agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
 22. Correspondence received
 23. Update on licence to use the Market Hall

Issued by:
Liz Kelso, Clerk, Kington Town Council
Tel: 01544 239098 or mobile: 07483914485
Email: clerk@kingtontowncouncil.gov.uk
26.9.2023

Members of the public are welcome to attend meetings of the Town Council and may, at the discretion of the Chairman, speak on some agenda items. For further information on council procedures please speak to the clerk.

In the interests of the health and well being of councillors, staff and members of the public in attendance, please do not attend this meeting if you are unwell whether or not you have tested positive for covid.



Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP

Telephone 01544 239098 Mobile: 07483 914 485

email: clerk@kingtontowncouncil.gov.uk

Minutes of the Town Council Meeting held on Monday 4th September 2023 at the Old Police Station, Market Hall Street, Kington

MEMBERS PRESENT

Cllr. E. Banks
Cllr. R. Banks
Cllr. N. Cornish
Cllr. A. Dixon

Cllr. M. Fitton
Cllr. J. Gardner
Cllr. K. Greig
Cllr. E. Rolls
Cllr. P. Sell
Cllr. R. Widdowson
Cllr. M. Woolford

IN ATTENDANCE

Liz Kelso – Town clerk
Ruth Robinson – Assistant clerk
Cllr. T. James – Ward Councillor, Herefordshire
Council
2 members of the public

Agenda

Item	Minute
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- | | | |
|---|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | 133-23 | To note apologies for absence, declarations of interest and requests for dispensation
Apologies were noted from Cllrs. T. Bounds and R. Warne. Cllr. P. Sell declared an interest in agenda item 15 relating to the Churchyard as a member of the PCC. There were no requests for dispensation |
| 2 | 134-23 | Minutes of the meeting held on 3rd July 2023
The Minutes of the meeting held on 3 rd July 2023, having been previously circulated, were adopted and the Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting. |
| 3 | 135-23 | Public Participation |
| | a) | Police Report
There was no representative from West Mercia Police in attendance at the meeting but the clerk read a written report received from the Safer Neighbourhood Team. |

b) Ward Councillor Report

Cllr. Terry James reported concerns within Herefordshire Council resulting from the poor financial position with a reduction in expenditure of some £24m needed. The move of the library to Maylord Orchards will not now take place but the library may now move to the Shirehall; the building itself requiring substantial repairs before this can take place.

In response to a query raised about planning and response times in the planning department Cllr. James advised that an improvement board is being set up to address these issues.

c) Matters raised by members of the public in attendance

There were no matters raised during this agenda item.

4 136-23 Mayor's Report

The Mayor having been on leave, there were no items to report.

5 137-23 Clerk's Report

The Clerk's report as attached was noted.

6 138-23 Financial Matters

a) Payments made in August

Payments made in August under delegated powers were noted with no queries raised by members.

b) Payments now due

Payments totalling £8,058.78 (inclusive of VAT where payable) as attached to these Minutes were approved.

c) Christmas Lights Budget

Following due consideration, it was agreed that the budget for Christmas Lights be increased by £1,000 to £12,000 to include provision for the switch on event in late November.

d) Payments on behalf of Kington Recreation Ground Trust

Members noted and agreed to meet the cost of a structural survey of Recreation Ground Cottage from the annual grant awarded to Kington Recreation Ground Trust at a cost of £2,800.00.

e) Cash Management

The proposal from the Finance and General Purposes Committee to open an investment account with the Public Sector Deposit Fund from CCLA was duly considered. It was agreed to defer this agenda item to the October meeting so that a query regarding the fund investment strategy could be clarified.

7 139-23 Town Council Vacancies

The Clerk confirmed that there has been no request for an election to fill the vacancy created by the resignation of Cllr. J. Cooke so the vacancy can now be filled by co-option. Notices will be placed on notice boards in due course.

A vacancy notice for the vacancy created by the resignation of Cllr. F. Hawkins is still awaited from Herefordshire Council Elections Office.

8 140-23 Market Towns Maintenance Fund

a) Membership of the Market Towns Maintenance Fund working group

It was agreed that the following councillors would form the Market Towns Maintenance Fund working group with authority to discuss current and future projects within this fund prior to agreement by full council: Cllrs. R. Banks, M. Fitton, M. Woolford, P. Sell and R. Widdowson

b) Update on recent works

It was noted that some elements of the recent work in Church Street required improvement and would be discussed with Herefordshire Council/Balfour Beatty at the forthcoming meeting.

