

Louth Town Council

The Sessions House, Eastgate,
Louth, Lincolnshire, LN11 9AJ

01507 355895

clerk@louthtowncouncil.gov.uk



To the Members of the Town Council of Louth:

You are hereby summoned to attend a meeting of Louth Town Council and its Planning Committee which will be held on Tuesday 25th March 2025 in The Old Court Room, The Sessions House, Eastgate, Louth at 7pm. The business to be dealt with at the meeting is listed in the agenda below.

There will be a 15 minute public forum between 6.45pm and 7.00pm when members of the public may ask questions or make short statements to the Council, and your attendance is requested during this period.

Please note, any public, wishing to speak in the public forum may do so on items which appear on the agenda or may 'sit in' on the meeting(s). It would be much appreciated if any member of the public wishing to speak would please contact the Town Clerk, by emailing clerk@louthtowncouncil.gov.uk in advance of the meeting to discuss attendance arrangements. Written representation can also be considered rather than attending in person.

From 7pm a maximum of ten minutes will be set aside for the meeting to receive reports from elected Members of Lincolnshire County Council and East Lindsey District Council.

Members of the public should note that they will not be allowed to speak during the formal meeting.

Mrs. L.M. Phillips

Town Clerk

Dated this 20th Day of March 2025

AGENDA

TOWN COUNCIL

(Chairman: Cllr. D. Hobson, Membership: All Cllrs.)

1. Apologies for Absence

To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

3. Town Clerk's Remarks

4. Minutes

To approve as a correct record the notes of the Council Meeting held on 14th January 2025. (Attached).

5. Committee Minutes

To confirm receipt of the minutes and adopt resolutions contained therein of the following Committee Meetings (hard copies circulated with previous agenda):

- a. Planning Committee – 10th December 2024
- b. Planning Committee – 14th January 2025
- c. Planning Committee – 4th February 2025
- d. Governance and Finance Committee – 10th December 2024
- e. Community Resources Committee – 29th October 2024
- f. Personnel Committee – 22nd October 2024

6. Crime and Disorder

Community Beat Serjeant, K. Palmer to update Council on policing in the town, take questions and discuss concerns.

7. Co-option

Council to consider candidates for co-option onto Louth Town Council and resolve as necessary.

8. Proposed Play Park, Off Park Avenue, Louth

Council to receive a presentation from Mrs. E. Maddison on the above and consider a request to adopt the project at its current stage, carrying it forward to fruition. (Info pack to be tabled).

9. Rate Relief

Council to consider supporting an application to ELDC for rate relief from Imagine Louth.

10. King Edward VI Almshouse, School and Educational Charity

Council to nominate a representative to serve as a trustee of the above on its behalf.

11. Asset Register

Committee to review and approve the Council's Asset Register. (To be tabled).

12. Meeting Dates 2025/26 and Committee Structure

Council to approve the attached schedule of meeting dates for 2025/26, discuss how it might change its committee structure in future.

13. Purchase of Trinity Allotments

Council to receive an update and resolve upon the way forward.

14. Payment for Trinity Allotments 2024/25

Council to note that advice is awaited from its Solicitors on this matter. Council to resolve that when that advice is received it be followed. If full payment is required in respect of the annual rent of the Trinity Allotments this would be a total of £995.59, calculation based on the 2024 payment £967.53 plus 2.9% RPI for 2024.

15. Citizen's Advice Lincoln and Lindsey – Funding Contribution

Council to note that it approved an amount of £1,000 in the 2024/25 budget for release to the above, as per the Council's powers under s142(2A) of the LGA 1972. Council to receive an update on how the organisation is faring, if available. Council to approve the release of funds.

16. Environment Agency

Council to note that the annual maintenance contribution for May 2024 to May 2025 for the Louth Flood Alleviation Scheme is now due and approve payment in the sum of £16,394.81.

17. Biodiversity Policy

Council to consider adoption of the above. (Attached).

18. Action Plan 2025/26

Council to review its previous action plan for use in 2025/26. (Attached).

19. Training and Development Policy

Council to receive details of training undertaken in 2024/25 and review its Training and Development Policy for continued use. (Attached).

20. Safeguarding Children Policy

Council to review the above and approve continued use. (Attached).

21. Dignity at Work Policy

Council to review the above and approve continued use. (Attached).

22. VE Day 80th Anniversary

- a. Council to receive an update on Royal British Legion (RBL) plans to commemorate the above and consider approving use by RBL of its beacon and electricity supply at the War Memorial to facilitate such.
- b. Council to approve purchase of a VE Day 80 Flag at a cost of approximately £45 to be flown outside the Sessions House on 8th May.

23. Mayor's Charity Account

Council to note that from 13th May 2025 Lloyds will change the above to a Community Account which will attract a monthly charge and day to day banking fees. Following review by the Past Mayor's Working Group, Council to consider approving that this account be closed and the Mayor's Job Description be amended to take out the expectation that the Mayor will raise funds for Charity. **NB** Should a Mayor wish to raise funds this would be up to them to organise and oversee but it must be done so as not to bring the Council into disrepute.

24. Hubbard's Hills

Council to receive an update (attached) on activity since December 2025 and resolve to:

- a. Approve the attached Hubbard's Hills Memorial Trees and Plaques Policy.
- b. Ratify the actions of the Town Clerk, Chairman and members of the Hubbard's Hills working group, approving expenditure on emergency work to trees as a result of Tree Report.

25. Closed Session Items

Council to resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the business to be discussed in the following items, information being of a third party, commercial, confidential and or legal nature in relation to:

- a. **Old Mill House** – Council to receive an update, draft documentation from its solicitor for amendment/approval and resolve upon the way forward.
- b. **Insurance** – Council to receive quotes and resolve upon the way forward.
- c. **Julian Bower** – Council to receive valuation details, discuss future use and resolve upon the way forward.

26. Next Meeting

To note that the next scheduled meeting of the Town Council will take place on 20th May 2025 and this will be the Annual Town Council Meeting.

PLANNING COMMITTEE**(Chairman: Cllr. P. Starsmore, Membership: All Cllrs.)****1. Apologies for Absence**

To receive and note apologies where valid reasons for absence have been given to the Town Clerk at least one hour prior to the meeting.

2. Declarations of Interest / Dispensations

To receive declarations of interest in accordance with the Localism Act, 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written requests for dispensation received by the Proper Officer under section 22 of the Localism Act.

3. Minutes

To approve as a correct record the notes of the Planning Committee Meeting held on 25th February 2025. (Attached).

4. Applications received by the Local Planning Authority

To consider and make observations/ratify comments already submitted by the Planning Working Group to meet deadlines, on all planning applications received including those listed in the schedule (PA/Schedule 03-25-25). (Attached).

5. Ossian Wind Farm Environmental Statement and Scoping Process / Planning Application S/086/00283/25

Following circulation of details of the above proposals by email on 13th March 2025 and discussion at the Planning Working Group (PWG) meeting on 18th March Committee to consider whether to make a corporate response to the Planning Inspectorate to inform them of any information it considers should be provided in the Environment Statement or confirm that the Council has no comments. Deadline for responses 25th March 2025. Committee to note that the PWG would like to respond with a statement. (Attached).

6. Nuclear Waste Services, Geological Disposal Facility

Following LCC's recent announcement on the above: <https://www.lincolnshire.gov.uk/news/article/2293/county-council-set-to-withdraw-from-nuclear-waste-facility-group> Council to receive an update after the straw poll taken on its social media and consider if it wishes to take any further action, at this juncture.

7. Planning Correspondence

Committee to receive planning decisions, enforcement complaints, appeal decisions, temporary road closures etc., as advised by the District and County Council. (Attached).

8. Proposed Work to Trees

Committee to consider the following proposed works to trees (diagram attached):

- a. **Location:** Riverdale, Love Lane – **Proposal:** T1 - Cypress x 4 - Cut to give 1m of clearance over the road by cutting back to the kerb edge. Cut to give clearance over the patio area by cutting back by 1m. Reduce in height by 6.5m to leave a finished height of 10m. Manage trees at the reduced heights and spread going forward. T2 - Lime - Sever Ivy. Remove the low lateral to the west back to the main stem. Reduce in height by 3m to give a finished height of 14.5m. Prune to keep flowing lines with no internodal cuts. T3 - Lime - Sever Ivy. Remove the low laterals to the west and south back to the main stem. Reduce in height by 3m to give a finished height of 14.5m. Prune to keep flowing lines with no internodal cuts. T4 - Lime - Sever Ivy. Remove the low laterals to the west and south back to the main stem. T5 - Lime - Sever Ivy. Remove the low laterals to the west and south back to the main stem. T6 - False Acacia - Fell to ground level to free up the crown of five other trees. Use eco-plugs to prevent regrowth and suckering. Replace with a Sweet Gum. T7 - Lime - Sever Ivy. Remove the low laterals at 2.5m to the south and east back to the main stem. Reduce the lateral spread to the south by 2m to leave a finished length of 4m. Cut to give at least 30cm clearance around the BT line. Reduce in height by 3m to give a finished height of 14.5m. In all operations, prune to keep flowing lines with no internodal cuts. T8 - Yew - Reduce the lateral spread to the north by 3m and east by 2m to leave a finished length of 5m. Prune to keep flowing lines with no internodal cuts. T9 - Holly - Reduce the lateral spread to the north by 3m and east by 2m to leave a finished length of 5m. Reduce in height by 5m to leave a finished height of 10m. Prune to keep flowing lines with no internodal cuts.
- b. **Location:** 1 Sudbury Place – **Proposal:** G3 – Group consisting of 7 Lime – T1 marked on plan (Lime) fell and grind stump. **Reasons:** G3 – Tree is in decline with fungus, decay and die back present.

9. Next Meeting

To note that the next scheduled meeting of the Planning Committee will take place on 15th April 2025.

**MINUTES OF THE MEETING OF LOUTH TOWN COUNCIL
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 14th JANUARY 2025**

The Deputy Mayor, Cllr. D. Hobson (DH) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), M. Barnes (MB), J. Baskett (JB), L.M. Cooney (LMC), J. Drake (JD), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), P. Starsmore (PS), Mrs. P.F. Watson (Mrs. PFW).

Councillors Not Present: L.M. Cooney (LMC), H. Filer (HF), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss. S. Chitauro, and one member of the public were also present.

