



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 11th September 2018

To: All Members of the Environment & Services Committee:
Councillors Norman (Chair), Herschy (Vice Chair), Bartlett, Davies, Lacey,
Marsh, Sutcliffe and Thomas. (3 vacancies)
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend the rescheduled meeting of the **Environment & Services Committee** which will be held on **Monday 17th September 2018** 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 16th July 2018.



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

6. CLERK'S REPORT

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

7. DRAFT GRANGE OPEN SPACE REQUEST FOR QUOTE

Please see the attached Request for Quote for consideration.

8. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

9. 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) Sydonia Update – Please see the attached report (to follow)

10. DATE OF NEXT MEETING

The next meeting will be held on Monday 19th November 2018 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 July 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Herschy (Chair), Bartlett, Lacey, Marsh, Sutcliffe and Thomas.

OTHERS PRESENT: Ward Councillor Stone.

OFFICER PRESENT: Town Clerk and the Environmental Supervisor.

ES13/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness) and Norman (work).

ES14/18 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey: Allotment holder.

ES15/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

ES16/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present. Cllr Stone congratulated Cllrs Norman and Herschy on the election as Chair and Vice Chair of the Committee.

ES17/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 21st May 2018 be agreed and signed as a correct record.

Minute ES08/18 – Committee noted the clarification to this minute that the Ward Councillors would be raising the matter of relationships between Herefordshire Council and towns and parishes within the County via the Scrutiny Committee and not the specific issues relating to Leominster Town Council.

ES18/18 CLERK'S REPORT

Committee Members were provided with a copy of the commitments developed by the Earl Mortimer Collage and Sixth Form Centre to support Leominster's Armed Forces Community and the Armed Forces Covenant. This was welcomed by the Committee and a letter of thanks would be sent to Earl Mortimer College.

ES19/18 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- To note that the judging for Leominster in Bloom took place on Friday 6th July 2018;
- That Committee Members submit any amendments, additional and other comments to the draft Corporate Objectives by Friday 7th September 2018 so that the final Objectives could be formally agreed;
- That negotiations with Herefordshire Council continue as outlined in Section 5 of the report;
- That the possible lease of the Westbury Street public conveniences and ticket office be pursued but not as a priority;
- That consideration be given to combining the visit to the waste plant with a visit to the waste energy plant in Worcestershire.

Committee **RESOLVED** to express its disappointment and concern to Herefordshire Council regarding the lack of communication between it and the Town Council regarding the impending termination of the Interserve cleaning contract for public conveniences. A new contract has been awarded to Balfour Beatty who will not be providing additional services to other organisations including the Town Council.

Two public conveniences were asset transferred to the Town Council in 2016 alongside the cleaning contract, which at the time was being undertaken by Interserve Ltd. The cost of the cleaning service was affordable and on the same basis as the costs previously incurred by Herefordshire Council, as Interserve Ltd had the contract for all of Herefordshire's public conveniences.

The consequence of this decision by Herefordshire Council to award the new contract to Balfour Beatty will be a potentially significant increase in the cleaning costs directly to the Town Council. The Town Council took the assets over in good faith on the understanding that there would continue to be partnership working between it and Herefordshire Council

ES20/18 HEREFORDSHIRE SUSTAINABLE ROUTE MAP

Committee received a brief overview of the Herefordshire Sustainable Route Map Brightspace Foundation Pilot project proposal for Leominster. Following discussion, it was agreed to invite Brightspace Foundation to give a presentation to the Committee prior to its meeting on Monday 17th September 2018.

ES21/18 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 would 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) Sydonia Update – Committee considered the report presented and, following discussion, **RESOLVED:**

- That the report be noted;
- To ensure that the issues highlighted in the report and the post installation report were addressed and the site was safe to use;
- To agree a cost reduction due to the additional issues the Town Council has had to address and the additional works undertaken by the Town Council;
- To secure safer surfacing for the remaining unit as part of the cost reduction agreement;
- That an opening ceremony be fully funded by HAGS.