9 141-23 Town Council Committee Structure

Members noted the recommendation of the Scrutiny Committee with regard to committee structures going forward and considered a proposal to amend that recommendation. After due consideration, the following committee structure was agreed.

- Planning and Environment: to meet monthly
- Scrutiny: To meet as and when necessary but no less than once per year
- Finance, personnel and general purposes: To meet every other month or as required to incorporate the current finance committee, services committee and personnel committee

Drafting of terms of reference for all committees was referred to the October meeting of the Scrutiny Committee with a view to consideration by full council in November.

10 142-23 Planning Matters

a) Applications now due for consideration

The following planning applications were considered:

- Ref: 232549
Site: Tumbledown, Headbrook, Kington
Dev: Works to trees in a conservation area
Members had no objections to this application.

- Ref: 232479
Site: 2 Castle Hill, Kington
Dev: Works to trees in conservation area
Members had no objections to the proposed works
- Ref: 232163
Site: 43 Hergest Road, Kington
Dev: Proposed replacement windows, porch, repair works and external boiler housing
Members had no objections to the proposed works

The clerk was instructed to pass this to Herefordshire Council accordingly.

b) Update on application 181494

It was noted that having been referred back to Herefordshire Council's planning committee this application has been approved. The signed s106 agreement refers to the provision of public open space within the development and indicates that management of that space could be passed to the Town Council. It was agreed in principal that the Town Council would discuss this with the developers/owners if approached at some point in the future.

c) Herefordshire Local Heritage List

Cllr. Fitton, having attended a meeting on this subject, explained that the purpose of the Local Heritage List was to identify assets within communities not currently listed but felt to be of importance to the local community, the list being included in the Local Plan revision currently being worked upon by Herefordshire Council. It was agreed that the Toll House off Headbrook and the Burgage Walls around the Town should be proposed for this list.

11 143-23 Post Office Petition

It was agreed that the Town Council support the petition against the removal of DVLC services from Post Offices, which might jeopardise the future of rural post offices.

12 144-23 Update on request for play area on Garden Close

Members noted that the working party had met with residents in Garden Close regarding the request for a play area on a small area of open space, currently owned by Herefordshire Council. Ward Councillor James is to take this project up with Herefordshire Council Property Services. Property Services has confirmed that there is a restriction on structures on that site due to storm water drainage systems at that location.

13 145-23 Bradnor View Close

This item was to consider a request for signage on the junction of Bradnor View Close, requested by a member of the public. However, the item was deferred

pending a budget price indication from Balfour Beatty under the Community Commissioning Model.

14 146-23 Mortimer Trail Sign

Members noted that advice received from Herefordshire Council Planning Services by Kington Walks on the installation of signage to provide information on the Mortimer Trail suggested that the Town Council could facilitate the installation of the sign but that advice appeared to assume that the Town Council is the landowner for the location identified, which it is not. It was agreed that the Clerk seek further guidance from Planning Services before any further work or decision on this proposal.

15 147-23 Churchyard Trees

Members noted a request by St. Mary's PCC regarding work to trees within the Churchyard. It was agreed that Cllrs. E. Banks and P. Sell conduct a site visit to review the request and report back to full council at the next meeting.

16 148-23 Electric Vehicle Charging Points

a) Update on proposals by Herefordshire Council

The clerk confirmed that Herefordshire Council are proposing installing additional electric vehicle charging points at the Mill Street car park and are currently in discussion with the operators of the Breast Screening Unit to ascertain if this can still be located in the car park. Members were asked to consider where this unit could be placed if it were no longer able to use the Mill Street Car Park.

b) Alternative EV Charging Points

It was agreed that additional EV charging points should be located away from the current charging points such as Hatton Garden or possibly within the Co-op car park. The Clerk will pass this on to Herefordshire Council.

17 149-23 Training

The following training requests were approved:

- Cllr. R. Warne
Engagement with Local Communities Through Digital Engagement
Provider: NALC
Cost: £60.00

- Cllr. J. Gardner
Finance for Councillors
Provider: Mulberry & Co.
Cost: £45.00

(c) Environmental Training - NALC

Members noted the report from Cllr. Fitton on training attended with the National Association of Local Councils on Town and Parish Councils response to the climate

emergency. It was agreed that this be referred to the Environment Committee for further consideration.