T56. Apologies for Absence

Apologies for absence were received from Cllr. LMC who would be arriving late to the meeting,

T57. Declarations of Interest / Dispensations

The following dispensations were made:

- a. Cllr. DH – Item 7 as a member of East Lindsey District Council (ELDC).
- b. Cllr. GEH – Item 7 as a member of ELDC.
- c. Cllr. Mrs. JMS – Item 7 as a member of ELDC.

T58. Town Clerks Remarks

The Town Clerk informed the Council that:

- Two quotes for the work recommended in the first year to the Sessions House had been received and that a third had been requested. The quotes were to be brought to the Community Resources Committee meeting on 4th February 2025 for consideration.
- A response had been received from the Council's solicitor regarding Old Mill House and the matter was moving forward. The Town Clerk imparted that it was likely that an update and resolution on the way forward would be required at the Community Resources Committee meeting on 4th February 2025.
- Neither the lease with the London Road Sports Partnership or the Deed of Surrender had been signed, but funding had been released as agreed on 19th November 2024.
- Further to previous discussion, a purchase price of £30,000 had been agreed for Trinity Allotments and searches were being undertaken.
- Repairs to the Horncastle Road Kissing Gate had been undertaken and the gate had been reinstalled.
- A risk assessment undertaken by the Council's insurer had taken place and she was awaiting the subsequent report. Changes to the storing of the Council's Civic Regalia had been made.

T59. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Council Meeting held on the 19th November 2024 be approved as the minutes.

T60. Committee Minutes

It was proposed, seconded and **RESOLVED** to confirm receipt of the minutes and adopt the resolutions contained therein of the following Committee Meetings:

- a. Planning Committee – 8th October 2024
- b. Planning Committee – 29th October 2024
- c. Planning Committee – 19th November 2024
- d. Governance and Finance Committee – 8th October 2024
- e. Community Resources Committee – 17th September 2024

T61. Precept

- a. The Council considered the budget papers provided for 2025/26 in respect of day to day and EMR's. The Chairman of the meeting made the Council aware that the Lovely Louth budget contained £400.00 which was to cover both the Lovely Louth and Festive Window Competitions, but that the Floral Enhancement

Work Group were considering not running the Lovely Louth Competition in 2025/26 which could result in some of the budget not being spent. Upon a recommendation from the Governance and Finance Committee made on 10th December 2024, it was proposed, seconded and **RESOLVED** that the budget be approved which resulted in a precept request for 2025/26 of £349,918.64, equating to an annual cost for a Band D property of £59.81 (using updated Tax Base figures provided by ELDC) an increase from £54.22 in 2024/25 of 10%.

- b. It was proposed, seconded and **RESOLVED** to delegate authority to the Town Clerk to complete the necessary form to be submitted to ELDC (Collection Authority).

T62. Town and Parish Council Scrutiny Survey

It was proposed, seconded and **RESOLVED** to ratify the corporate response to the above, prepared as resolved on 10th December 2024 and which had been submitted to meet the deadline of 6th January 2025.

T63. Civic Matters

- a. **Funeral Arrangements** – the Council noted that the funeral of Cllr. Mrs. J. Simmons was to take place on 23rd January 2025.
- b. **Mayoral Succession** – following the passing of Cllr. Mrs. J. Simmons, the Council considered whether to elect a successor or to allow the current Deputy Mayor to fulfil obligations as necessary, with expenses to be taken from the Mayor's day-to-day budget) until the Annual Meeting of the Council in May 2025. It was proposed, seconded and **RESOLVED** that the Deputy Mayor should continue to fulfil obligations as necessary until the Annual Meeting of the Council in May 2025. The Council extended its thanks to Cllr. DH for his service.
- c. **Mayor's Serjeant** – the Council noted that the Mayor's Serjeant had been asked to lead the funeral cortege into the church at Cllr. Mrs. J. Simmons funeral. It was proposed, seconded and **RESOLVED** to approve the use of the mace and Mayor's Cap for the Cllr. Simmons' funeral, with a Cllr. offering to pay any excess insurance that may be required for its usage, as a one-off gesture of thanks for her service as Mayor.

T64. Use of Room at the Sessions House

The Council received a request from a local knitting group to use the back room of the Sessions House for an hour, twice a week. After discussion, it was proposed, seconded and **RESOLVED** to charge the group a nominal fee of £5.00, with the Governance and Finance Committee to look into formalising terms of use and related documentation/prices.

T65. Grants

The Council entered discussions to consider opening its grant process for year-round applications as of April 2025 instead of for only a few months of the year. It was proposed, seconded and **RESOLVED** that the grant application process would be opened from 1st April for a trial period of 12 months, to be reviewed after a year.

T66. Sexual and General Harassment Training

Following the introduction of new legislation which placed greater responsibilities and legal requirements on all employers (including each individual Councillor) to take proactive steps to prevent sexual harassment at work, the Council adopted a policy for use on 22nd October, which was received by all Councillors with the Town Council Agenda for 19th November 2024 and 14th January 2025. Councillors watched a short video on the above and signed to confirm that they had received, read, understood and would abide by the policy.

T67. Next Meeting

It was noted that the date of the next scheduled Town Council meeting was 25th March 2025.

The Meeting Closed at 8.36pm.

Signed _____ (Chairman) Dated _____

2025/26 Louth Town Council Meetings Schedule

| W/C Tuesday | Start Time 7pm (unless otherwise stated) | Robed Town Council (R) | Town Council (T) | Planning (P) | Community Resources (C) | Governance and Finance (G) | Personnel (H) | Notes |
|--|---|---------------------------|---------------------|--------------|----------------------------|----------------------------------|---------------------------------|--|
| Venue: The Sessions House, Eastgate, Louth, LN11 9AJ (unless otherwise stated) | | | | | | | | |
| 2024/25 | | | | | | | | |
| 22 April 2025 | 6pm | | | | | | | Annual Town Meeting 24/25 |
| 29 April 2025 | | | | | | | | Election Thur 1/5/25 |
| 06 May 2025 | | | | P | | G | | Bank Hol Mon 5/5/25, Thur 8/5/25 VE Day 80 |
| 13 May 2025 | | | | | | | | |
| 2025/26 | | | | | | | | |
| 20 May 2025 | | R | | | | | | 2025/26 Annual Town Council Meeting |
| 27 May 2025 | | | | | | | | |
| 03 June 2025 | | | | P | C | | | Bank Hol Mon 26/5/25 |
| 10 June 2025 | | | | | | | | |
| 17 June 2025 | | | | | | | | |
| 24 June 2025 | | T | | P | | G | | Swap mtg order to approve AGAR |
| 01 July 2025 | | | | | | | | Deadline for submission of AGAR 1/7? |
| 08 July 2025 | | | | | | | | |
| 15 July 2025 | | | | | | | | |
| 22 July 2025 | | | | P | C | | H | |
| 29 July 2025 | | | | | | | | |
| 05 August 2025 | | | | | | | | |
| 12 August 2025 | | | | | | | | |
| 19 August 2025 | | R | | P | | G | | |
| 26 August 2025 | | | | | | | | Mon 25/8/25 Bank Hol |
| 02 September 2025 | | | | | | | | |
| 09 September 2025 | | | | P | C | | | |
| 16 September 2025 | | | | | | | | |
| 23 September 2025 | | | | | | | | |
| 30 September 2025 | | T | | P | | | | |
| 07 October 2025 | | | | | | | | |
| 14 October 2025 | | | | | | | | |
| 21 October 2025 | | | | p | | G | H | |
| 28 October 2025 | | | | | | | | |
| 04 November 2025 | | | | | | | | |
| 11 November 2025 | | | | | | | | |
| 18 November 2025 | | T | | P | C | | | |
| 25 November 2025 | | | | | | | | |
| 02 December 2025 | | | | | | | | |
| 09 December 2025 | | | | P | | G | | |
| 16 December 2025 | | | | | | | | |
| 23 December 2025 | | | | | | | | Carols For All/Mayor's Xmas Get Together? |
| 30 December 2025 | Christmas | | | | | | BH Thur 25/12/25 & Fri 26/12/25 | |
| 06 January 2026 | New Year | | | | | | BH Thur 1/1/26 | |
| 12 January 2026 | | | | | | | | |
| 19 January 2026 | | R | | P | | | | |
| 26 January 2026 | | | | | | | | |
| 02 February 2026 | | | | | | | | |
| 09 February 2026 | | | | P | C | | H | |
| 16 February 2026 | | | | | | | | |
| 23 February 2026 | | | | | | | | |
| 02 March 2026 | | | | P | | G | | |
| 09 March 2026 | | | | | | | | |
| 16 March 2026 | | | | | | | | |
| 23 March 2026 | | T | | P | | | | |
| 30 March 2026 | | | | | | | | 3/4/26 = Good Friday |
| 06 April 2026 | | | | | | | | 6/4/26 = Easter Monday |
| 13 April 2026 | | | | P | C | | H | |
| 20 April 2026 | | | | | | | | |
| 27 April 2026 | 6pm | | | | | | | Annual Town Meeting, Bank Hol Mon 4/5/26 |
| 04 May 2026 | | | | | | | | |
| 11 May 2026 | | | | P | | G | | |
| Total | | 7 | | 15 | 6 | 6 | 4 | |
| 2026/27 | | | | | | | | |
| 18 May 2026 | | | | | | | | |
| 25 May 2026 | | R | | | | | | 2026/27 Annual Town Council Meeting |

Please note, scheduled meetings are usually preceded by the opportunity for a 15 minute public forum.

Louth Town Council

BIODIVERSITY POLICY

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Louth Town Council, must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective. This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra, biodiversity is the variety of all life of Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our ‘ecosystems’ that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of Louth.

ACTIONS

Planning Applications

- 1) When commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- 2) Support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- 3) Consider what each proposed development might make in terms of biodiversity net gain.
- 4) Include policies in support of biodiversity within the neighbourhood plan.

Land and Property Management

- 1) Consider the conservation and promotion of local biodiversity with regard to the management of its open spaces.
- 2) Adopt beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work e.g.,
 - a. Leave some standing and fallen dead wood as a habitat for invertebrates.
 - b. Leave some leaf litter and dead vegetation wherever possible as a habitat for invertebrates.
 - c. Remove plant species which are detrimental to native flora or fauna, wherever possible.
 - d. Leave areas of grass longer in some areas to allow wildflowers and rare plant species to thrive, biodiversity to flourish and animals to use as cover.
 - e. Maintain / replace bird boxes installed at London Road Cemetery and Hubbard’s Hills.
 - f. Undertake tree work in accordance with the Wildlife and Countryside Act 1981.
 - g. Source sustainable materials wherever possible when procuring supplies for the Council’s use.

