

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

Kington Town Council

to be held on **Monday 21st October 2024 at 6.00pm**

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. Minutes:
To agree the minutes of the meeting held on [9th September 2024](#)
3. Public participation:
 - a) Police matters: To receive the police report
 - 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 approve payments totalling £10,670.56, as per payment schedule
 - b) To consider application for community grant
 - c) To note [report from external auditors for the year ended 31.3.2024](#) and report from Finance & General Purposes Committee on responding to issues raised
 - d) To consider proposal for buildings revaluation for insurance purposes
7. Planning Matters
 - a) To consider the following planning applications:
 - Ref: [240969](#)
Site: Arrow Mills, Island Terrace, Kington
Dev: Proposed to re-use an old timber frame building by moving it onto the site of an old chicken shed, to create a single story café building with outdoor seating at J&P Turner
 - Ref: [242359](#)
Site: Land at 1 Waterloo Road, Kington
Dev: Siting of a mobile food vending van & associated landscaping
 - Ref: [242350](#)
Site: 28 Bradnor View Close, Kington
Dev: Construction of retaining wall to rear boundary (retrospective)
 - Ref: [242248](#)
Site: Kington Primary School, Mill Street, Kington
Dev: Proposed remodel and extension to provide a hygiene room and physio room, together with improvements to internal circulation to provide for children with special educational needs to access main stream education

- b) Licencing matters: To consider representations, if any, on the following applications for the variation of a premises licence:
- Site: The Old Picture House, 46 Bridge Street, Kington
Activity: To add sale/supply of alcohol (consumption on premises) Monday – Sunday 12.00 – 23.00 to existing license for films (indoors), live music (indoors)
 - Site: The Swan Hotel, Church Street, Kington
Activity: extend the hours for licensed activities as follows:
Live and recorded music, performance of dance, other entertainment,
Alcohol sales: Monday – Sunday 10.00 – 01.00 hrs
Late night refreshment: Monday – Sunday 23.00 – 01.00
And update the Premises licence conditions
8. Defibrillator
To consider purchase of one or more defibrillator units in Kington to replace 1 existing unit (no longer repairable) and one additional unit plus cabinet
9. To note arrangements and times for Remembrance Day service
10. To note update and arrangements for Christmas Lights switch on event 2024
11. Traffic Calming:
a) To consider proposal to support application for 20mph speed limit through the town
b) To consider request by member of the public for traffic calming measures in Church Street
12. To consider responses, if any, to [consultation on polling districts](#), polling places and polling stations by Herefordshire council
13. To note changes to the management of public rights of way in Herefordshire and consider any comments arising therefrom
14. Mayoral Robes: To consider whether the Mayor of Kington will wear an approved set of robes, as well as the official chain of office when attending official events and ceremonies. Such events may include, though not exclusively; Civic Ceremonies such as Remembrance Day Parades, DD Commemoration events, Armed Forces Day events, Flag Raising and other events within the town where a request is made for the Mayor to attend and wear robes .
15. To consider obtaining specialist legal advice relating to Kington Recreation Ground Trust
16. Update on October 19th training/awayday and to future action arising therefrom
17. To note reports from Committees:
a) Planning & Environment Committee held on [7th October 2024](#)
b) Finance, Personnel and General Purposes Committee held on [30th September 2024](#)
18. Information only item: Reports from councillors
19. Items for the next agenda and date and time of next meeting

Issued by:
Liz Kelso, Clerk, Kington Town Council
Tel: 01544 239098 or mobile: 07483914485
Email: clerk@kingtontowncouncil.gov.uk
14.10.2024

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

Meeting held on Monday 21st October 2024

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. Councillor Vacancies

There are currently two vacancies for the role of town councillor. These vacancies have been advertised and no valid request has been received by the Elections Office at Herefordshire Council so the town council is now free to co-opt to fill the vacancy. Further notices have now been placed on notice boards and the town council website. If members are aware of anyone who might be interested in this role, please ask the individual to contact the Clerk as some checks are required before the individual can present themselves for co-option.

