



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 7th March 2017

To: All Members of the Environment & Services Committee:
Councillors Bartlett (Chair), Lacey (Vice-Chair), A Pendleton, Davies, Marsh,
Norman, R Pendleton, Rumsey and Thomas.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Environment & Services Committee** to be held on **Monday 13th March 2017** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

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 16th January 2017 (**attached**).
- 6. CLERK'S REPORT**
To receive the Clerk's Report.



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ENVIRONMENT & SERVICES COMMITTEE

7. FRIDAY MARKET

The Market Officer will present a report on the development of the Markets.

8. LEOMINSTER IN BLOOM

A verbal report will be provided if available.

9. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

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) Play Area Tender Proposals – A verbal update will be provided at the meeting. This project has, once again, slipped behind schedule due to the Corn Square project.

(b) Public Convenience Update Report – A verbal update will be provided at the meeting. A quotation is still awaited from Healthmatic.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 22nd May 2017 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 16th January 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Lacey (Vice-Chair), Davies, Marsh, Norman, R Pendleton and Thomas.

OFFICERS PRESENT: Town Clerk.

ES39/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs A Pendleton (illness) and Rumsey.

Committee noted that Cllrs Evans and Mifflin had resigned from the Council creating two vacancies on the Committee.

ES40/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

ES41/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES42/16 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES43/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 14th November 2016 be agreed and signed as a correct record.

ES44/16 CLERK'S REPORT

The Clerk had nothing to report.

ES45/16 FRIDAY MARKET

The Market report was presented updating Members on the operation of the Leominster Market. Following discussion it was **RESOLVED**:

- That the report be noted;
- That income from 18th November 2016 to 13th January 2017 of £2,717.50 be noted;
- That the year to date income of £15,008, £1,101 less than the same period the previous year, be noted;
- That road closures for the 2016 Farmers' markets had now been received;

- That consideration was being given to expanding the Farmers Market offer to include craft stalls;
- That consideration was being given to licence the Market Square to enable off sales of alcohol and entertainment.

ES46/16 LEOMINSTER IN BLOOM

Committee considered the Leominster in Bloom report in detail. Following discussion, it was **RESOLVED**:

- That the report be noted;
- That woodchip had now been placed beneath the Lady BaBa statue opposite the Fire Station, Broad Street;
- That the draft Service Level Agreement had been signed by Leominster in Bloom. A copy was awaited to place in Council records;
- That thanks had been passed on by Leominster in Bloom to the Town Council for its support.

ES47/16 COMMITTEE UPDATE REPORT

Committee considered the Committee Update Report in detail and, following discussion, it was **RESOLVED**:

- That the report be noted;
- That the majority of the footpath and Lengthsman Scheme works had now been carried out;
- That a meeting had been arranged with Balfour Beatty to review litter bin provision and location;
- That thanks should be extended to Balfour Beatty for works undertaken in Leominster including street sweeping and street light repairs;
- That the skate park fence had now been removed. Some remedial works were required and would be undertaken as soon as possible;
- That the increase of allotment rents from £40 to £53.68 and £49.08 respectively for the two sites be ratified.

ES48/16 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) Play Area Proposals – Committee considered the Play Area Proposals Report in detail and, following discussion, it was **RESOLVED**:

- That the report be noted;
- That the amended action plans for Sydonia Recreation Ground and The Grange Play Area as outlined below be adopted;
- That a Task & Finish Group be set up to oversee the delivery of the Action Plans;

- That Cllrs Bartlett, Davies and Thomas be appointed to sit on the Task and Finish Group.

Sydonia Recreation Ground Revised Action Plan:

- Set up a Task & Finish Group to develop an initial tender document – Week commencing 23rd January 2017;
- Agree draft tender document and invite tenders – 6th February 2017;
- Closing date for tenders – Friday 3rd March 2016;
- Open tenders by T&F Group – Monday 6th March 2017;
- Appoint contractor(s) to develop scheme – E&S Meeting 13th March 2017;
- Public consultation – April 2017
- Final design and cost – May 2017
- Implementation of scheme – May/June 2017
- Completion – June 2017 in time for summer holidays:

The Grange Play Area Revised Action Plan:

- Set up a Task & Finish Group to develop an initial tender document – Week commencing 6th March 2017;
- Carry out initial discussions with Herefordshire Council and some preliminary public consultation (March/April/May 2017)
- Project agreement by Full Council – 24th July 2017
- Send out invitations to tender – August/September 2017
- Open tenders by T&F Group – 6th November 2017
- Commencement of initial designs and costings – December 2017
- Public consultation – January 2018
- Final design – March 2018
- Installation of car park and new play area – May 2018
- Completion – July 2018

(b) Public Convenience Update Report – Committee considered the Public Convenience Update Report in detail and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That the revised layouts be noted;
- That further quotations be obtained for the renovation of the toilets as outlined.

ES49/16 DATE OF NEXT MEETING

Committee noted that the next meeting will be held on Monday 13th March 2017 at 19:00hrs. Venue would be confirmed.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8.27pm.

CHAIR:

DATE:



Environment & Services Committee

Date: 7th March 2017

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 Officers: Paul Russell/Julie Debbage

1. RECOMMENDATION

1.1 That the report be noted.

2. BACKGROUND

2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster which have been asset transferred from Herefordshire Council to the Town Council.

2.2 As part of the Herefordshire Council's Lengthsman's and P3 Scheme, funding has been made available from Herefordshire Council to help address other responsibilities, such as potholes and footpath maintenance. DC Gardening Services is the Council's current contractor and is a qualified Parish Lengthsman. He is also trained to fill in potholes on C and U roads.

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. THE P3 AND LENGTHSMAN SCHEME

3.1 The regular bi-monthly meeting with the P3 Footpath Walkers will be held on Monday 13th March 2017 at 5pm.

3.2 The following P3 works have been carried out during January and February 2017:

- Supply and installation of new marker post on ZC69, clearance of existing stile and supply and installation of new plank across ditch on ZC73
- Supply and erection of 3 new stiles at Hyde Ash on ZC57, ZC54 and ZC56

- Supply and erection of new footplate and rail plus posts by Lower Court Farm on ZC70, Supply and erection of new latch and gate clip as a repair to existing gate just off A44 near roundabout on ZC159
- Cutting back of overhanging vegetation from old stile and fence, supply and installation of new stile and reinstatement of existing marker post on ZC26
- Supply and installation of new 10' galvanised gate with fittings and 2 gate posts (materials supplied by Farmer)
- Supply and installation of new stile to the side of the new gate and installation of new PROW post (as supplied by LTC) on ZC3
- Supply and erection of new marker post on bridge on ZC2
- Installation of new half-moon kissing gate (as supplied in January) by river bridge on Old Hereford Road and installation of new finger post (please note finger post subsequently dug out and stolen as reported to Julie Debbage)

3.3 The following Lengthsman works have been carried out during January and February 2017:

- Clearance of debris off steps, levelling off and installation of new boards on steps leading from Ginhall Lane up into Linear Park, reducing in height of 2 hedges up the tarmacked pathway leading into Linear Park to create viewing from the seating area and start of trimming of trees on Linear Park to including chipping of brash and blowing back into base of hedge;
- Digging out of ditches where applicable, digging out of grippers and drains which were blocked in Ginhall Lane;
- Digging out ditch running across the top of Widgeon Hill plus grippers, redoing of grippers and digging of drains leading from Widgeon Hill leading to Meadow Bank Riding Centre, redoing of grippers and digging of drains leading from crossroads along the length of Tickbridge Lane leading back to A44;
- Continuation of cutting of low lying tree branches and chipping of some branches from residents (which have been dumped) and reducing in height of shrubs and hedge around the play park at the top end of Godiva Road;
- Clearance of footpath from tall fir trees leading back to smaller play park and laying of new scalpings at Linear Park;
- Continuation of cutting back of shrubs at Linear Park and chipping of rubbish as created;
- Cutting back of shrubs in Pinsley Mead and chipping of rubbish;
- Pruning and cutting back of shrubs and chipping of rubbish left on site from Leominster TC workmen, trimming of beech hedge between Registry Office and Priory Church, reducing in height of tall privet hedge to approximately 4' in height, chipping of rubbish on site at the Registry Office;
- Collection of tarmac from The Street and stacking in Store;
- Cutting and reducing in height of larger horseshoe-shaped shrub bed by apple orchard at the top end of Linear Park and chipping of rubbish;
- Cutting back of brambles from around perimeter of top half of Linear Park.