Local Community

- 1) Raise awareness of biodiversity issues through its various media channels.
- 2) Where appropriate, engage with local businesses’ and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- 3) Where feasible involve the community in biodiversity projects on its land e.g., tree planting, bird box making, wildflower meadows.

Partners

- 1) Work with other organisations to protect, promote and enhance biodiversity in Louth
- 2) Review local nature recovery strategies, species conservation strategies or protected site strategies in respect of local Site of Special Interest (SSSIs) and consider how it may become involved in implementing strategies’ recommendations.

Louth Town Council

BIODIVERSITY POLICY

ACTION PLAN

| Site/Objective | Action | Outcome | Target (Years) | Reporting / Publicity |
|----------------------------------|---|--|----------------|--------------------------------------|
| Whole Council Area | Raise local awareness of biodiversity | Gain local support for action | Ongoing | Social media, website |
| Protect and support biodiversity | Encourage suitable planting to support biodiversity | Connect and diversify habitats to meet the needs of a variety of wildlife species | Ongoing | Mapping |
| Cemetery | <p>Additional planting</p> <p>Maintain and renew bird boxes as required</p> <p>Support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance</p> <p>Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates</p> <p>Sympathetically maintain hedging</p> <p>Leave some areas unmown</p> <p>Only use environmentally friendly pesticides where absolutely necessary and only in ideal weather conditions</p> | <p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals</p> <p>Encouraging insects particularly butterflies and bees</p> <p>Food sources and cover</p> <p>Encourages insects</p> <p>Sustains and enhances natural habitats</p> <p>Protects habitats</p> | Ongoing | Noticeboards, Annual Report, Website |
| The Built Landscape | <p>Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p> | <p>Protecting/enhancing habitats</p> <p>Extending habitats</p> | Ongoing | |

Louth Town Council

BIODIVERSITY POLICY

ACTION PLAN ..CONTINUED..

| | | | | |
|---|--|---|----------------|---|
| <p>Increase Community Awareness of Biodiversity</p> | <p>Ask residents for their views on what they would like to be done to conserve biodiversity within the Town.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife</p> <p>Create a page on the website for photographs / information / links</p> <p>Encourage local farmers to contribute</p> <p>Provide seed bombs / bulbs etc., for residents' use</p> <p>Discourage floodlighting</p> | <p>Protecting and enhancing habitats</p> <p>Extending habitats</p> <p>Engagement / ownership of biodiversity</p> <p>Promote biodiversity</p> <p>Protect nocturnal animals</p> | <p>Ongoing</p> | <p>Neighbourhood plan consultation, website</p> |
| <p>Support Community Projects</p> | <p>Support hedge / tree planting in any appropriate areas</p> <p>Work in partnership with schools to develop young people's awareness of the environment around them</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations</p> | <p>Extending habitats</p> <p>Promote biodiversity</p> | <p>Ongoing</p> | |

Louth Town Council

2025/26 ACTION PLAN

This Action Plan is a ‘live’ document and by necessity will change but it aims to provide Louth residents with a clear understanding of:

- a) The overarching principles and objectives that the Council strives to work to.
- b) The Council's priorities / legal and best practice responsibilities for the coming Council year.

It should be noted that whilst some of the key issues facing the town are areas not directly under the control of the Council, it will seek to use its influence to ensure that other providers also respond to the needs and aspirations of Louth's residents.

KEY PRINCIPLES

The Council's main aim is to improve the quality of life for the residents of Louth and develop the local economy.

To achieve this, it will:

- Engage with residents to better understand the community's needs, and consider how it will address these needs within the resources and powers available to the Town Council.
- Promote all things positive and look for solutions to all things negative in order to enhance the town.
- Provide good quality, cost-effective services to help meet the needs and wishes of residents.
- Make Louth a place of pride by promoting a clean, bright, attractive and safe environment in keeping with Louth's traditions and sustainable development goals.
- Encourage and assist other bodies, voluntary organisations and partners to provide services that support the above.
- Promote the best interests of the town for the betterment of the local community.

CORPORATE OBJECTIVES

To develop the vitality, viability and positivity of the town.

- To lobby, consult, improve links with and listen to comments received from other statutory bodies, voluntary organisations and individuals to improve standards of service that meet with local needs.
- To work with partners to create and sustain a socially inclusive and caring community which embraces all its residents and seeks to develop their wellbeing, knowledge, understanding and mutual co-operation.
- To champion the provision of sufficient suitable affordable homes for the people with local connections to Louth, whilst safeguarding the environment in and around Louth from inappropriate development to maintain it for future generations.
- To create a healthy positive community by helping residents to have access to social, recreational and cultural facilities within the Town and to seek the continuing improvement and development of these facilities in accordance with the desires expressed by the residents.
- To work with others to protect the town and its residents from the impact of environmental change, including climate change.
- Ensure the Town Council is efficient, skilled and uses innovative ways, within its powers, to provide services in the most efficient and effective way.
- Improve the corporate image of the Council and promote democracy.
- Lobby to improve strategic traffic management and road infrastructure.

Louth Town Council

2025/26 ACTION PLAN

PRIORITIES / LEGAL AND BEST PRACTICE RESPONSIBILITIES 2025/26

Statutory Duties/Powers

- Ensure that there is transparent information about payments, audit documents, budget and precept available.
- Comply with the law in completing annual accounts and audit activities.
- Ensure that all governing documents such as Standing Order and Financial Regulations, policies and procedures are up to date, have been reviewed and next review date is evident, as necessary.
- Continue to provide burials at Louth Cemetery.
- Continue to ensure assets are insured appropriately.
- Undertake headstone safety testing.
- Continue to provide allotments.

Corporate Development

- Promote training and ongoing support for members of staff and councillors.
- Ensure that the Council maintains relevant subscriptions to enable access to advice and training.
- Ensure that data protection regulations are met.
- Ensure that IT equipment meets requirements and support is in place.
- Ensure Civility and Respect Pledge parameters are met.
- Maintain good governance adhering to relevant benchmarks to achieve Foundation Award requirements of the Local Council Award Scheme.
- Develop a business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community

Communication and Consultation

- Ensure website is kept updated.
- Improve the Town Council's Corporate Image
- Enhance biodiversity and protect the environment at the Cemetery.
- Undertake a tree survey at Louth Cemetery
- Represent the views and promote the interests of the people of Louth.
- Engage with the community, local businesses, community groups and organisations in Louth.
- Look to develop a community engagement policy involving two-way communication between council and community on facilities and services we provide such as Hubbard's Hills and Cemetery.
- Listen, investigate and respond to issues identified by the people of Louth and, if appropriate, signpost to the correct person / organisation for resolution / further progression.
- Develop closer links with LCC and ELDC on joint interests such as town development.

Maintaining and Improving the Built and Natural Environment

- Investigate the repair, rejuvenation and repurposing of the Chapel at Louth Cemetery
- Continue to maintain St. Aethelheard's Chapel.
- Improve aesthetics at the Cemetery
- Maintain Civic Property such as robes, chains, mayor's boards and mace as required.
- Maintain church clock
- Fund electricity for church floodlights
- Continue to run the Lovely Louth Competition
- Continue to run the Festive Window Competition
- Continue to provide floral enhancement in the town centre and look to expand where possible
- Continue to cut the amenity grass on behalf of Lincolnshire County Council.
- Maintain Hubbard's Hills
- Ensure that bins in its ownership are maintained and replaced if faulty.
- Liaise with other authorities if a new bin is requested.

Louth Town Council

2025/26 ACTION PLAN

- Maintain benches in its ownership and replace, as necessary.
- Continue to ensure that its assets remain available for the enjoyment of sporting activities
- Assist residents in retaining, maintaining, improving and promoting the use of public spaces where possible and appropriate.
- Develop a planned maintenance approach to Council assets.
- Engage with the community on issues related to the environment and climate change.

Supporting the Safety and Wellbeing of Residents

- Continue to provide funding to the Louth Citizen's Advice Bureau
- Continue to contribute to Louth's Flood Alleviation Scheme to ensure its continuation
- Work with and support local groups for the improvement of the facilities, environment and social and economic wellbeing in the community.
- Provide grants to local organisations through its yearly grant giving exercise
- Continue to erect and maintain reactive speed signs

Tradition and Culture

- Continue to provide Christmas lights and a feature Christmas tree for the town.
- Continue to uphold Civic Traditions such as Civic Sunday and Mayor Making
- Continue to organise and facilitate the town's Remembrance Sunday parade and church service
- Continue to look after Louth's War Memorial
- Maintain Louth's 7 handmade, wooden entrance signs.

Working for Louth's Future

- Consider how best to review Louth's Town Plan.
- Work towards the revisions
- Develop a Neighbourhood Plan
- Engage with community groups and individuals to help shape the Council's plans for the future.
- Develop proposals for enhancement of the town centre with LCC and ELDC.
- Develop a new management model for Hubbard's Hills

Louth Town Council

TRAINING AND DEVELOPMENT POLICY

It is the Council's policy to ensure that all employees and councillors will be trained to a high standard, to ensure that the Council's aims and objectives can be delivered as efficiently as possible.

Members of staff and councillors are expected to embrace the ethos of training and the merits of a well-run and pro-active council structure.

Staff Training

- The Council's employees are seen as fundamental to all areas of development and service delivery. It is essential that they are trained to carry out their duties as effectively as possible.
- Each member of staff will receive an appraisal (once a year) and this will be an opportunity to discuss any training needs.
- In addition, members of staff are encouraged to raise at any time the perceived need for further training in any of the areas of work they are required to carry out, if need is identified. Any requests should be submitted to the Town Clerk and those which carry a cost for the course of over £200 should be discussed and agreed with the Chair of the Personnel Committee.
- The Council may request that staff undertake further training at its discretion, where this is deemed necessary, and in view of any specialist activities that the employee is required to undertake on its behalf.
- Full support will be given to all employees undertaking training of any kind in furtherance of the Council's activities.
- It is an aim that the Clerk should be CiLCA qualified or be working towards this qualification and the Council will endeavour to support the Clerk in pursuance of this.
- The Council will support the Clerk in their work by encouraging and meeting the cost of their membership of the Society of Local Council Clerks.
- The Clerk will maintain a record of training undertaken.

Councillor Training

- The Council will encourage all members to attend training in relation to the corporate activities of the Council, and its administrative procedures.
- Councillors will also be expected to undertake specialist courses as need arises, and dependent on any specific responsibilities that are allocated.
- The Council is a member of the Lincolnshire Association of Local Councils and has full access to its training programme.
- If additional, specialist training is required on any matter, the Clerk will source an appropriate course and, if possible, arrange for a qualified person to deliver that training in-house to members.
- A record of all training attended by members will be kept.