Kington Town Council
Schedule of payments to be approved on 21st October 2024

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments made since the last meeting							
104	EE	DD - 12.9.2024	Mobile phone charges		£ 21.58	£ 4.32	£ 25.90
105	EE	DD - 12.10.2024	Mobile phone charges		£ 21.58	£ 4.32	£ 25.90
106	Lloyds bank	DD - 16.9.2024	Credit card (Ink, fee)		£ 18.41	£ 3.08	£ 21.49
107	Unity Bank plc	DD - 30.9.2024	Bank charges (Kington Remembers)		£ 18.00		£ 18.00
108	Unity Bank plc	DD - 30.9.2024	Bank Charges (current account)		£ 26.40		£ 26.40
109	E-On Next	DD - 24.9.2024	Rec Grant: Utilities		£ 117.02	£ 5.85	£ 122.87
110	Acer Tree Services	BACS	Emergency tree work - Churchyard		£ 2,925.00	£ 585.00	£ 3,510.00
111	Top Trade Services	BACS	Rec Grant - EPC Certificate		£ 70.00		£ 70.00
Payments now due							
112	Herefordshire Council	BACS	Office Rental (July)		£ 190.00		£ 190.00
113	Herefordshire Council	BACS	Office Rental (October)		£ 190.00		£ 190.00
114	Gareth Evans	BACS	Churchyard Grass Cutting		£ 160.00		£ 160.00
115	Amazon business	BACS	Rec Grant - Smoke Dectectors for cottage		£ 47.23	£ 9.46	£ 56.69
116	Amazon business	BACS	Stationery		£ 9.52	£ 1.91	£ 11.43
117	Amazon business	BACS	Stationery		£ 61.81	£ 12.37	£ 74.18
118	PKF Littlejohn	BACS	External audit fee		£ 420.00	£ 84.00	£ 504.00
119	Amazon business	BACS	Stationery		£ 24.41	£ 4.90	£ 29.31
120	Kington Building Supplies	BACS	Rec Grant - Padlock		£ 28.90	£ 5.78	£ 34.68
121	Countryside Grounds Maint.	BACS	Rec Grant - Grass cutting		£ 720.00	£ 144.00	£ 864.00
122	Border Office Supplies	BACS	Copying Charges		£ 48.73	£ 9.75	£ 58.48
123	HMRC	BACS	Taz & NI on Sept. salaries		£ 745.19		£ 745.19
124	Lite Ltd.	BACS	Christmas Lights - 1st Instalment		£ 2,332.50	£ 466.50	£ 2,799.00
125	KBS	BACS	Rec Grant - Consumables		£ 58.71	£ 5.14	£ 63.85
126	Unity Bank	DD - 31.10.2024	Bank charges - current account		£ 9.45		£ 9.45
127	Unity Bank	DD - 31.10.2024	Bank charges - Kington Remembers		£ 2.40		£ 2.40
128	Herefordshire Council	BACS	Office Rental - November		£ 190.00		£ 190.00
129	J&P Turner	BACS	Planter maintenance - September		£ 550.00	£ 110.00	£ 660.00
130	Lloyds Bank	DD - 16.10.2024	Credit card (Ink, software, signs)		£ 173.28	£ 34.06	£ 207.34
			Total payments this month excl. salaries		£ 9,180.12	£ 1,490.44	£ 10,670.56
FOR INFORMATION							
Total of payments made through grants received:							
Total of payments made as a grant							
	Rec Grant				£ 1,041.86	£ 170.23	£ 1,212.09

[illegible]



Kington Town Council

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

Application for a grant from Kington Town Council

Please fill in all sections as appropriate on behalf of your organisation. Should you wish to expand on an answer, please enclose additional information separately.

We only allow one project per application.