4. ENVIRONMENTAL UPDATE

4.1 The following report is from Julie Debbage, Environmental Supervisor, Leominster Town Council.

- Two quotations have now been obtained for the repair, restoration and cleaning of the War Memorial. I intend to take part in a War Memorial training session shortly.
- The new bollards have been installed on The Grange. They are keyed alike and I am writing a procedure for staff and volunteers to follow when allowing access. The Lengthsman will lay the tarmac finish when he fills the footway potholes on the middle path.
- The Grange play area and most of the footways including around the War Memorial have been sprayed with Moss Inhibitor.
- The area next to Grange Toilets has been cleared ready for replanting. The street light needs to be repaired. This has been reported but the police have also agreed to request that Balfour Beatty carry this out as soon as possible as it leaves the area quite dark.
- The Priory – The borders and hedge surrounding the High Altar site have now been cut and cleared by the team in conjunction with the Lengthsman.
- I have had the opportunity to view the trees in The Priory Churchyard with Andrew Cunningham of Herefordshire Council and I am currently drawing up a work list to apply to carry out much needed work.
- Work has begun on the Tranquillity Garden by The Grangers and the Environmental Team will be erecting a fence, restoring the path and reinstating the freshly painted interpretation board.
- The Grangers have cut the hedge along Millennium Green and a volunteer has pruned the apple trees in the orchard. I have arranged for the volunteer to carry out training so that I can prune the orchard on Ginhall Green in the future.
- The Environmental Team has been refreshing the two play areas on Ginhall Green and will repaint the equipment in the coming weeks.
- The Lengthsman has carried out a considerable amount of maintenance to the hedges along Ginhall Green and has begun repairs to the path. The views towards Croft Ambrey and Mortimer Forest have been opened up and I am currently investigating the possibility of a topographical map so that the hills may be identified. We have received many compliments about the work carried out so far.
- 8 new litter bins and 2 new picnic tables are currently on order and the old metal bins that have no locks and are rusted right through will be replaced on Ginhall Green and The Grange. The bins on Ginhall Green will be moved to cover the length of the park more evenly.
- Weed spraying in the Town will begin shortly. John Wood has recently passed a PA1 spraying exam.
- The Allotment hedge bordering Ginhall Lane has been greatly reduced meaning that the bordering allotments have increased light and they dry out more quickly. I believe it is also an improvement on security as they can now be seen from the Ginhall Green path.

- The pest control service by Herefordshire Council on the allotments is about to terminate and I have found a new contractor to cover the allotments and 11 Corn Square in line with best practice.
- We currently have 2 allotments free and I will be creating 4 new ¼ plots on side to accommodate anyone wanting a smaller plot.
- Sydonia – the fence has now been removed and the Environmental Team is planning to install a new bicycle rack and re-site the bin next to the skate park on a hard surface.
- A large tree has been removed from Sydonia without our permission. I have informed the Police and made enquiries with some local residents but have not found out who has carried out the works as yet.
- We are still vacuuming 3 times per week and litter picking the town twice per week. We have also carried out an ad-hoc litter pick on footpath ZC100 at the back of Silurian Close but not removed the spoil from the brook as this is subject to enforcement at present.
- I have a monthly meeting with PCSO Gareth Maddox and I have also recently visited Hereford CCTV office and have a good general overview of the coverage.

5. ADDITIONAL MATTERS

Byelaws

- 5.1 A meeting of the Task & Finish Group appointed to develop the Model Draft byelaws has not as yet been called due to other priorities. Cllrs Rosser, Davies, Barton, A Pendleton, Lacey and Thomas have been appointed to this Group. A meeting will be arranged towards the end of May 2017. In the meantime draft Byelaws are currently being drafted.

Community Asset/S106 Wish List

- 5.2 Six public houses are currently being considered for inclusion on this list. The premises includes the Hop Pole which is currently subject to a planning application.
- 5.3 A meeting of the appointed Task & Finish Group will be set up in May 2017.