General

- The Council will set aside an adequate training budget each year to meet training needs for staff and councillors.
- Anyone attending training is required to report back to the Clerk on the value of the training, and if appropriate prepare a written report for Council.
- Any useful training material should be shared between staff and members, either in hard copy or via e-mail, to ensure everyone is made fully aware of important updates relating to law and administration.
- The Council will take note of any matters which should be pursued as a result of training attended, and where best practice procedures should be implemented or updated as a result.

This policy should be used in conjunction with each employee's contract. It will be reviewed annually and subsequently linked into the following year's budget-setting to allow for all contingencies, with regard to training needs.

**Louth Town Council
Training Record 2024/25**

| Date of Course | Name of Course | Attendee(s) | Role |
|-----------------------|---|--|--|
| 14th May 2024 | First Aid | Shona Chitauru Jeremy Baskett | Staff Councillor |
| 10th July 2024 | Internal Audits | Lynda Phillips | Staff |
| 28th August 2024 | New Clerks Induction | Shona Chitauru | Staff |
| 4th September 2024 | Neighbourhood Planning | Paul Starsmore James Drake | Councillor Councillor |
| 10th September 2024 | Memorial Management & Inspections | Richard Hobson | Staff |
| 12th September 2024 | Playpark Inspection | Lynda Phillips | Staff |
| 10th October 2024 | Sexual Harrassment Training | Lynda Phillips | Staff |
| 23rd October 2024 | Sexual Harrassment Training | Jill Makinson-Sanders Eileen Ballard | Councillor Councillor |
| 28th October 2024 | Emergency Planning | Darren Hobson Lynda Phillips | Councillor Staff |
| 12th November 2024 | Clerks Networking Day | Lynda Phillips Shona Chitauru | Staff Staff |
| 19th November 2024 | Sexual Harrassment Training | Paul Starsmore, James Drake, Margaret Barnes, Pauline Watson, Darren Hobson, David Moore, Jill Makinson-Sanders, Karen Parsons, Eileen Ballard, Jeremy Baskett, George Horton, Lynne Cooney, Shona Chitauru, Lynda Phillips | Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Staff Staff |
| 21st November 2024 | Canva Training Part 1 | Shona Chitauru | Staff |
| Online | Fire Safety Essentials | Lynda Phillips | Staff |
| Online | Time Management Essentials | Lynda Phillips | Staff |
| Online | Procurement Act 2023 | Lynda Phillips | Staff |
| Online | Manual Handling | Hamish Lyon | Staff |
| Online | COSHH Essentials | Richard Hobson | Staff |
| 18th February 2025 | End of Year Audit Process | Lynda Phillips | Staff |
| 5th March 2025 | Allotments Part 1 | Lynda Phillips | Staff |
| 12th March 2025 | Allotments Part 2 | Lynda Phillips | Staff |
| 27th March 2025 | Accelerate Climate Action in your Council | Lynda Phillips | Staff |

Louth Town Council

SAFEGUARDING CHILDREN POLICY

1. Introduction

Louth Town Council abides by the duty of care to safeguard and promote the welfare of children and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with the best practice requirements.

- We recognise that the welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender assignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents/carers and other agencies is essential in promoting children's welfare.

2. Purpose

Louth Town Council will:

- Protect children and young people who receive Louth Town Council's service from harm. This includes the children of adults who use our services.
- Provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Louth Town Council including senior managers, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

3. Definitions

- **The Children Act 1989 definition of a child is:** anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.
- **Child Abuse:** children may be vulnerable to neglect and abuse within their family or harm outside of the family. There are 4 main categories of abuse which are: sexual, physical, emotional abuse and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:
 - a) Bullying and cyber bullying
 - b) Child sexual exploitation
 - c) Child criminal exploitation
 - d) Child trafficking
 - e) Domestic abuse
 - f) Emotional abuse
 - g) Female genital mutilation
 - h) Grooming
 - i) Neglect
 - j) Non-recent abuse
 - k) Online abuse
 - l) Physical abuse
 - m) Sexual abuse
- **Safeguarding children:** Safeguarding children is defined in Working Together to Safeguard Children 2018 as:
 - a) Protecting children maltreatment

- b) Preventing impairment of children's health or development
- c) Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- d) Taking action to enable all children to have the best outcome.

4. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from <https://learning.nspcc.org.uk>. Legislation provides the framework for safeguarding and child protection in England. It makes clear the expectations and requirements around duties of care to children and creates accountability for these. The main legislation in England is the Children Act 1989, the Children Act 2004 and the Children and Social Work Act 2017.

5. Prevent Duty

The Prevent strategy is part of the UK Counter Terrorism Strategy (CONTEST) published by the Government in 2011. Prevent has three main objectives to:

- a. respond to the ideological challenge of terrorism
- b. support vulnerable people and prevent people from being drawn into terrorism
- c. work with key sectors and institutions and address risks.

It focuses on early intervention before any illegal activity takes place. The aim is to reduce the likelihood of individuals who support a violent extremist ideology of becoming terrorists.

6. Training and Awareness

Louth Town Council will ensure an appropriate level of safeguarding training is available to its employees, volunteers, and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children
- Understand the difference between safeguarding children and child protection
- How to spot the signs of abuse and neglect
- How to respond to the indicators of abuse and neglect and keep children safe
- Understand dignity and respect when working with children
- Have knowledge of the Safeguarding Children Policy

7. Confidentiality and Information Sharing

Louth Town Council expects all employees and volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of significant harm or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing, see Louth Town Council's Data Protection policy.

8. Consent

Whilst professionals should in general discuss any concerns with their child, their parents/carers and where possible seek their agreement to making referrals to the Lincolnshire Safeguarding Children Partnership. This should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm.

Consent/agreement is not required for child protection referrals, however the professional referring would need to, where possible, discuss with and inform parents or carers that they are making a referral as stated above, unless alerting them would put the child or others at risk.

9. Recording and Record Keeping

A written record must be kept about any safeguarding concerns. This must include details of the person involved, the nature of the concern and the actions taken, the decision made and why it was made.

All records must be signed and dated. All records must be securely and confidentially stored in line with GDPR and according to Louth Town Council's Data Protection Policy.

10. Safe Recruitment and Selection

There is a duty under Section 11 of the Children's Act 2004 for Louth Town Council to be committed to safe employment and safe recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Louth Town Council has policies and procedures which cover the recruitment of employees and volunteers such as the Recruitment and Selection Policy and the Co-option Policy

11. Use of Mobile Phones and Other Digital Technology

All employees, Councillors and volunteers should be aware of Louth Town Council's Use of Internet and Email Policy regarding the use of mobile phones and any digital technology and understand that it is unlawful to share images and content on any digital platform without the explicit consent of the person with parental responsibilities.

12. Escalation

Professionals providing services to children and their families should work co-operatively across all agencies, using their confidence, skills and experience to make a robust contribution to safeguarding children and promoting the welfare within the framework of discussions, meeting, conferences and case management.

All professionals have a responsibility to work together and to help to prevent disagreements from escalating where possible. On occasions, situations may arise where there is a professional disagreement in relation to safeguarding a child. Resolution is an integral part of professional joint working to safeguard children and if such a situation arises and the problem cannot be resolved through discussion and negotiation between professionals on a front line level then the matter should be escalated as required.

13. Whistleblowing

It is important people within Louth Town Council have the confidence and support to come forward and speak or act if they have concerns that have not been addressed by escalation. Additional knowledge, advice and guidance must be sought from designated safeguarding leads at all times.

Whistleblowing occurs when a person raises concerns about dangerous or illegal activity, or any wrong-doing within their organisation. This includes concerns about another employee or volunteer. There is a requirement by Louth Town Council to protect whistleblowers.

14. Important Contact Numbers

If you believe that a child may be a victim of neglect, abuse or cruelty call:

Children's safeguarding 01522 782111 (Mon to Fri 8am to 6pm); or
01522 782333 (outside of office hours)

Police Emergency 999
 Non-emergency 101

NSPCC Helpline 0808 800 5000

Child sexual exploitation

Say Something If You See Something Child Exploitation 116000

Appendix 1

Safeguarding vulnerable people from extremism

Helping to reduce the threat from terrorism and extremism and knowing how to report a concern.

The Prevent strategy is part of the UK Counter Terrorism Strategy (CONTEST) published by the Government in 2011.

Prevent has three main objectives to:

- respond to the ideological challenge of terrorism
- support vulnerable people and prevent people from being drawn into terrorism
- work with key sectors and institutions and address risks.

It focuses on early intervention before any illegal activity takes place. The aim is to reduce the likelihood of individuals who support a violent extremist ideology of becoming terrorists. Find out more about National Prevent Strategy at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf

Reporting concerns

Don't rely on others. Please report any concerns you have about an adult or child who you think may be vulnerable to being drawn into extremism.

Reporting a concern: If you are concerned about any adult or child who you think may be vulnerable to being drawn into extremist activity, please report your concern.

Call 01522 885350 or email: prevent@lincs.pnn.police.uk

Spotting the signs

There is no single profile of a person likely to become involved in extremism and the process of radicalisation is different for every individual.

Radicalisers use normal social processes such as loyalty, self-perception, and fear of exclusion to influence others.

Signs that an individual may be being groomed into extremism could be:

- vulnerable individuals becoming withdrawn and stopping participating in their usual activities
- they may express feelings of:
 - anger
 - grievance
 - injustice
- or go missing from their home, school or care setting
- a new group of friends who have an extremist ideology
- using language that supports 'us and them' thinking
- or possessing or searching for extremist literature online.

Making a Prevent referral

How to report concerns about a child or adult at risk of extremism:

1. Make safe

If emergency services are required call 999 or non-emergency call 101. Take responsible steps to ensure that there is no immediate danger.

2. Refer

Refer concerns identified by members of public or professionals using the following link: <https://www.lincs.police.uk/reporting-advice/terrorism/preventing-extremism/>

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

Louth Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Louth Town Council is committed to creating a working environment where all council employees, councillors and others who come into contact with it in the course of the council's, are treated with dignity, respect and courtesy.