18 150-23 Reports from Committees

The following reports were noted:

- a) Scrutiny Committee held on 10th July 2023
- b) Planning Committee held on 17th July 2023 and 21st August
- c) Services Committee held on 17th July
- d) Finance and General Purposes Committee held on 17th July
- e) The Environment Committee scheduled for 21st August did not take place as the committee was inquorate

19 151-23 Reports from Councillors

The following was noted under this agenda item:

- Cllr. E. Rolls noted issues with cars parked across the footpath at the entrance to the garage on Headbrook.
- Cllr. Woolford reported on a meeting with Herefordshire Council on s106 funded projects and in particular on the proposed crossing opposite the primary school. This will be a separate agenda item at the next meeting.

20 152-23 Next meeting

The next meeting of the Town Council will take place on Monday 2nd October 2023 at 7.00pm in the Old Police Station. There were no additional items raised for the agenda.

21 153-23 Exclusion of the public

It was resolved that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)

22 154-23 Use of the Market Hall

a) Update on discussions on licence to occupy

The clerk provided an update on responses by Herefordshire Council to queries raised regarding the draft Licence. A revised draft is now due.

b) Community Use of the Market Hall

The Clerk was instructed to seek further guidance from Herefordshire Council on costs associated with community use of the Market Hall and report back to the next meeting.

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

Kington Town Council
Meeting held 4th September 2023
Appendix 1
Clerk's Report

1. Code of Conduct Statement of Financial Interests

Members are reminded that any change in matters reported in the Statement of Financial Interests must be notified to the Monitoring Officer within 28 days of the change. Failure to do so could, in some circumstances, incur criminal penalties. If you are unsure whether you need to include something on the form, please check with the Monitoring Officer or ask the Clerk. Copies of your existing form/declaration may be available from the Clerk.

Members may recall that a month after the 4th May elections, when most parish/town councillors had already completed their Registers of Interest and delivered them to the Monitoring Officer (in accordance with their legal obligation) Herefordshire Council unilaterally declared it wasn't going to undertake the work required to comply with its statutory requirement to maintain and publish Registers of Interest for all parish/town councillors across Herefordshire, but would now expect part-time parish council clerks to do all that background work for them. The 2023 version of Herefordshire Council's own notes on Registrable Interests quotes: *"A member must, within 28 days of becoming aware of any new Table 1 disclosable pecuniary interest or other registrable interests, send a revised form to Herefordshire Council's Monitoring Office and notify their parish clerk"*.

Advice from the National Association of Local Councils confirms that Town and Parish councils have no obligation to undertake work which is the legal responsibility of Herefordshire Council - they simply need to have a link from their website (if they have one) to the Registers of Interest on Herefordshire Council's website.

The Governance Team at Herefordshire Council are currently refusing to discuss this issue with Clerks

2. Casual Vacancies

Similarly, in relation to Casual Vacancies, Herefordshire Council has unilaterally required that clerks calculate relevant dates for possible by-elections, rather than this being carried out by the Elections Office in accordance with their statutory duty. Furthermore, on co-option of a candidate, clerks are being asked *"To confirm that the notice of registrable interest form has been completed within 28 days"*. Advice from NALC is that Clerks should not be signing this statement because the responsibility for that statement remains solely with the individual councillor. Again, dialogue about this change has not been discussed with Town and Parish Councils and Herefordshire Council is refusing to discuss this further.

3. Market Towns Investment Plan

Members may recall that a meeting was proposed by Herefordshire Council to review the Market Town Investment Plan for Kington. To date there has been no progress on this item.

4. Market Towns Clerk's meeting

The Clerk's meeting Herefordshire Council on 6th July with the other market town clerks where the relationship between town and parish councils and Herefordshire Council through the Parish Charter was to be discussed, did not take place. The next meeting is scheduled for later this week.

5. Telephone and Broadband Service

In preparation for the withdrawal of analogue telephone lines, the town council main telephone line has been switched to a digital service, retaining the former landline number but upgrading the broadband service to a faster speed. The mobile phone has also been changed to EE which will provide a slightly cheaper service in future. Again, the number has been retained so there is no disruption to the public's ability to call the Town Council staff.

6. External Audit

External auditors, PKF Littlejohn, have now returned the Annual Governance and Accounting Return with no serious matters raised which they felt should be brought to the attention of the public. In the section on "Other matters not affecting our opinion which we draw to the attention of the authority", they have drawn attention to the points raised by the internal auditor and reminded the council that these need to be addressed. A conclusion of audit notice will be placed on notice boards as soon as possible.