When completed please return this application form by email to: clerk@kingtontowncouncil.gov.uk or by post to The Town Clerk, Kington Town Council, Old Police Station, Market Hall Street, Kington HR5 3DP

Please make sure you sign and date the declaration at the end of this form.

Section one: your organisation

Organisation's name?

L & R Christmas Cracker

Please tell us who your officers are

Rebecca Ellsmore

Lee Ellsmore

Your main contact

Name

Rebecca Ellsmore

Position or office held in organisation

Organiser / fundraiser

Address

HR5 3JR

Phone:

email

We are moving to BACS payments. Please provide us with details of the account to be credited, should your application be successful. (Write legibly please).

Bank	Account name	Sort code	Account number
Barclays			

s

Is your organisation a	Y/N	Charity / Company / VAT number
<i>Registered charity</i>	N	
What is the charity number	N	
<i>Company limited by guarantee</i>	N	
If yes, what is the company number	N	
<i>Social enterprise</i>	Y	
<i>Community group</i>	Y	
<i>Other (tell us what)</i>		
Do you have a VAT number?	N	

Have you had a grant before from Kington Town Council?	No
If yes, when?	
If yes, did you submit an end of year report to comply with the grant conditions?*	
*Please provide an end of year report with this application if you have not done so before	

Section two: tell us about the project and what you want the funding for
(Please read the Guidance Notes for help in answering this)

How much are you requesting from Kington Town Council? £200.00
<p>What will this pay for / how will you use this money?</p> <p>We are community initiative that, for the past five years (in Leominster), has brought the warmth and joy of Christmas Day to those who might otherwise spend it alone. Our team provides free (3 course) Christmas Day lunches to all, creating a space for connection, celebration, and comfort for those who may need it most. We would like to bring this service to Kington.</p>

Have you obtained or applied for funding from other funders for any items?

I will apply to the coop for goods towards the meal.

How will this project benefit Kington and its residents? Are there any particular groups of residents who will benefit, such as age ranges, abilities, or people in a specific area?

We are looking to support, the lonely & people affected by the cost-of-living crisis this can be of any age and background. On what can be the longest of days to be without.

When do you plan to start and finish your project?

We will buy everything the week prior, deliver our service on Christmas day with any left over usable items going to the food bank and or community larder

When your project has ended, what do you hope to have achieved?

Bringing people together in Kington at an important time

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What is the total cost of the project? We estimate the total cost to be about £300.00

What are the itemised costs (for example, equipment, travel, stationary etc)?
Please list here.

(these are taken from last years list used in Leominster)

Food for approx. 100 people - £200.00

Printing / advertising - £25.00

Consumables (such as take away containers/ napkins/ crackers etc..) £75.00

Section three: Volunteers and 'in kind' support

What is your estimated number of volunteers likely to be involved in the project?

We estimate there will be at least 10 volunteers

If none, why not?

Has anyone offered, or have you sought, any 'in kind' support for your project?
(for example, donations of free space or equipment)

Kate from the Lion Café has offered us the use of her Café as our venue.

Section four: What are the risks to this project?

What happens if you don't get all the money you need for this project?

We would potentially scale down event or even not run it.

What will you do if Kington Town Council is unable to offer a grant?

Look for donations from the community.

Can you tell us anything else in support of your application?

We believe that no one should be alone on Christmas, and with your help, we can make this Christmas special for many more.
Thank you for considering our cause. Any contribution, big or small, will make a difference. Should you have any questions or wish to discuss further how you can help, please feel free to reach out to me

Thank you for your application.

Please make sure that you have read the Guidance Notes and that your application complies with the notes. Complete the Grant Checklist, enclose all the information required, and sign the Declaration below.

Declaration

I declare that the information given is correct and I agree to adhere to the conditions laid out in Kington Town Council's Grants Policy.