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed. However, the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- provides support in ensuring behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of Louth Town Council representatives (employees and Councillors). Should agency staff, or contractors have a complaint connected to their engagement with Louth Town Council this should be raised with the Town Clerk in the first instance.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor). However, the council will take appropriate action if any of its representatives are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and at council and to not experience any form of discrimination. Louth Town Council will not tolerate bullying or harassment at council, in the workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

conduct, and whether harm is intended or not. Neither will it tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

Louth Town Council expects all representatives of the council to treat each other with respect and uphold the values of the code of conduct and all other policies and procedures set by the council. It expects all representatives to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See Louth Town Council's Grievance and Disciplinary Procedures for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have serious and far-reaching consequences. Everyone has a responsibility not to make false allegations. While Louth Town Council will assume that all complaints of bullying and harassment are made in good faith, if allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

Examples of bullying and harassment include but are not limited to:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).

All representatives of Louth Town Council must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines, and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

(ADDITION) The Legal Position

Councils have a duty of care towards all their workers and liability under common law arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. If an employer fails to act reasonably with regard to this duty of care by allowing bullying or harassment to continue unchallenged an employee may decide to resign and claim 'constructive dismissal' at an Employment Tribunal.

Under the Equality Act 2010 bullying or harassment related to one of the protected characteristics covered by the Act (age, gender, marital status, sexual orientation, race, religion, belief, colour, disability) can be considered unlawful discrimination which could lead to an

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

Employment Tribunal claim for discrimination against the corporate employer, the council and the perpetrator(s) as individual named Respondents.

The legal definition of “Third Party Harassment” has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners, contractors etc., and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or member of the council. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment with a fine and/or prison sentence as a penalty and a right to damages for the victim. A harasser may be personally liable to pay damages if a victim complains to an Employment Tribunal on the grounds of discrimination

Reporting Concerns

What you should do if you feel you are being bullied or harassed

If you are being bullied or harassed by someone that you encounter at Louth Town Council, please raise this as follows:

- | | | |
|--------------------|---|--|
| <i>Employees</i> | - | with the Town Clerk |
| | - | with a Councillor |
| | - | any report will be taken seriously, and the matter will be dealt with as below and in line with the Staff Grievances and Discipline Procedure. |
| <i>Councillors</i> | - | with the Town Clerk, Chairman or Vice Chairman of the Personnel Committee |

There are two ways to resolve an issue. Informal or formal.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council’s policy and must stop. Alternatively, you may wish to ask the Town Clerk, Chairman or Vice Chairman of the Personnel Committee or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, you should raise the issue with the Town Clerk, Chairman or Vice Chairman of the Personnel Committee and they will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a council member
- such behaviour is contrary to Louth Town Council policy

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. This will be discussed with you if it is appropriate.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate and you consider that the perpetrator has breached the Council's Code of Conduct, a formal complaint can be made. To do this a written complaint should be made as follows:

- to the Monitoring Officer, where the perpetrator is a Councillor, who will investigate the matter.
- to the Town Clerk, where the perpetrator is an employee, who will investigate in line with the Council's Staff Grievance and Disciplinary Procedure:

Employees will need to co-operate with the Council's investigation and provide the following details:

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told the complainant's name and the details of your grievance in order for the issue to be investigated properly. However, the investigation will be carried out in as confidentially and sensitively a manner as possible. Where the complainant and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Investigations will be carried out as promptly as possible (allowing for council regulations to be met), sensitively, as far as possible, confidentially and in accordance with the Council's Grievance and Disciplinary Procedures. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a formal grievance meeting will be held with the complainant to consider the matter and the findings of the investigation, in accordance with the

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the Town Clerk will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The council will consider any adjustments to support an employee in their work and to manage the relationship with the Councillor the allegations relate to, while the investigation proceeds, if necessary.

Notes:

Protected Characteristics

A 'protected characteristic' is defined in the Equality Act 2010 as age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, and marriage and civil partnership. It is unlawful to discriminate against an individual because of any of the protected characteristics.

Discrimination includes treating people differently because of a protected characteristic. Employees can complain of harassment even if the behaviour in question is not directed at them. This is because the complainant does not actually need to possess the relevant protected characteristic. An employee can complain of unlawful harassment if they are related to someone with a protected characteristic, or because a colleague believes they have a protected characteristic.

Examples of harassment related to a protected characteristic could include but are not limited to:

- Making assumptions about someone's ability due to their **age**, or denying development opportunities to someone based on their age. This could also include assumptions about their lifestyle or making inappropriate jokes related to age.
- Making fun or mimicking impairments related to a health condition, or using inappropriate language about disabilities. Constantly selecting social activities that make it impossible for a colleague with a **disability** to participate in.
- Refusing to treat a person as their new gender, or disclosing information about their gender identity could be harassment on the grounds of **gender reassignment**.
- **Pregnancy/Maternity** harassment could include refusing opportunities due to pregnancy or maternity leave, or inappropriate touching and invasion of personal space such as unwanted touching of a pregnant persons stomach.

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

- Harassment based on **race** could include derogatory nicknames, or stereotyping based on ethnicity. It could include racist comments or jokes, or assumptions about someone's lifestyle based on their ethnicity.
- **Gender** harassment could include not considering people for a job based on gender stereotyping roles, or implementing practices that disadvantage one gender over another. Rude, explicit jokes, even if not directed at an individual, or comments on individuals dress or appearance.
- Regularly arranging team meals over periods of fasting or religious occasions or failing to adjust a dress code to accommodate religious dress could be examples of harassment based on **religion/belief**.
- Excluding same sex partners from social events could be both **sexual orientation** and **marriage/civil partnership** discrimination, as could not offering the same work-related benefits.

A person does not need to be employed or have 2 years qualifying service to make a discrimination claim at a tribunal.

- Job applicants who believe they have not been appointed because of a 'protected characteristic' can make a claim.
- New or established employees who are dismissed, or treated unreasonably because of a health condition can make a discrimination claim.
- An employee subjected to harassment can make a discrimination claim at a tribunal.
- An employee asked to retire can make a discrimination claim at a tribunal

Legal risks

Successful unfair dismissal claims are limited to a compensation cap, whereas those for unlawful discrimination have no cap.

A positive employment culture, and swift action if conduct falls beneath acceptable standards will help mitigate the risks. An unhealthy culture will make it difficult to defend claims.

The time to defend and the cost of defending tribunal claims can be significant, irrespective of the outcome.

Culture and behaviour

We work in eclectic communities and working environments, and a positive culture within the council enables people with different backgrounds and beliefs to share ideas and shape how the council achieves its objectives for their community.

It is important to recognise that different individuals may find different behaviours bullying or harassing so while there is not always intent to offend or cause harm, that does not mean that the effect of the behaviour has not caused harm or offence.

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

It can take people a period of time to decide to raise their concerns, as they worry about consequences (perhaps from peers by complaining about a colleague who is popular, or they fear victimisation from the perpetrator or others). The council should consider whether there are opportunities (such as 1-2-1s to offer an opportunity to reflect on relationships/morale) to identify issues earlier and address negative behaviours. Individuals can often mention concerns they are experiencing but not want to take it further. The council should remind the complainant that bullying and harassment has no place in the Council and remind them of the policy in place to address concerns.

Whilst both staff and councillors jointly determine the working culture, councillors are key in demonstrating what is and isn't acceptable behaviour. This is apparent from how councillors behave with each other in council meetings and also in how standards of behaviour are applied through the use of informal discussion and formal policies.

Bullying and harassment and performance management

The policy sets out that bullying and harassment does not include appropriate criticism of an employee's behaviour or effective, robust performance management. It is not uncommon for an employee, when receiving critical feedback, to claim that this is bullying and/or harassing. It is the role of the nominated manager to provide effective and constructive feedback to encourage performance at the required standard.

Even when the feedback is not positive it should be fair, communicated in a professional and reasonable manner and shared with the objective of aiding understanding and achieving an improvement to overcome the shortfalls. There is no absolute definition of when the feedback may not be appropriate. Often it will be for the person/panel hearing the dignity at work complaint/grievance to determine whether the performance management has upheld the standards expected in terms of respect and civility and any feedback has been shared in a fair and professional way.

Responsibilities

All staff and representatives of the council are responsible for their own behaviour while acting on behalf of Louth Town Council and for taking steps to revise unacceptable behaviour and appropriately challenge that of others.

Leaders – councillors, clerks, chief officers, managers - are responsible for ensuring that these standards of treating people with civility, respect and courtesy are upheld, both through their own example, and by communicating and promoting these expectations to all employees. They are also responsible for ensuring that concerns raised are treated seriously and addressed in line with this policy in a timely manner.

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

During the investigation

Employers have a duty of care to provide a safe place of work. If a complaint is made, discuss how to manage working relationships whilst the allegation is being investigated and until the outcome is disclosed. This is as much for the protection of the alleged perpetrator as for the aggrieved.

Offer other support that may be appropriate to the situation such as signposting to support groups, time off for counselling etc. If you have suspended a staff member, your duty of care continues and it is important to consider their wellbeing and mental health.

Ensure that you communicate regularly with both parties.

The investigation and any subsequent hearing should be completed in accordance with the grievance policy which sets out a process for dealing with concerns.

Confidentiality

It may be possible for concerns to be raised with the perpetrator without disclosing the name of the complainant however in a small council it is likely that it will be clear that the accused will know where the accusation has come from. The council representative (clerk/chief officer/councillor) speaking to the alleged perpetrator must be clear that the discussion is confidential and the individual would be at risk of formal disciplinary action if there is any sort of victimisation or retaliation for the individual raising their concern.

During any formal investigation it may be necessary to disclose the nature of the allegations and where they came from to ensure a fair and balanced investigation and process. This should be discussed with the person raising the concerns to understand any issues and how they may be mitigated. Where there is a genuine fear of consequences and this may need to be considered, it is recommended that professional advice is sought.

Victimisation

All employees have the right to raise genuine concerns without the fear of reprisals. If the aggrieved (or a witness) is treated differently / less favourably because they have raised a complaint, then this is victimisation. This would include isolating someone because they have made a complaint, cancelling a planned training event, or giving them a heavier or more difficult workload. Victimisation can lead to a claim to an employment tribunal.

False allegations

If an employee makes an allegation that they know to be untrue, or gives evidence that they know to be untrue, the council should consider the matter under the disciplinary procedure. Such an allegation would potentially be gross misconduct.

Louth Town Council

DIGNITY AT WORK/IN COUNCIL POLICY

Complaints against Councillors

Following the Ledbury case, the law is clear that any formal complaint about a councillor regarding a breach of the code of conduct must be referred to the Monitoring Officer for investigation. During the investigation, it is critical to ensure that where an employee of the council has made the complaint, that the council agrees reasonable measures with the employee to protect their health and safety and safeguard them. Such measures may include a temporary change in duties, change of work location, not attending meetings with the person about whom the complaint has been made etc.