Kington Town Council
Meeting held 4th September 2023
Appendix 2
Agreed Payments under delegated powers during August

Kington Town Council

INFORMATION

Kington Town Council
Meeting held 4th September 2023
Appendix 3
Agreed Payments for September

Mayor's Report

Monday 2 October 2023

With the Deputy Mayor and Clerk we attended the Herefordshire Mayor's and clerks meeting under the chairmanship of Roger Phillips where Diane Mansell, CEO of Visit Herefordshire and the Herefordshire Bid gave a presentation of the work that they were going to do to promote tourism throughout the county. The chairman also announced that there is not going to be a Civic Service this year but various functions around the county.

For Information – Diane Mansell attends a workshop at the Burton every two weeks in Kington. The dates are on the Visit Herefordshire Website. She welcomes any tourism information.

Visit Herefordshire has obtained a grant to set up a Halloween Fest throughout the Market Towns. It is coming to Kington on Friday 3 November and will be a day event taking place in the Place de Marine and the Market Hall. There will be plenty of pumpkins to carve and events such as bobbing for apples.

I also visited 6 Herefordshire Art venues around Kington. I was impressed by the standard and especially the restoration of the Old Cinema on Bridge Street.

I propose to attend the Shrievalty Service on Sunday 8 October at 3.30pm following the Harvest Festival at St Mary's Church in the morning.

Elizabeth Banks
19.09.2023

KINGTON TOWN COUNCIL

Meeting to be held on Monday 2nd October 2023

Clerk's Report

This report identifies activities of the Clerk since the last meeting other than those addressed elsewhere on the agenda or addressed by other Members as part of their report and includes some items which are for information only.

1. Town Councillor Vacancies

There have been no approaches to the Clerk with regard to the current vacancies.

Herefordshire Council are continuing to require that Clerk's submit the vacancy notice for a casual vacancy (in direct contravention of their legal duty, as noted at the last meeting) and are refusing to discuss this with town and parish councils.

2. Signage at Bradnor View Close

A response from BBLP is still awaited for costs for the signage requested by a resident of Bradnor View Close.

Kington Town Council

[illegible]

The Public Sector Deposit Fund

Fund fact sheet – 31 July 2023

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Sustainability team.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

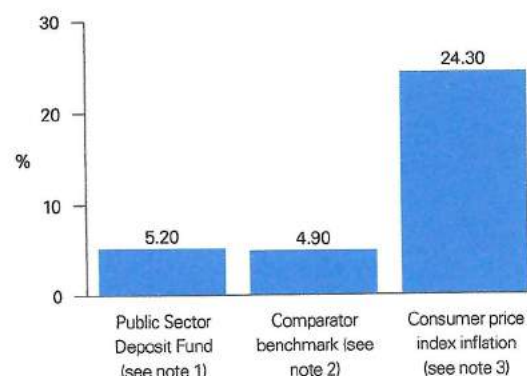
Top 10 counterparty exposures (%)

9.7%	Landesbank Baden-Wuerttemberg
9.7%	Yorkshire Building Society
9.3%	Nationwide Building Society
9.0%	DBS Bank Limited
9.0%	Royal Bank of Canada
3.7%	BNP Paribas
3.6%	United Overseas Bank Limited
3.3%	Toronto Dominion Bank (The)
3.0%	MUFG Bank
3.0%	SMBC Bank International plc

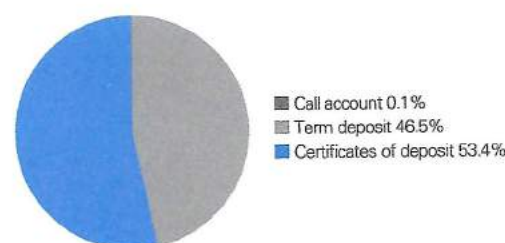
Share class 4 yield as at 31 July 2023

4.94%

5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

28.4%	UK
13.7%	Singapore
13.4%	Canada
11.1%	Japan
10.9%	Germany
9.1%	France
4.1%	Sweden
2.4%	Netherlands
1.8%	Norway
1.5%	Denmark

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

Average yield over the month	4.88%
Yield at the month-end shown	4.94%

Total return performance by year

12 months to 31 July	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.74%	+0.57%	+0.06%	+0.40%	+3.38%
Comparator benchmark	+0.59%	+0.31%	-0.01%	+0.44%	+3.48%
Relative (difference)	+0.15%	+0.26%	+0.07%	-0.04%	-0.10%

Annualised total return performance

Performance to 31 July	1 year	3 years	5 years
The Public Sector Deposit Fund	+3.38%	+1.27%	+1.02%
Comparator benchmark	+3.48%	+1.29%	+0.95%
Relative (difference)	-0.10%	-0.02%	+0.07%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

There was a positive surprise on the UK's annual rate of consumer price inflation (CPI). The headline rate fell by more than expected to 7.9% in June, down from 8.7% in May. Core CPI, which excludes the most volatile elements such as energy and food costs, remained stickier – the core measure fell back only slightly, from 7.1% to 6.9%.