On behalf of L & R Christmas Craker
I accept the conditions in Kington Town Council's Grants Policy

Signed R . Ellsmore

Dated 10/10/2024

Please note:

Completion of this form does not necessarily mean that a grant application will be successful in part or whole.

Incorrect or incomplete forms will be returned to you for completion: please ask a Councillor or member of staff for help if you are unsure of anything.



Building Valuations

From Gina Pack <Gina.Pack@jameshallam.co.uk>

Date Tue 08/10/2024 14:21

To clerk@kingtontowncouncil.gov.uk <clerk@kingtontowncouncil.gov.uk>

Cc Steven Murgatroyd <Steven.Murgatroyd@jameshallam.co.uk>; Stephen Packer <Stephen.Packer@jameshallam.co.uk>

1 attachments (380 KB)

REPORT - Kington Town Council BCH 43356.pdf;

Hi Liz

Thank you for the time spent with my colleagues Steven & Stephen recently.

I will endeavour to get renewal terms finalised prior to Christmas if at all possible.

In the meantime, you wanted a copy of the most recent building valuation report that we hold on file and I therefore attach a copy of the Feb 2019 valuation carried out by Barrett Corp Harrington.

As that report is now over 5 years old we do recommend that you have a professional valuation undertaken again soon (we generally recommend you have it done every 3 to 5 years), in order to ensure that the insurance is arranged on the right figure and give you peace of mind.

If a structure is insured for less than its accurate rebuild value the insurer is entitled to apply Average to any claim relating to that structure (Average is a proportional deduction in claims payments, i.e. if you insure a building for only 80% of its rebuild value then the insurer will only pay 80% of a claim relating to the building).

You may have a local RICS approved surveyor that you already know and would use, and that is fine. Alternatively, as an Aviva policyholder you have access to discounted fees for a professional valuation from RICS approved surveyors Barratt Corp Harrington and others. They can carry out a benchmark desk-top survey for some types of buildings, which is the cheapest option (£90+VAT), and a more thorough site visit Reinstatement Cost Assessment which is the preferred option for any unusual building or building with a Listed Status of Grade II or above (the price varies according to the building).

[Barrett Corp and Harrington – A Specialist Partner with Aviva - Barrett Corp Harrington \(bch.uk.com\)](https://www.bch.uk.com)

[Benchmark - The data driven, desk-based service for building insurance e-Valuations - Barrett Corp Harrington \(bch.uk.com\)](https://www.bch.uk.com)

[Reinstatement Cost Assessments - Barrett Corp Harrington \(bch.uk.com\)](https://www.bch.uk.com)

Kind regards

Gina



Gina Pack

Client Adviser Team Leader - Corporate

t: 01752675490 e: Gina.Pack@jameshallam.co.uk

w: www.jameshallam.co.uk

Spargo House, 10 Budshead Way, Plymouth, PL6 5FE

[James Hallam LinkedIn](#) [James Hallam X](#)



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 240969
Please ask for: Awaiting Allocation
Direct line: 01432 260000
Email: planning_enquiries@herefordshire.gov.uk
Date: 03/10/2024

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

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 240969 - Arrow Mills, Island Terrace, Kington, Herefordshire, HR5 3DU
DESCRIPTION: Proposed to re-use an old timber frame building by moving it onto the site of an old chicken shed, to create a single story cafe building with outdoor seating at J & P Turner.
APPLICANT(S): Mr Simon Turner
GRID REF: OS 329762, 256454
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 240969.

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 **24/10/2024** 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



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 242359
Please ask for: Awaiting Allocation
Direct line: 01432 260000
Email: planning_enquiries@herefordshire.gov.uk
Date: 09/10/2024

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

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 242359 - Land at 1 Waterloo Road, Kington, Herefordshire, HR5 3RB
DESCRIPTION: Siting of a mobile food vending van & associated landscaping.
APPLICANT(S): Mrs Susan Herdman
GRID REF: OS 330315, 256936
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 242359.