Careful consideration is required where a grievance is raised against the council as a whole due to lack of support related to councillor behaviours. The specific allegations will need to be considered to determine whether the allegations can be addressed by the council, or require exploration of the councillors behaviour in order to respond, in which case the Monitoring Officer may be required to investigate the alleged behaviours of a/any councillors where this may relate to the code of conduct. It is a matter of fact whether the complaint is against the council and can therefore be dealt with by the council's grievance procedure or against a councillor and can only be dealt with by the Monitoring Officer.

HUBBARDS HILLS UPDATE – MARCH 2025

Hubbard's Hills returned to LTC management as of late last year (30/11/24) and maintenance and management has continued relatively seamlessly.

It helped the transition from Trust management to LTC occurred during the winter, to allow for a more 'relaxed' period for this to occur.

The following has been undertaken so far:

1. Dedicated telephone number for HH enquiries
2. A webpage, dedicated to Hubbard's Hills has been created on LTC website.
3. Bin, Bench and Sign inventory undertaken.
4. Some signage has been replaced to reflect LTC Management.



5. 'Leg' of sign replaced (one about trees near duck pond, original had rotted out)
6. Edges of Hallington end car park strimmed and cut back.
7. Skip hire resolved.
8. Electricity contract resolved.
9. Water contract resolved.
10. PPE New wellington boots to be bought for Richard Marsh (For use when cleaning toilets)
11. Fence along top path to be reinstated/fixed. Work instructed.
12. Work to trees being undertaken, in accordance with the last tree report commissioned by the HH Trust just before hand over. Work commenced on 19th March. Council aware of cost and scope, and approved.
13. Graffiti removed from some signs and inside of toilet block
14. Outside of toilet block repainted (by HH Trust) due to graffiti
15. Emergency tree work undertaken on a tree on the top path which blew down blocking the path in December
16. Permission granted for Lions Duck Race to take place
17. Bins, signs and memorial to be cleaned imminently
18. Considered request to install an automatic dog washer in the hills (not a priority at the moment)
19. Policy on planting of memorial trees drafted
20. Issue raised by lady in public forum re. dogs discussed by HH Group.
21. Mole damage discussed by HH group. Observation as to scope of issue prior to any resolution currently being observed.

22. Steps at Hallington End cleaned
23. Walk around with Lincolnshire Wildlife Trust undertaken
24. EA consulted, but not actioned as yet.
25. Bottom path cleaned
26. Sign over 1st bridge at Hallington end reinstated
27. Some tree debris removed from river (after storm)
28. Ivy removed from some signs to make clearly visible
29. Bins continued to be emptied
30. Sanitary waste contract resolved.

Current actions under proposal for future consideration:

1. Litter picking. Activity to engage community interaction and ownership.
2. Proposing to Council the implementation of an approved contractor/supplier list.
3. Look into use of a QR code in possible relation to
 - a) Receive public donations
 - b) Giving information on HH
 - c) Giving feedback on HH.

02-25-25 PLAN MINS

**MINUTES OF THE LOUTH TOWN COUNCIL PLANNING COMMITTEE
HELD IN THE OLD COURT ROOM, THE SESSIONS HOUSE, LOUTH
ON TUESDAY 25th FEBRUARY 2025**

Councillor P. Starsmore (PS) (in the chair).

Present Councillors: Mrs. E. Ballard (Mrs. EB), L.M. Cooney (LMC), J. Drake (JD), H. Filer (HF), D. Hobson (DH), G.E. Horton (GEH), Mrs. J. Makinson-Sanders (Mrs. JMS), D. Moore (DM), Mrs. K. Parsons (Mrs. KP), Mrs. P.F. Watson (Mrs. PFW).

Councillors not present: Mrs. EB, J. Baskett (JB), M. Barnes (MB), D.E. Wing (DEW).

The Town Clerk, Mrs. L.M. Phillips, the Town Clerk's Assistant, Miss S. Chitauro, East Lindsey District Cllrs. R. Jackson, D. Hall and R. Watson, and two members of the public were also present.

Public Forum

- East Lindsey District Councillor R. Jackson spoke of the upcoming closure of Louth's branch of Natwest and informed the Council that residents will be able to use the Post Office for certain banking facilities after its closure.
- East Lindsey District Councillor R. Watson spoke regarding his objections to the proposed nuclear waste storage facility in the area and implored the Council to join local parishes in objecting.
- Councillor Mrs. PFW shared concerns about the current state of Louth's bus station.
- Councillor Mrs. JMS disclosed information regarding the health of a former Councillor.

P117. Apologies for Absence

Apologies for absence were received from Cllr. Mrs. EB who would be late to the meeting and Cllr. JB.

P118. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllr. DH – items 4, 5 and 6 as a member of ELDC.
- b. Cllr. GEH – items 4, 5 and 6 as a member of ELDC and PA6 as an acquaintance of the applicant.
- c. Cllr. Mrs. JMS – items 4, 5 and as a member of ELDC and item 7 as a member of the ELDC Transport Board.

P119. Minutes

It was proposed, seconded and **RESOLVED** that the notes of the Planning Committee Meeting held on 4th February 2025 be approved as the minutes.

P120. Applications received by the Local Planning Authority

The Committee considered all planning applications received, including those listed in the schedule (PA/Schedule 02-025-25) and it was proposed, seconded and **RESOLVED** as follows:

- a. N/105/01750/24 – To object. 1) The Committee felt that conditions are imposed for a reason and these should not be changed or removed. 2) It noted that increasing the size of properties will thereby increase the cost to purchasers and it wondered what affordable housing would be made available in the area? 3) What s106 contribution is to be made as a result of this development? If the size of properties is increased the Town Council feels strongly that the s106 contribution should also increase, inline.
- b. N/105/00043/25 – To object on the grounds of design and materials, having concerns with the choice of material being used within the Conservation Area. Louth Town Council feels that the application of solar panels to the roof, the concrete roof tiles and UPVC would be very obvious.
- c. To support all other applications.

NB: Cllr. Mrs. EB entered the meeting at 7.25pm during discussion of PA2, therefore, she did not vote on any subsequent Planning Applications.

P121. Planning Correspondence

The Committee noted the following planning correspondence:

a. ELDC Planning Decisions

- i. ELDC Refused – N/105/01809/24 – Planning Permission – 146 St. Bernards Avenue, LN11 8BJ – LTC objected 14/01/25.
- ii. ELDC Approved – N/105/01852/24 – Planning Permission – Couplands Caravans, LN11 0YZ – LTC supported 14/01/25.
- iii. ELDC Refused – N/105/01928/24 – Consent to Display – 152-154 Eastgate, LN11 9AB – LTC objected 14/01/25.
- iv. ELDC Approved – N/105/01645/24 – Planning Permission – Powerguard House, LN11 0SX – LTC objected 04/02/25.
- v. ELDC Approved – N/105/01978/24 – Planning Permission – 1 St. Mary’s Lane, LN11 0DU – LTC supported 14/01/25.

b. Temporary Traffic Restrictions

- i. ORGANISATION RESPONSIBLE FOR RESTRICTION: DSTM Ltd
REASON FOR RESTRICTION: Filming.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Westgate; Schoolhouse Lane; Gospelgate; George Street.
PERIOD OF RESTRICTION: 18/02/25 – 27/02/25 (restrictions to be implemented for 10 days as and when required during this period. Signage to be displayed on site in advance) – ***Please note that filming has now been postponed until further notice.***
- ii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: New water connection.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Mercer Row (between Ugate and Butcher Lane).
PERIOD OF RESTRICTION: 03/03/25 – 05/03/25, 18:00 to 06:00 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- iii. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: Water main repairs.
NATURE AND LOCATION OF RESTRICTION: Road Closure Order – Richmond Road.
PERIOD OF RESTRICTION: 18/02/25 – 20/02/25 (restrictions to be implemented for 3 days as and when required during this period. Signage will be displayed on site in advance).
- iv. ORGANISATION RESPONSIBLE FOR RESTRICTION: Anglian Water
REASON FOR RESTRICTION: Emergency – repair leak.
NATURE AND LOCATION OF RESTRICTION: Emergency Road Closure Order – Gospelgate (between George Street and Ugate).
PERIOD OF RESTRICTION: 10/02/25 – 14/02/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).

c. Enforcement

- i. Location: Land South of Chestnut Drive, Louth. Nature of Investigation: Flag poles and flags in situ following expiry of temporary planning permission reference N/092/01428/19. The matter has been investigated and was established that no breach of planning control has taken place. Advertisements displayed after the expiry of express consent have deemed consent under Class 14 of Schedule 3 to the regulations. The Council would only require the removal of an advertisement immediately at the end of the express consent period, if a condition was attached to the consent by the local planning authority. There was no condition requiring the removal imposed on N/092/01428/19, therefore the adverts can remain in situ until completion of the development. No further action will be taken.
- ii. Location: 15 Ramsgate, Louth, LN11 0NB. Nature of Investigation: Untidy land and building. The matter is due to be fully investigated by an enforcement officer, who will aim to visit the location within 18 working days to establish whether of breach of planning control has taken place.

d. Appeals

- i. Planning Application Reference: N/105/00143/24. Location: 25 Queen Street, Louth, LN11 9BJ. Nature of Appeal: An appeal was made under section 78 of the Town and Country Planning Act 1990 (as amended) against the refusal to grant planning permission to change the existing timber

windows and entrance door to the front elevation only of property to UPVC traditional style sash windows as like for like replacement. Decision: The Planning Inspectorate determined that the main issue of the proposed work was the effect of the replacement front windows on the character and appearance of the Louth Conservation Area. Subsequently, the Planning Inspectorate dismissed the appeal.

P122. Proposed Work to Trees

It was proposed, seconded and **RESOLVED** to support the following work to trees in the Conservation Area:

- a. Location:** Riverdale, Love Lane. **Proposals:** T1 – Holly – Trim and reshape to leave a finished height of 7m and spread of 3.5m. T2 – Conifer – Trim and reshape to leave a finished height of 9m and spread of 5m. T3 – Holly – Trim and reshape to leave a finished height of 7m and a spread of 3.5m. T4 – Conifer – Trim and reshape to leave a finished height of 9m and a spread of 5m. T5 – Holly – Trim and reshape to leave a finished height of 7m and a spread of 3.5m. T6 -Conifer – Reduce new growth from the top and reshape the sides to leave a finished height of 7m and a spread of 5m. T7 – Conifer – Remove snapped out limb (goes into Holly).