The Bank of England's Monetary Policy Committee (MPC), having raised rates by 0.5% at its June meeting, met on 3rd August and, as widely expected, announced a further increase. The decision, a 0.25% increase, was finely balanced with the market attributing a 40% chance of a 0.50% increase.

Second-quarter GDP data for the UK have not been released yet, but leading indicators pointed to a slowdown. The flash composite purchasing managers index (PMI) for July declined to 50.7, from 52.8 in June. A reading above 50 represents expansion, below that level means activity is contracting.

Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,674m
Fitch money-market fund rating	AAAmf
Weighted average maturity	42.37 days
Launch date	May 2011
Minimum initial investment	£25,000.00
Minimum subsequent investment	£5,000.00
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment dates	End of each month
Ongoing charges figure	0.08% (see note 6)

Please Contact

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Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30 am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

Please refer to <https://www.ccla.co.uk/glossary> for explanations of some of the terminology used in this document.

Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales number 2183088, at One Angel Lane, London EC4R 3AB), is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

One Angel Lane | London | EC4R 3AB | Freephone: 0800 022 3505 | Website: www.ccla.co.uk

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
The Old Police Station
Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE Planning Consultation - 230939 - The Old Picture House, 46
ADDRESS: Bridge Street, Kington, Herefordshire, HR5 3DW
DESCRIPTION: Change of use from nil use to use as function room, art gallery
and occasional cinema.
APPLICANT(S): Mr Keith Larratt
GRID REF: OS 329861, 256565
APPLICATION TYPE: Planning Permission
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 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 230939.

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 **09/10/2023** 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

Dear Sir/Madam,

Planning Application Ref. PP-11911423
Full planning permission.

I write in regards to planning application reference **PP-11911423** which is being submitted to the Herefordshire Council via the Planning Portal on the 21/03/23. The application, submitted on behalf of Mr. K. D. Larratt [REDACTED] (hereafter referred to as 'the applicant'), seeks **full planning permission** for the **change of use** as follows:

"Change of Use from nil use to use as function room, art gallery & occasional cinema."

The development is proposed on the site of the following address:

The Old Picture House
46 Bridge Street
Kington
HR53DW

Application documentation:

1. Cover letter
2. Completed application form
3. Site location
4. Site floorplan to a scale of 1:50

The statutory application fee [REDACTED] has been paid electronically.

Previous Application

A previous application for **change of use (ref. N121997/F)** was **granted** to the applicant in 2012 with the proposal to change from 'nil' use to use as a 'jazz club'. This permission was only partially enacted as the jazz club was not pursued, therefore the current use is listed as 'nil'.

Concerns given in the previous application were in relation to noise pollution:

Unlike the previous proposal, the current proposed uses for the space **do not** include performance of live or recorded music beyond what is to be reasonably expected during a 'cinema evening'. Also, in the interim between the previous and current proposal the applicant has added a substantial amount of noise insulating cladding. Proposed opening hours would also be used to control any disturbance from people leaving events (please see **Opening Hours** below).

Planning Application Overview

Proposed uses of the space are the following:

- Temporary art gallery for art shows
- Rentable venue for conferences & classes
- Cinema evenings
- Rentable venue for community activities, e.g. craft fair

There is no intention to obtain a licence to serve alcohol, although the applicant wishes to retain the flexibility for people hiring the venue to obtain temporary licences. The applicant also **does not** propose to serve food or beverages, although again hirers may do so.

Personal parties or weddings, for example, **will not** be included as part of the proposed venue activities.

Music licenses **will not** be sought, however the applicant wishes to retain the flexibility for people hiring the venue to obtain temporary licences.

Temporary film licenses **will** be sought for the use of cinema evenings.

This application does not come under **change of use to Class E**, as at least one of the proposed uses, i.e. art gallery, takes the proposal outside of Class E.