ES22/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 17th September 2018 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 8:45pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

THE GRANGE MASTERPLAN

1. BACKGROUND

- 1.1 The Grange open space is located in close proximity to the town centre. Grange Court faces onto the main open space area. It was built in 1633 and is the last surviving market house known to be built by John Abel, a local master carpenter.
- 1.2 To the side of the open space is The Priory, dedicated to St Peter and St Paul. The building was constructed for a Benedictine Priory in about the 13th century, although there was an Anglo-Saxon monastery in Leominster, which was probably on the same site. In 1539 the east end of the church was destroyed along with most of the monastic buildings, but the main body of the church has been preserved.
- 1.3 The main open space area used to host cricket. The old cricket pavilion has had a small level of investment through the Awards for All Lottery fund and is sometimes open as a café is leased to and run by MiEnterprise.
- 1.4 There is a play area that runs along the Priory Church cemetery wall which is fully enclosed by fencing, and a further green space by its side. From the far end of this green area visitors can then access the Millennium Green area, which in turn leads round to Pinsley Mead.
- 1.5 The Masterplan will cover this entire area, although it should be noted that both the Millennium Green area and the Priory cemetery, although maintained by the Town Council, are not in its ownership.
- 1.6 Therefore, any improvements to these two areas would require permission from the Millennium Green Trustees (understood to be the Leominster Area Regeneration Company [LARC]) or a faculty from the Church of England for the cemetery.
- 1.7 The final Masterplan will develop a programme for the phased development of the area, with specific priorities to create a destination park. The main outcomes of the Masterplan will include:
 - The identification of a variety of options for investment and rejuvenation for landscaping, zoning and play equipment;
 - The identification of potential income generating facilities;
 - The identification of required infrastructure to service a destination park;
 - A management strategy and investment plan for the site;
 - Headline cost estimates;
 - Risk assessments;
 - Funding opportunities;
 - Marketing opportunities;

- A short, medium and long term investment strategy.

1.8 The Masterplan must present a pragmatic and realistic set of proposals, which should include a revitalised play area and recreation space for the local community, as well as strategies for enhancing the capacity and quality of the site for the benefit of local tourism.

1.9 As part of the Masterplan development it is hoped that a historical archive of the area that will be generated, which will provide a history of the site, an assessment of the potential archaeological potential of the site, and a sound body of evidence to enable external funding opportunities to be taken advantage of.

2. SCOPE OF WORKS

2.1 Leominster Town Council requires suitably qualified individuals or organisations to provide tender costs for the provision of the following services:

ITEM	DESCRIPTION OF WORKS REQUIRED	COST
Desk Review	<ul style="list-style-type: none"> • An initial desk review to help understand the site, identify policies and strategies already in place and to develop a context for the Masterplan; • Review of planning policies; • Review of place-making strategies that have been developed for the wider area; • A review of existing grounds maintenance provision; • A review of any management plans; • Play inspection reports; • Risk assessments and health and safety information; • Existing financial expenditure and budget provisions; • Review of the local demographic and the potential future demographic of Leominster; • Arboriculture assessments; • Review of existing users and stakeholders. 	£
Site Appraisal and Audit	<ul style="list-style-type: none"> • To carry out a full appraisal of the site to support the desk review and to develop an 	£

	<p>opportunities and constraints audit for the site.</p> <ul style="list-style-type: none"> • To assess the quality of the space; • To assess the condition of the space; • To assess the constraints of the site; • To assess the opportunities the site offers with particular focus on any income generation options; • To assess existing pedestrian and vehicular infrastructure and movements; • To assess the setting of the site, both environmentally and historically; • To analyse spatial relationships and segregation; • To assess the general condition and quality of the existing assets, especially with regard to the play area; • To assess the current ecological value and future potential opportunities; • To assess current maintenance standards and their implementation; • To assess the safety, feel and attraction of the space; • To assess the social significance of the site in light of the deprivation statistics for local LSOAs and the town as a whole. 	
Initial Assessment Report	<ul style="list-style-type: none"> • To liaise with the client to outline the outcome of the initial site review to develop an understanding of both the constraints and opportunities the site offers. 	
Technical Evaluation	<ul style="list-style-type: none"> • To undertake a technical review of the site; • To review land ownership details and any legal issues; • To undertake a preliminary ecological and tree appraisal; 	£