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 **30/10/2024** 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



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 242350
Please ask for: Awaiting Allocation
Direct line: 01432 260000
Email: planning_enquiries@herefordshire.gov.uk
Date: 11/10/2024

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

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 242350 - 28 Bradnor View Close, Kington, Herefordshire, HR5 3UA
DESCRIPTION: Construction of retaining wall to rear boundary (Retrospective).
APPLICANT(S): Ms Diane Parker
GRID REF: OS 329354, 256885
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 242350.

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 **01/11/2024** 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



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 242248
Please ask for: Awaiting Allocation
Direct line: 01432 260000
Email: planning_enquiries@herefordshire.gov.uk
Date: 11/10/2024

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

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 242248 - Kington Primary School, Mill Street, Kington, Herefordshire, HR5 3AL
DESCRIPTION: Proposed remodel and extension to provide a Hygiene Room and Physio Room, together with improvements to internal circulation to provide for Children with special educational needs to access main stream education.
APPLICANT(S): Mr Quentin Mee Scott
GRID REF: OS 329554, 256594
APPLICATION TYPE: Council Development Reg 3
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 242248.

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 **01/11/2024** 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

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TalkCommunityEnquiries
Cllr Terry James
Via Email

Dear Sir/Madam

An application has been received on 30 September 2024 for a variation of a premises licence at:

The Old Picture House, 46 Bridge Street, Kington. HR5 3DW

Applied for:

Licensable Activities

To add Sale/Supply of Alcohol (consumption on the premises) Monday – Sunday 12:00 – 23:00

Currently licensed for:

**Films (Indoors), Live Music (Indoors)
Monday – Sunday 10:00 – 23:00**

Consultation dates are as follows: Begins **1 October 2024** and ends **28 October 2024**

Any representation should address one of the four licensing objectives:

- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A copy of the application can be found at the below website within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications>

Details on how to make a representation can be found at the below website address

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications/2>

Any representations need to have name/address and contact details and should be emailed to licensing@herefordshire.gov.uk no later than **28 October 2024** addressing the four licensing objectives above.

Yours faithfully

EMMA BOWELL
SENIOR LICENSING TECHNICAL OFFICER

TalkCommunityEnquiries
Cllr Terry James
Via Email

Dear Sir/Madam

An application has been received on 26 September 2024 for a variation of a premises licence at:

The Swan Hotel, Church Street, Kington, HR5 3AZ

Applied for:

Licensable Activities

**extend the hours for Licensed Activities as follows:
Live and Recorded Music, Performance of Dance, Other Entertainment,
Alcohol Sales: Monday – Sunday: 10:00 – 01:00hrs
Late Night Refreshment: Monday – Sunday 23:00 – 01:00hrs
and update the Premises Licence conditions**

Current Licence

A performance of live music; Any playing of recorded music; A performance of dance; Other entertainment

Monday-Saturday: 10:00 - 23:30, Sunday: 10:00 - 22:30

New Year's Eve 11:00 - 23:00 New Year's Day 36 hours continuous

Provision of late night refreshment; Sale by retail of alcohol

Monday-Thursday: 10:00 - 23:30, Friday-Saturday: 10:00 - 00:30, Sunday: 10:00 - 22:30

New Year's Eve 11:00 - 23:00 New Year's Day 36 hours continuous

Consultation dates are as follows: Begins **27 September 2024** and ends **24 October 2024**

Any representation should address one of the four licensing objectives:

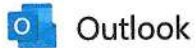
- Prevention Crime & Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

A copy of the application can be found at the below website within 24hrs (working days only) of the date on this memo.

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications>

Details on how to make a representation can be found at the below website address

<https://www.herefordshire.gov.uk/business-1/current-licensing-applications/2>



Traffic calming measures

From

Date Sun 15/09/2024 16:51

To clerk@kingtontowncouncil.gov.uk <clerk@kingtontowncouncil.gov.uk>

Hello Liz

I've been instructed by the West Mercia crime commissioner to contact my local parish council to see if we can push forward for traffic calming measures for Church street Kington.