The outside space on the property is not included in the proposal and will remain personal parking space, except for direct access onto the property.

Opening Hours

The full scope of the opening hours would be from 10:00am to 11:00pm, however each proposed use will be subject to event specific hours, for example:

- **Art show hours**
10:00am to 5:00pm
- **Conference & classes hours**
10:00am to 7:00pm
- **Cinema evening hours**
6:00pm to 10:00pm with allowance to 11:00pm for film run on.
- **Community activities hours**
10:00am to 7:00pm

Employees

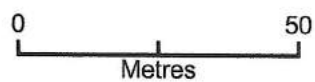
One, full-time future employee is already resident in the building and therefore will not be contributing to added foul drainage or parking provision.

Summary

I trust that the information provided is sufficient to enable to determine this planning application. However, if you require any further details, please do not hesitate to contact me. In the meantime, I await your receipt for the planning application fee and confirmation of registration.

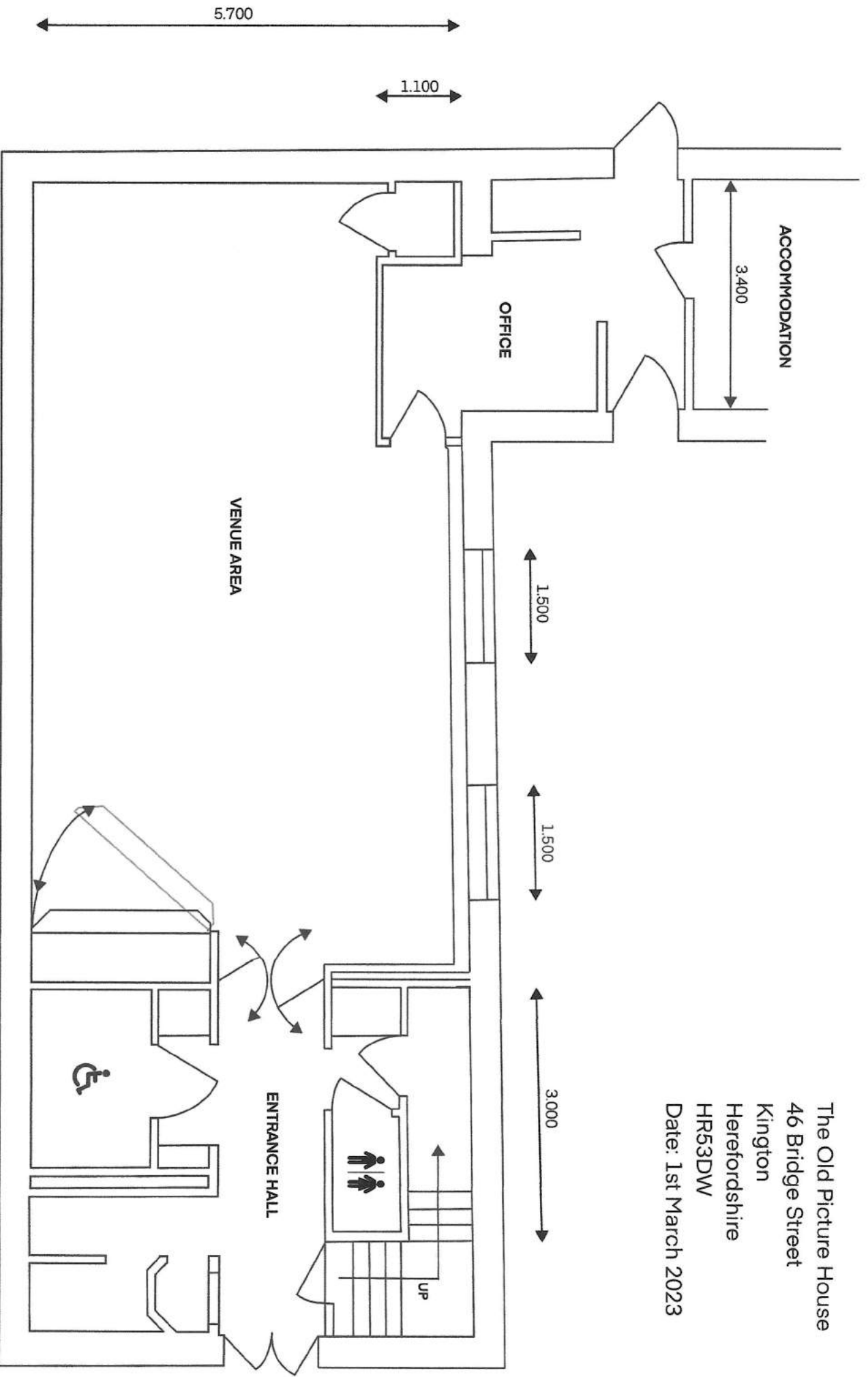
Yours sincerely,
Keith Larratt

The Old Picture House



Plan Produced for: Keith Larratt
Date Produced: 20 Feb 2023
Plan Reference Number: TQRQM23051142646293
Scale: 1:1250 @ A4