P123. Proposed Waiting Restrictions – Louth Market Place

The Committee received amended proposals from Lincolnshire County Council (LCC) regarding the proposed waiting restrictions at Louth Market Place, previously discussed by Louth Town Council. It was proposed, seconded and **RESOLVED** to support the amended plans, which reduced the number of signs in the proposed restricted area to three.

P124. National Highways and Transport (NHT) Survey

The Committee received the drafted corporate response collated by the Planning Working Group. As per resolution made by the Committee on 4th February 2025, it was proposed, seconded and **RESOLVED** to approve and submit the draft corporate response.

P125. Nuclear Waste Services, Geological Disposal Facility

The Committee received a document detailing the above proposals in the area surrounding Louth. After debate, it was proposed, seconded and **RESOLVED** to upload the document to the Louth Town Council Facebook and website in the first instance to gauge public interest.

P126. Next Meeting

It was noted that the next scheduled Planning Committee meeting would take place on 25th March 2025.

The Meeting Closed at 8pm.

Signed _____ (Chairman)

Dated _____

| Our Ref | Author-ity | Application No | Type | Applicant | Proposal | Location / Ward | Conserva-tion Area? | Previous LTC Comments | Planning Working Group | Expiry Date for LTC Comments | Planning Schedule Date |
|---------|------------|--------------------|---------------------|-------------------------------|---|--|---------------------|--|--|------------------------------|------------------------|
| 1 | ELDC | N/105/ 01111/24 | Planning Permission | East Lindsey District Council | Creation of 3G Artificial Grass Pitch (AGP) with perimeter and acoustic fencing to 4.5m in height, floodlighting, storage container, new hardstanding areas, footpath, re-surfacing of existing multi use games area (MUGA), extension of existing car park and provision of a 1 metre high bund. AMENDMENT - amended Noise Assessment and Noise Management Plan taken to account of the previous amendments to the proposal. | Wood Lane Playing Field, Wood Lane, Louth - St Michael's Ward | No | See below. | Object as previously. Nothing has changed in terms of opinion. Not opposed to a 3G pitch, just this location, both for the loss of free play space and the neighbour concerns. It is also considered that the removal of a free play space could lead to an increase in anti-social behaviour by those who lose the valuable free play space. | 26/03/2025 | 25/03/2025 |
| 2 | ELDC | N/105/ 01576/24 | Planning Permission | Mr. J. Fairburn | Erection of 1no. dwelling. AMENDMENT - proposal amended to one dwelling. | Phase 3 Land Adjacent Playing Field, Julian Bower, Louth - St. Mary's Ward | No | Louth Town Council supported this application on 29th October 2024. | Support with the condition that no exits from the site be created onto Julian Bower. | 26/03/2025 | 25/03/2025 |
| 3 | ELDC | N/105/ 00074/25 | Planning Permission | Hodson Architects | Extension and alterations to existing dwelling to provide additional living accommodation including alterations to driveway and access. AMENDMENT - elevation drawings received for the proposed wall. | The Beeches, 37 St. Mary's Lane, Louth, LN11 0DU - St. James' Ward | Yes | Louth Town Council supported this application on 4th February 2025. | Support. A better wall / boundary treatment will limit the potential for criminal activity in terms of burglary. | 26/03/2025 | 25/03/2025 |
| 4 | ELDC | N/105/ 00201/25 | Planning Permission | Mr. I. Corby | Erection of detached garage. AMENDMENT - description corrected to remove reference to alterations to the dwelling. | Granchester, Stewton Lane, Louth, LN11 8SB - St. Michael's Ward | No | Louth Town Council supported this application on 25th February 2025. | Support. Secure vehicular parking is beneficial in preventing potential theft. However, note that the area is prone to flooding. | 26/03/2025 | 25/03/2025 |
| 5 | ELDC | N/105/ 00210/25 | Planning Permission | Mr. A. Waller | Erection of a dwelling with a detached garage and boundary wall on the site of an existing office block which is to be demolished. | Revenue Buildings, Chequergate, Louth, LN11 0LL - St. James' Ward. | Yes | New | A nice building proposed to replace an old abandoned site. The rear garden is in a high flood risk area and not built on. Many local residents offered letters of support as an improvement to the area. It also takes an area that is unused and makes it functional, which would limit any anti-social behaviour in the vicinity. | 26/03/2025 | 25/03/2025 |
| 6 | ELDC | N/105/ 00219/25 | Planning Permission | Honda Motor Europe Ltd | Extension and alterations to existing building to provide R&D facilities, meeting room, office space and a 2m high security fence. | Honda UK Racing, Scarborough Road, Fairfield Industrial Estate, Louth, LN11 0WD - North Holme Ward | No | New | Support. Only praise for a local high profile company in World Motor Sport. No objections noted and the security fencing again offers a protection to limit potential theft occurring within the premises. | 26/03/2025 | 25/03/2025 |
| 7 | ELDC | N/105/ 00238/25 | Planning Permission | Mrs. R. Diamond | Alterations to existing flats to provide 9no. replacement windows (works complete). | 18-18a Chequergate, Louth, LN11 0LH - St. James' Ward | Yes | New | Object on the grounds that the materials used are not acceptable in the Conservation Area and given the properties proximity to both the Town Centre and St. James' Church, a nationally important, Grade II listed building, it was felt that these detract from the areas character, having a detrimental impact on the vitality and viability of the Town Centre. | 03/04/2025 | 25/03/2025 |

| Our Ref | Author-ity | Application No | Type | Applicant | Proposal | Location / Ward | Conserva-tion Area? | Previous LTC Comments | Planning Working Group | Expiry Date for LTC Comments | Planning Schedule Date |
|---------|------------|-----------------|-------------------------|------------------------|--|---|---------------------|-----------------------|--|------------------------------|------------------------|
| 8 | ELDC | N/105/ 00264/25 | Section 73 Application | Mr. J. Fairburn | Section 73 Application vary condition nos. 2 (approved plans), condition no. 3 (archaeology), condition no. 4 (archaeology), condition 5 (construction management), condition 6 (arboricultural), condition 7 (foul water), condition 8 (surface water drainage), condition 9 (external materials), condition 10 (landscaping), condition 11 (boundary treatments), condition 18 (mitigation), condition 19 (estate road phasing), condition 21 (footpath details) and condition 22 (external landscaping) as previously imposed on N/105/01436/18 Planning Permission - for the erection of 1 no. houses with attached double garages and 3no. houses with detached double garages, construction of vehicular/pedestrian accesses and internal access roads and the provision of public open space and compensatory habitat area. | Phase 3 Land Adjacent Playing Field, Julian Bower, Louth - St. Mary's Ward | No | New | Support with the condition that no exits from the site be created onto Julian Bower. | 26/03/2025 | 25/03/2025 |
| 9 | ELDC | N/105/ 00280/25 | Planning Permission | Taylor Lindsey Ltd | Change of use of land to provide 2no. hardstanding units with the siting of 60 no. containers, erection of perimeter fencing, electric gate and associated landscaping. | Land Off Tattershall Way, Fairfield Industrial Estate, Louth - North Holme Ward | No | New | Support. | 07/04/2025 | 25/03/2025 |
| 10 | ELDC | N/105/ 00302/25 | Planning Permission | Mr. R. Adams | Change of use, conversion of and alterations to former beauty salon to provide 1no. dwelling with the erection of perimeter walling and railing. | 180 Eastgate, Louth, LN11 9AG - Priory Ward | Yes | New | Support on condition that windows are not fully obscured. | 26/03/2025 | 25/03/2025 |
| 11 | ELDC | N/105/ 00326/25 | Consent to Display | Lovelles Estate Agents | 1no. non illuminated fascia sign and 3no. non illuminated window graphics. | 101 Eastgate, Louth, LN11 9PL - Priory Ward | Yes | New | Support on condition that windows are transparent/not full obscured. | 03/04/2025 | 25/03/2025 |
| 12 | ELDC | N/105/ 00327/25 | Listed Building Consent | Lovelles Estate Agents | Alterations to existing shopfront to include repainting and new signage. | 101 Eastgate, Louth, LN11 9PL - St. James' Ward | Yes | New | Support. | 03/04/2025 | 25/03/2025 |
| 13 | ELDC | N/105/ 00353/25 | Planning Permission | Kingston Beck Ltd | Part change of use and alterations to existing shop, which is a listed building, to provide 1no. dwelling. | 4-6 Mercer Row, Louth, LN11 9QJ - Priory Ward | Yes | New | Support. | 04/03/2025 | 25/03/2025 |
| 14 | ELDC | N/105/ 00354/25 | Listed Building Consent | Mr. S. Keast | Part change of use and alterations to existing shop to provide 1no. dwelling. | 4-6 Mercer Row, Louth, LN11 9QJ - Priory Ward | Yes | New | Support with conditions that 1) the access into and out of the site is carefully considered to ensure safety as its location on a bend was considered dangerous. 2) Tree planted should be of a substantial starting size (no whips) and be replanted should any perish before being established. Note: security fencing should provide a good secure area, given local users of the site may potentially be storing items of value. | 04/03/2025 | 25/03/2025 |
| 15 | ELDC | N/105/ 00376/25 | Planning Permission | Mr. W. Muns | Erection of vehicular and pedestrian access gates with piers to a maximum height of 1.99m, which is within the curtilage of a listed building. | Park House, 211 Eastgate, Louth, LN11 8DD - Trinity Ward | Yes | New | Support. A good proposal that concludes the properties full conversation back to a dwelling after many years of use as a public house. The singular access adds security to a substantial property and will aesthetically enhance the frontage of the property. | 08/04/2025 | 25/03/2025 |
| 16 | ELDC | N/105/ 00377/25 | Listed Building Consent | Mr. W. Muns | Erection of vehicular and pedestrian access gates with piers to a maximum height of 1.99m. | Park House, 211 Eastgate, Louth, LN11 8DD - Trinity Ward | Yes | New | Support (as above). | 08/04/2025 | 25/03/2025 |

| Our Ref | Author-ity | Application No | Type | Applicant | Proposal | Location / Ward | Conserva-tion Area? | Previous LTC Comments | Planning Working Group | Expiry Date for LTC Comments | Planning Schedule Date |
|---------|------------|----------------|------|-----------|----------|-----------------|---------------------|-----------------------|------------------------|------------------------------|------------------------|
|---------|------------|----------------|------|-----------|----------|-----------------|---------------------|-----------------------|------------------------|------------------------------|------------------------|