The increase in speeding vehicles up Church street hill is getting alarming and it's only a matter of time before there is an accident.

Maybe the introduction of speed bumps or speed reduction chicane just above the doctors lane junction would help.

How do we apply to get these improvements in to motion.

Kind regards

church street

Sent from my Galaxy

Parish Footpath Officer Scheme**1. Purpose and Scope**

This document outlines the guidelines for engaging Parish Footpath Officer (PFO/ Volunteers) volunteers within the Public Rights of Way Team of Herefordshire Council (HC). Volunteers play a crucial role in maintaining and enhancing public rights of way, fostering collaboration with Parish Councils and adhering to the regulations set forth by the legislation that covers the PROW network in the UK.

It sets out the working practice between HC the administrator of the PFO Scheme, PFO Volunteers and Parish Councils. Highlighting the parameters and expectations of the volunteer role, HC and Parish Councils across the county. The intention of these guidelines is for all parties to confirm their commitment to the scheme when carrying out their respective volunteer roles in accordance with this scheme.

In carrying out their volunteer role, volunteers (PFOs) are expected to meet the essential requirements outlined in the PFO Volunteer Role Profile, Person Specification and Volunteer Agreement and ensure that all work is carried out safely and does not have an adverse impact on the public rights of way.

The aim is for all parties to work together to enhance the Public Rights of Way realm

2. PFO Recruitment

Volunteers will be recruited through various channels including local community groups, parish councils, and public outreach programs. Volunteers will be recruited through a transparent and accessible processes, ensuring equality of opportunities for all interested individuals.

A clear Role Profile and expectations will be provided to volunteers, outlining the responsibilities and the anticipated time commitment, prior to consideration. Selection criteria will include relevant skills, experience, availability, and commitment to the objectives of the Scheme.

The Volunteer Development Officer (PROW VDO) for the PROW Team at HC will liaise and support parish councils in the recruitment of PFOs in their parish.

Interested parties should be nominated by the Parish and complete a PFO application form via an online Volunteer Management System which will be considered in conjunction with the parish and the PROW VDO. Potential volunteers may be asked to attend an informal interview prior to consideration.

All personal data will be held for the sole purpose of communication between the PROW team and the volunteer. Lines of communication may include email, newsletters, phone calls and video calls.

In the event of a high level of interest in a PFO role, a role share maybe considered and/or another avenue of volunteering may be explored with potential volunteers.

Volunteers will undergo appropriate training and initial training processes before undertaking any rights of way activities.

3. Roles and Responsibilities

PFOs

See PFO Role profile.

Follow guidance set out in the volunteer Handbook.

Assist with and adhere to risk assessments issued and agreed by HC.

Communicate effectively with their Parish Council and the PROW team.

Have an open and unbiased approach to their role of a PFO

Hereford Council

As administrator of the PFO Scheme HC will provide the following

Insurance for work carried out by the PFO on the PROW and under the duties of the PFO and in accordance to essential elements of training

Coordinated approach to work carried out on the PROW

Support to PFOs Volunteers may assist in a variety of tasks including path maintenance, vegetation clearance, way marking, and reporting of issues.

Offer advice and support on legislation

Provide an essential tool kit to the parish for the use of the PFO in performing their duties.

Herefordshire Council will provide support and guidance to volunteers and parish councils, including access to necessary equipment, materials, and training resources.

Parish Council

Are expected to:

Play a crucial role in identifying priorities for maintenance and improving accessibility within their area with the assistance of their PFO.

Be involved in the recruitment process for a PFO for their parish (see above).

Feed into annual report based on work carried out by the PFO and their quarterly reports.

Apply for additional funding to improve the network as and when it maybe available.