The Old Picture House
46 Bridge Street
Kington
Herefordshire
HR53DW
Date: 1st March 2023



SCALE 1:50



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 232679
Please ask for: Awaiting Allocation
Direct line: 01432 260000
Email: planning_enquiries@herefordshire.gov.uk
Date: 18/09/2023

Mrs Liz Kelso
Clerk to the Parish
Kington Town Council
The Old Police Station
Market Hall Street
Kington
Herefordshire
HR5 3DP
clerk@kingtontowncouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 232679 - Tanglewood, Kingswood Road, Kington, Herefordshire, HR5 3HE
DESCRIPTION: New build double garage.
APPLICANT(S): Mr Frank Mace
GRID REF: OS 329778, 255799
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 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 232679.

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 **09/10/2023** 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



Phone: 01482 441948
Email: info@onlinedrawinguk.com
Web: www.onlinedrawinguk.com

13 Hesse Road, Kingston Upon Hull,
E.Yorks HU3-2AA



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Ordnance Survey 0100031673

Site Location Plan

— Land under client ownership

0 10m 20m 50m



1:1250

Minutes of the Planning Committee Meeting

held on Monday 18th September 2023
at the Old Police Station, Market Hall Street, Kington

PRESENT

Cllr. M. Woolford - Chair
Cllr. E. Banks
Cllr. A. Dixon
Cllr. E. Rolls
Cllr. R. Widdowson

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant Clerk

Minute	Agenda item	
Plan-051-23	1	Apologies, declarations of interest and requests for dispensation Apologies were noted from Cllr. P. Sell. There were no declarations of interest and no requests for dispensation.
Plan 052-23	2	Minutes of the previous meeting Minutes of the meeting held on 21 st August 2023 were approved and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting.
Plan 053-23	3	Planning Applications now due for comment There were no planning applications for consideration
Plan 054-23	4	To note planning decisions by Herefordshire Council since the last meeting The following planning application decision by Herefordshire Council was noted: <ul style="list-style-type: none">232497 2 Castle Hill, Kington Work to trees in conservation area Approved
Plan 055-23	5	S106 Update Cllr. Woolford reported that he had attended a s106 briefing by the s106 delivery team of Balfour Beatty/Herefordshire Council and was briefed on the pedestrian crossing to be installed opposite the primary school and originally scheduled for installation a year ago. During that briefing it had been explained that the original agreed design contained flaws in that the proposed location was too narrow

for the current regulations, the location was considered hazardous and a revised design would require a narrowing of the carriageway. Consequently there is now a budget shortfall and there has been an informal suggestion that the Town Council be requested to consider making up the shortfall thought to be something in the region of £20,000.

It was noted that at the full council meeting earlier in the month, Ward Councillor Terry James indicated that he would be taking this up with Herefordshire Council, members generally expressed grave concerns that this project has taken some considerable number of years to reach this point, given that funding was from a s106 agreement for the Kington Park development and that the delays and errors on the part of Herefordshire Council and their public realm contractor Balfour Beatty now means that there is a budget shortfall, irrespective of the errors in design that have occurred up to this point. It was agreed that a formal approach would need to be made to full council to consider the funding request but in the meantime it was suggested that the location might not be appropriate given the clearly obvious routes to the school that this crossing was intended to support. It was agreed that this be fed back to Herefordshire Council whilst a report from the ward councillor is awaited.