Previous Comments on Planning Application N/105/0111/24

Louth Town Council considered amendments to application reference N/105/0111/24 for Planning Permission - Creation of 3G Artificial Grass Pitch (AGP) etc. - at Wood Lane Playing Field, Wood Lane, Louth on 14th January 2025 and it was resolved to object on the same grounds as previously (see below) as it was felt that the amendments to the plans do not materially change the situation and are not sufficient to allay the fears of residents: Loss of free, open, public green space Loss of ecological habitats Adequacy of drainage Access and highway safety Traffic generation Noise and disturbance from the scheme Loss of privacy The proposed development of the Wood Lane Playing Field includes the removal of 14 trees and this coupled with the loss of the playing field, a free, public, open green space to make way for a 3G pitch and 95 new parking spaces will seriously impact the residents and the environment. It will result in the loss of availability of a much loved and much used free, public, open green space which has been enjoyed informally by all for many years in the pursuit of many activities such as football, cricket, rounders, catch, frisbee, running, picnics etc. This has allowed those who are not members of sports clubs to have an area for activities and has allowed the larger population an ability to engage in outdoor fitness on an ad hoc basis. Failure to provide these free, public, open green spaces is detrimental to the larger population who are not members of sports groups and cannot afford to be members. It does not promote inclusivity. ELDC has not proposed to replace these facilities, as per national planning policy and its loss will disadvantage many who live in the surrounding area, which is recognised as a deprived area and whose residents may not own cars or have any other access to free, public, open green space. This will lead to children being forced to find other areas to play in which will be more secluded than the Wood Lane Playing Field and which raises other concerns for their safety. The redevelopment of green spaces for building is creating a situation where there will be almost no green space within the centre of Louth. ELDC has an obligation to ensure these spaces are available to the local population to ensure its wellbeing. Further, the use of materials which have been proven to have carcinogenic properties in the 3G pitch brings health concerns which cannot be overlooked. The adoption of EU REACH by the European Commission will see a restriction placed on the sale of the rubber infill used for 3G AGPs may also make the maintenance of these pitches difficult which raises concerns about the sustainability of the proposed 3G pitch. Furthermore, the proposals may result in reduced air quality as a result of an increase in carbon emissions caused by additional traffic and less vegetation to counteract that, increased flood risk due to displacement of surface water and a decline in biodiversity as habitats are lost. It will have a negative effect on the local ecosystem, destroying habitats and disrupting wildlife living in the local area e.g., of birds, squirrels and insects of which there are many in the vicinity. The installation of a 3G pitch and 95 new parking spaces will generate a significant increase in the amount of vehicular traffic using St Bernard's Avenue which turns into Wood Lane (the only access and exit road). This road already serves an enormous number of residents whose abodes are located on it or just off it. It is well used currently by pedestrians as the only route for many children to and from their schools, all located off this road (Eastfield Infants and Nursery Academy, Lacey Gardens Junior Academy, Louth Academy Upper Campus (years 9, 10 and 11), St. Michael's Church of England Primary School) it is also a main thoroughfare dissecting the town which many use to cut from one side of town to the other and which is used as such by both vehicles and pedestrians. It already suffers from highway safety problems which can only be exacerbated by this development. The current problems are created by cars parked on-street (a necessity for many local residents as they have no driveway) and by drivers travelling along the road using excessive speed. It is also a main bus route. It is questionable that this transportation infrastructure would be capable of accommodating the increased strain placed upon it by the increase in traffic which would be generated by this development. The ensuing congestion caused by the increase in traffic and the increase in pedestrians/children walking to/from and around the new installation would greatly increase highway safety risks. The increase in traffic, both pedestrian and vehicular would also have a detrimental impact on the quality of life of residents: the danger, infringement of privacy, noise and light created being unacceptable. Noise and light pollution created by the development, which it is proposed will be operated on a 7 day a week basis from 8am to 10pm, will lead to the loss of enjoyment of previously darker skies by residents, will disrupt the sleep of nearby children and this might have a negative knockon effect on their education and everyone's mental condition. It is inevitable that disruption will also not cease at 10pm as users will take time to leave the car park (from which the sound of them talking and slamming doors etc., will still escape as there is no sound proofing in this area) past that time and lighting will not be switched off until staff are able to leave. The above concerns would increase stress levels for all nearby residents and this deterioration in the overall quality of life/violation of human rights is quite intolerable. The Council would like to stress that it is not against the installation of a 3G pitch in Louth. In fact, it recognises that Louth really needs this facility and would welcome it. BUT, having facilitated a public meeting for residents to voice their opinions, at which most attendees were opposed to the application, it cannot support it in this location. In view of the above and the lack of plans to re-provide both trees and free public open space the Council would urge ELDC to reconsider. The Council feels that the provision of free, public, open green space is as equally essential as the provision of quality sports facilities.

Ossian Wind Farm Proposals

Planning Working Group Statement for Consideration

Louth Town Council consider that this specific development, although not directly in the Louth area, highlights a concern that it feels needs to be addressed and stated.

The proposal of the pylons through Lincolnshire, additional windfarms, the associated substations, coupled with the storage facilities for Carbon Capture and Nuclear Waste are demonstrating a piecemeal approach to the degradation of the countryside of Lincolnshire. Many local residents fear this will affect the county, both in terms of tourism and food production.

There is great fear that the pylons may increase potential large output solar farms taking arable land, and the coast has many sites of scientific interest and is now part of a larger nature reserve.

Some honesty, and a holistic view of what Lincolnshire is expected to carry in terms of national infrastructure would be appreciated, as more people accept there needs to be some compromise here and there, but the 'chipping' away by small applications, is slowly removing any real say the local people of the county may have.

**PLANNING COMMITTEE 25th MARCH 2025
PLANNING CORRESPONDENCE TO NOTE**

1. **ELDC Planning Decisions**
 - a. ELDC Approved – N/105/01929/24 – Planning Permission – 154 Horncastle Road, LN11 9QT – LTC supported 14/01/25.
 - b. ELDC Approved – N/105/00051/25 – Section 73 Application – Land West of Keddington House, Louth – LTC objected 04/02/25.
 - c. ELDC Approved – N/105/00099/25 – Planning Permission – 173 Eastgate, Louth, LN11 8DB – LTC supported 04/02/25.
2. **Temporary Traffic Restrictions**
 - a. **Organisation Responsible for Restriction:** Lincolnshire County Council
Reason for Restriction: Emergency – safety bollard installation.
Nature and Location of Restriction: Emergency Road Closure Order – Eastgate (between Upgate and New Street); Nichol Hill.
Period of Restriction: 13/03/25 – 13/03/25 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).
 - b. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – repair sunken fire hydrant.
Nature and Location of Restriction: Emergency Road Closure Order – High Holme Road (between Union Street and Broadbank).
Period of Restriction: 05/03/25 – 11/03/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
 - c. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – dangerous cover and frame repair.
Nature and Location of Restriction: Emergency Road Closure Order – Westgate (between Westgate Place and Bridge Street).
Period of Restriction: 04/03/25 – 10/03/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).
 - d. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – repair leak.
Nature and Location of Restriction: Emergency Road Closure Order – Broadbank (between Cisterngate and Spaw Lane).
Period of Restriction: 10/03/25 – 14/03/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
 - e. **Organisation Responsible for Restriction:** Direct Traffic Management
Reason for Restriction: Foul and surface water connections.
Nature and Location of Restriction: Road Closure Order – Monks Dyke Road (between Almond Crescent and Millgood Close).
Period of Restriction: 07/04/25 – 11/04/25 (restrictions to be implemented for 5 days as and when required during this period. Signage will be displayed on site in advance).
 - f. **Organisation Responsible for Restriction:** Anglian Water
Reason for Restriction: Emergency – burst main.
Nature and Location of Restriction: Emergency Road Closure Order – Alvingham Road (between Lyndon Way and Church Lane).

Period of Restriction: 12/03/25 – 18/03/25 (restrictions to be implemented for 7 days as and when required during this period. Signage will be displayed on site in advance).

g. Organisation Responsible for Restriction: TLF Utilities Ltd

Reason for Restriction: BT pole renewal.

Nature and Location of Restriction: Road Closure Order – Mount Pleasant (between Church Street and Little Lane).

Period of Restriction: 11/04/25 – 11/04/25 (restrictions to be implemented for 1 day as and when required during this period. Signage will be displayed on site in advance).

3. Appeals

a. Planning Application Reference: N/105/01520/24. **Location:** 94 Mount Pleasant, Louth, LN11 9DJ. **Nature of Appeal:** An appeal was made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission for an extension to existing dwelling to provide additional living accommodation. **Decision:** The Planning Inspectorate determined that the main issue would be the effect of the proposed development on the character and appearance of the host building and surrounding area, therefore the appeal was dismissed.

RIVERDALE, LOVE LANE, PROPOSED
WORKS TO TREES

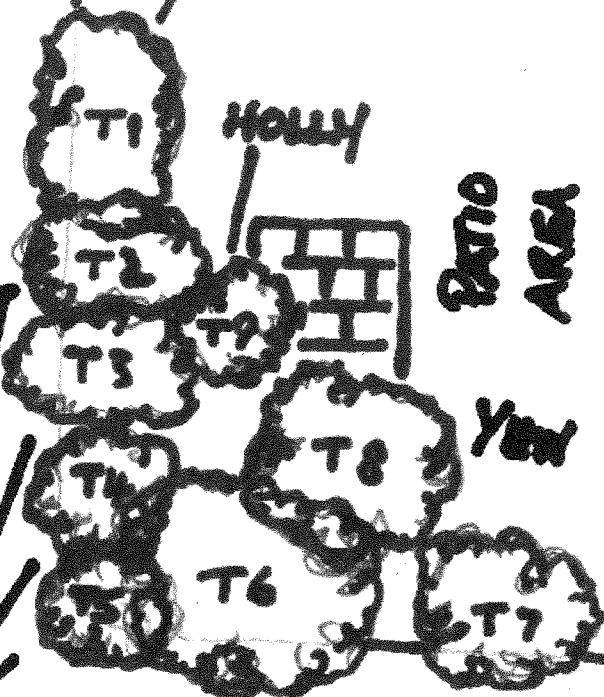
DRIVEWAY

SUMMER
HOUSE

RIVERDALE

LOVE LANE

CYPRESS x 4



PATIO
AREA

YEW

LINES

FALSE
ACACIA

LINE

PROPOSED WORKS TO TREES SODBURY PLACE

