



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 14th January 2020

To: All Members of the Environment & Services Committee:
Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies,
Murdoch, Norman, Parris, Rumsey, Sutcliffe, Thomas and Williamson.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend the meeting of the **Environment & Services Committee** which will be held on **Monday 20th January 2020** commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

To receive questions and statements from members of the public as provided for in Standing Orders

5. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 18th November 2019.



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6. WASTE RECYCLING PRESENTATION

To receive an update from Binit UK regarding the business waste recycling initiative currently being rolled out in Leominster.

7. CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

8. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

9. GROUNDS TEAM UPDATE

To receive a report from the Grounds & Environmental Supervisor. The report will be presented at the meeting.

10. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Environment & Services Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

(a) Draft Lease – To receive an update if available.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 16th March 2020 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 18th November 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies, Murdoch, Norman, Parris, Thomas and Williamson.

ALSO PRESENT: Ward Cllr Stone.

OFFICERS PRESENT: Town Clerk.

ES35/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Rumsey and Sutcliffe.

ES36/19 DECLARATIONS OF INTEREST

There were no declarations of interest made.

ES37/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES38/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present. No matters were raised.

ES39/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 16th September 2019 be agreed and signed as a correct record.

ES40/19 CLERK'S REPORT

Committee noted that the Roger Albert Clark Rally would start from Broad Street, Leominster on Thursday 21st November 2019 at 16:00 hours.

ES41/19 COMMITTEE UPDATE REPORT

Committee considered the update report and **RESOLVED:**

- To note the report;
- To invite representatives from Binit Ltd to update the Committee at its next meeting to be held on Monday 20th January 2020;
- To note that a climate change workshop has been organised to take place in Leominster in January 2020. The date had still to be confirmed;
- To organise a Verges Task & Finish Group meeting in January 2020 and to appoint Cllr Herschy to that Group;
- To formally adopt the revised Open Spaces Hire Form;
- To note that the Grange Open Space Master Plan implementation would be overseen by the new Town Clerk.

ES42/19 GROUNDS TEAM UPDATE

Committee considered the update report and **RESOLVED:**

- To support the additional tree planting proposal at the Priory as agreed with the Rector. Council would aim to undertake this during Tree Week;
- To pursue the transfer of the trees in the Etnam Street car park back to Herefordshire Council;
- To investigate the possibility of water capture at the allotments from the natural spring.

ES43/19 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information the Environment & Services Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Draft Lease** – It was **RESOLVED** to request Lloyds Cooper LLP Solicitors to act on behalf of Leominster Town Council in the negotiation of the new lease for the proposed Depot.
- (b) **Allotments** – Committee noted the update received regarding the management of the allotments and communications between the Town Council and the Leominster Allotment Association.

ES44/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 20th January 2020 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 19:50 hours.

CHAIR:

DATE:



Environment & Services Committee

Date: 15th January 2020

Title: Committee Update Report

Purpose of the Report: To provide Members with an update relating to previous decisions made by the Committee, identify further actions and decisions required.

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the actions taken to date to address the flooding at the allotments and to agree a way forward;
- 1.3 To develop a Climate Change Action Plan ready for approval and implementation by Full Council;
- 1.4 To confirm a date for the Verges Task & Finish Group to meet to commence the development of a Verges Maintenance Plan for 2020;
- 1.5 To consider the commencement of developing an Implementation and Action Plan for The Grange Open Space based on the adopted Master Plan recently completed.

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster.
- 2.2 Herefordshire Council does not now provide funding for either the Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force and carry out a small range of Lengthsman duties in-house.
- 2.4 This report provides background information to Committee on new and existing projects, updates members on progress to date and identifies any further actions required.

3. FOOTPATH MAINTENANCE

- 3.1 A programme of footpath maintenance has been drawn up for 2019/20 and is currently being delivered as part of the Grounds & Environmental Team's responsibilities.
- 3.2 Works to clear footpaths have been undertaken throughout the Parish during the summer and further works have been scheduled to be undertaken during the winter. The Environmental Team will carry out maintenance to the priority footpaths in the next two months in time for the new season.

4 COMMITTEE MATTERS

Allotments

- 4.1 The issue of flooding on the allotments continues. Please see the report attached.

Response to Climate Emergency

- 4.2 Leominster Town Councillors have been invited to attend various workshops organised by the Great Collaboration to help develop a Climate Change action plan for the Town. A formal Town Council Action Plan needs to be developed to begin to put in place actions to address climate change and reduce the Council's carbon footprint.
- 4.3 It is suggested that the Committee commences the development of an Action Plan ready for initial implementation in April 2020.

Verges

- 4.4 The Task & Finish Group needs to agree a date to meet to begin developing a maintenance plan for the verges.

Grange Master Plan

- 4.5 The Task & Finish Group needs to agree a date to meet to commence the development of an implementation and action plan to begin to deliver the Master Plan aspirations and to seek external funding.

Winter Maintenance/Staffing

- 4.6 To note that a number of winter maintenance projects are now under way alongside staff training. A full Health & Safety inspection was carried out on Friday 8th November 2019 by Ellis Whittam and a report is still awaited.

Allotment Drainage Report 13/01/2020

There has been a water leak at the allotment site since Summer 2018. The leak broke ground in plot 50 where it was seeping down to the access path. The leak was investigated by LTC staff and a small trench was excavated to divert the flow away from the allotment plots below. Welsh Water were alerted and made 2 site visits, one from the sewerage department (confirming that the leak was not sewerage) and one to investigate the water main that runs adjacent to the allotment site along Ginhall Lane verge. The engineer confirmed that chlorine was present in the water tested on plot 50 but said that there was not enough present to indicate that it was a fresh water leak. The Welsh Water engineer recommended contacting Balfour Beatty to commence investigations into whether the water was coming from a rainwater drain from the Buckfield Road estate, as shown in a map supplied by a member of Leominster Allotment Association showing a drain from Ginhall Lane, near to the Cattery Lane, crossing plot 50 and terminating in the field below.

It was reported again to the Environmental Services Supervisor during March/April 2019. The Balfour Beatty Technician visited and recommended building a soakaway area to be constructed but this was before the issues with the road flooding.

Balfour Beatty have been contacted several times over the matter and the Locality Steward has made a site visit with the Environmental Services Supervisor. The issue is scheduled for their Drainage Technician to inspect, but unfortunately, due to a period of prolonged wet weather and their priority given to keeping water from the highway, this is unlikely to be soon.

Following a complaint by an allotment plot holder, the Town Clerk Designate and the Environmental Services Supervisor made a site visit on 7th January and found that water was still flowing and had flooded a number of plots below the source including the access road and ground around the area that the Town Council Environmental Team are using to store material for chipping. The Supervisor also reported that the farmer had told him that the field below the allotment site was too wet to graze livestock.

At the time of the visit, a contractor for Welsh Water were repairing a perished pipe at the top of the Cattery Lane and the Supervisor said that he had spoken to the engineers the previous day to inform them about our longstanding issue.

As the issue is getting worse, it was decided to contact a local, private drainage specialist for free advice and estimation of cost to for remedial works. This will take place w/c 13/01/2020. As a number of plots have been affected and some have lost Winter crops it is recommended that a partial refund is offered to compensate for the loss of these crops.

J. Debbage