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|--------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Plan 055-23 | 6 | <p>Signage for Mortimer Trail</p> <p>The Clerk explained that follow comments at full council for this proposed signage she had questioned the advice from Herefordshire Council planning department with regard to the input of the Town Council and specifically the reliance on the town council as a landowner to undertake the installation of the map, given that the town council is not the landowner of the Place de Marines and/or market hall. The response received was inconclusive as was an indicative price from Herefordshire Council. A definitive response from the Planning Department at Herefordshire Council is still awaited.</p> |
| Plan 056-23 | 7 | <p>Exclusion of the public</p> <p>It was resolved that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)</p> |
| Plan 057-23 | 8 | <p>Planning Enforcement Action</p> <p>Members noted a verbal report to the Clerk from Herefordshire Council's planning enforcement officer with regard to two planning issues within Kington one of which will be considered as an appeal to a refusal of planning consent and the second being considered not to be a planning matter.</p> |

Plan 058-23

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Date of next meeting

The next meeting will be held on Monday 16th October at 6.00pm in the Old Police Station, Market Hall Street, Kington.

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

Chairman



Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk

Web site: www.kingtontowncouncil.gov.uk

Minutes of the Services Committee Meeting

held on Monday 18th September 2023

at the Old Police Station, Market Hall Street, Kington

PRESENT

Cllr. E. Banks
Cllr. A. Dixon
Cllr. J. Gardner
Cllr. K. Greig
Cllr. M. Widdowson – In the Chair

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant Clerk

Karel Bretveld – Age UK

Agenda item

Actions

- | | | | |
|-------------|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Serv 008-23 | 1 | Apologies, declarations of interest and requests for dispensation
Apologies were noted from Cllrs. R. Banks. M. Fitton & P. Sell. There were no declarations of interest or requests for dispensation. | |
| Serv 009-23 | 2 | Minutes of the meeting held on 17th July 2023
It was agreed that the Minutes of the meeting held on 17 th July 2023 which had been previously circulated, be signed by the Chairman as a true record of proceedings at that meeting. | |
| Serv 010-23 | 3 | Collaborative working with Kington Medical Practice
This item was deferred to the next meeting. | |
| Serv 011-23 | 4 | Services for older residents – Age UK
Members noted with thanks a presentation from Age UK about services available for older residents in Kington and plans for future support. Advice and guidance services, drop in sessions, a foot clinic, handyman and gardening support and help with benefits were some of the areas where additional support was considered relevant. Ensuring residents are aware of the support available was also discussed and considered particularly important. | |

- 5 **Agenda standing items**
- a) **Buildings currently occupied by the Town Council and such other buildings that can be determined as Community Assets**
Members noted that following queries raised on the draft licence to occupy the Market Hall, Herefordshire Council are supportive of finding a mutually beneficial arrangement whereby community use of the Market Hall can be facilitated. Details will need to be discussed and may require the town council to take on responsibility for taking bookings for the Market Hall. It was clear that Herefordshire Council expect costs of maintaining the building to be borne by users but charges are currently estimated to be relatively low. A further report will be made to the next full council meeting.
- b) **Public Conveniences**
It was nothing to report on this agenda item
- c) **Provision for young people**
There was nothing to report on this agenda item although members asked if the Turning Point drop in sessions, identified during the presentation from Turning Point at the last meeting, had started. A report from Turning Point will be requested for the next meeting.
- d) **Tourism and Tourist Information Centre**
Cllr. E. Banks has been discussing the future of tourism and the tourist information centre with the Herefordshire BID with staff from the BID attending a drop in session for local businesses every two weeks in Kington.

The social media support for the tourist information centre has now stopped. Visitor numbers to the TIC have remained steady this year.
- e) **Arts, Culture and Museum Provision**
Members noted that events are taking place over the Big Draw weekend shortly at various locations.
- f) **Social care, support services and information and advice provision**
The next meeting of the Community Forum will be held next month at the Lion Café.

Members were concerned to hear of the difficulty in accessing mental health support in Kington by young people. This will be raised with the representative from the Surgery when they attend.
- g) **Health Provision and Care**
A representative from the Surgery had agreed to attend the meeting for this agenda item but did not do so. This item will be deferred to the next meeting.

- h) **Leisure Centre**
There was nothing to report under this agenda item although it was unclear who the trustees of the Leisure Centre Trust are.
- i) **LHS Foundation**
There was nothing to report under this agenda item. The next meeting of the Foundation is scheduled for next month.
- j) **Educational provision**
There was nothing further to report under this agenda item.
- k) **Markets**
Members noted that the current proposals for the Licence to Occupy the Market Hall under discussion with Herefordshire Council might involve some operational changes for the market, particularly with regard to storage of goods.

Serv 013-23

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Date of next meeting and items for the next agenda

The next meeting is scheduled for Monday 20th November at 6.30pm or on the rising of the Planning Committee, whichever is later.

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

Signed
Chair of Services Committee

Date