4. Collaboration with Parish Councils

As well as the aforementioned roles and responsibilities the PROW VDO will work with Parish Council in ensuring that PFOs are supported and that their work within their Parish is in alignment with local needs and priorities.

Regular communication channels will be established to foster collaboration, with both parties providing updates on progress and issues on the PROW.

5. Time Commitment

Although there is no expectation on the amount of time a Volunteer can offer, we would suggest a commitment to a minimum of 12 Days of volunteering per year or the full inspection of all footpaths within their Parish twice annually (whichever is the lesser)

Attend PFO meetings

Attend essential training

Attend additional training as appropriate.

PFOs may also be asked to volunteer additional time to support the PROW team in the promotion of the work they carry out.

6. Training and Induction

Volunteers will receive comprehensive induction training on all aspect of the PFO role. This will include; overview of the PFO role, insight into PROW law, Volunteer procedures, a guide to the use of a volunteer handbook, safety protocols, reporting process. (Induction training maybe expanded to cover additional aspects of the role as and when required).

There will also be the ability to access further training that will enhance the role of the PFO.

This may include:

- Conflict resolution
- Introduction to Moving and Handling
- Installation of PROW furniture
- Basic Map reading and Navigation
- PROW Legislation

7. Health and Safety

The safety of PFOs is paramount. A full and comprehensive set of risk assessments and safe systems of work will be provided for all activities carried out on the PROW, and appropriate safety measures will be implemented. Regular reviews of risk assessments will be conducted, and safety protocols will be reviewed and updated as needed

Training will be provided on all aspects of health and safety to minimise risks associated with their tasks.

PFOs will receive training in safe working practices and the proper use of equipment through the induction process and further training.

HC will provide Personal Protective Equipment (PPE) as necessary to PFOs via the Parish councils, and must adhere to safety guidelines at all times.

8. Insurance and Liability

Herefordshire Council will maintain appropriate insurance coverage to protect volunteers (PFOs) against personal injury and third-party liability arising from their involvement in rights of way activities.

PFOs must be signed up to the scheme via the application process and signed Volunteer Agreement and agree to abide by safety protocols.

All Volunteers must be above 18 years of age.

9. Compliance with Public Rights of Way Act

Volunteers will adhere strictly to the provisions of the Public Rights of Way Act, ensuring that all activities are conducted within legal frameworks.

The Public Rights of Way Team will provide ongoing guidance and support to volunteers to ensure compliance with the Act.

10. Recognition and Appreciation

Herefordshire Council acknowledges and appreciates the valuable contributions of Volunteers (PFOs) and will look to hold a variety of recognition programs and events to celebrate the dedication and efforts of volunteers in maintaining public rights of way. This may take the form of newsletters and social media.

Effective communication channels will be established to keep PFOs informed about upcoming opportunities, training sessions, and relevant updates.

11. Monitoring and Evaluation

The Public Rights of Way Team will conduct regular assessments of volunteer activities to ensure efficiency and effectiveness. Feedback mechanisms will be established to gather insights from PFOs, Parish Councils, enabling continuous improvement of the volunteer program.

Herefordshire Council aims to foster a collaborative approach to maintaining and enhancing the public rights of way network for the benefit of all residents and visitors to the county.

12. Confidentiality and Data Protection:

PFOs/Volunteer personal records will be held by Herefordshire Council, according to data protection requirements via a Volunteer Management System. We ask volunteers to treat confidentially any personal information they come into contact with whilst volunteering. You may be required to access Herefordshire Council networked computer system, as part of your role as a PFO in the future and in this event you will be asked to complete a third party access agreement form.

Volunteers will be briefed on the importance of maintaining confidentiality and adhering to data protection regulations in all aspects of their work.

13. Amendments and Review

This guidance will be periodically reviewed and revised as necessary to reflect changing circumstances, changes in legislation, departmental procedures, feedback from stakeholders, and emerging best practices in rights of way management

Any amendments will be disseminated to all PFOs/Volunteers in a timely manner.