	<ul style="list-style-type: none"> • To undertake a heritage and conservation appraisal; • To undertake a mapping and site survey to exclude a full topographical survey. Digital mapping access to be provided by the Client. 	
Consultation Plan	<ul style="list-style-type: none"> • To develop a consultation plan that identifies stakeholder groups and provides a timetable. 	£
First Consultation	<ul style="list-style-type: none"> • Undertake initial consultation with stakeholders; • To undertake a full survey using the Town Council's website and social media; • Produce an initial report; • Develop a press release. 	£
Initial Sketch Proposal (RIBA stages 0-1)	<ul style="list-style-type: none"> • Prepare initial ideas for inclusion in the Masterplan, based on the Stakeholder consultation; • Develop concepts for client review. 	£
Concept Proposals (RIBA stage 2)	<ul style="list-style-type: none"> • Develop a proposed site layout in full colour with annotations; • Source images to reflect proposals; • Additional information to help provide transparency about what the proposals wish to achieve; • Additional information on a variety of pricing points and investment options; • Identify a palette of materials; • Provide rationale for proposals based on evidence and feedback from consultation. 	£
Second Consultation	<ul style="list-style-type: none"> • Undertake formal consultation with relevant statutory bodies, requesting feedback on proposals; • Consult with the planning authority to determine any planning restrictions and identify planning consents required, if any; 	£

	<ul style="list-style-type: none"> • Prepare consultation material for website and social media; • Develop a press release regarding the consultation; • Undertake two drop in sessions inviting stakeholders and enabling access to residents. One of these will be on the site and another at the Friday Market in Corn Square; • Prepare a final report with feedback obtained through the consultation. 	
Masterplan and Final Proposals (RIBA stage 3)	<ul style="list-style-type: none"> • To develop a final Master Plan and development strategy; • To provide a final document that will support potential funding applications to relevant funding bodies; • Include scale drawings; • Include spatial organisation for play, events and parking; • Develop outline cost estimates and specifications; • Develop an action plan to include any potential risks; • Develop financial forecast and marketing strategy; • Recommendations for procurement and detailed design following RIBA Stage 3 proposals. 	£
	TOTAL	£

3. TOWN COUNCIL INFORMATION

Project Title	The Grange Open Space & Play Area
Telephone number	01568 611734
Email address	townclerk@leominstertowncouncil.gov.uk
Main Address	Leominster Town Council Council Offices 11 Corn Square Leominster Herefordshire HR6 8YP
Contact	Paul Russell
Estimated total value (£)	£10,000 for the preparation and consultation works described in Section 2.

4. INITIAL TIMETABLE

Adoption of Specifications	17 th September 2018
Publication of Project and invitation for tenders	Monday 1 st October 2018
Submissions	To be received by 9 th November 2018 at 12 noon. There will be no extensions granted.
Validity Period (calendar days)	90 days
Estimated Contract Award Date	<ul style="list-style-type: none"> • Submissions to be considered by the Environmental & Estates Committee at its meeting on 19th November 2018; • Contract awarded on 27th November 2018; • Community consultation to take place and completed by the end of February 2019; • Development of final design by 1st April 2019 • Identification of funding and grant applications to be part of the development stage of the project; • Funding applications to be submitted by July 2019; • Above timetable to be reduced if possible.
Payment Terms	<p>Payment will be on completion of the contract and will be no longer than 30 days from receipt of invoice.</p> <p>Interim payments can be arranged subject to a scoping meeting following the award of the contract in November 2018.</p>

5. ADDITIONAL INFORMATION

Please provide financial information based on your last year's audited annual report or (if not a Limited Company) a financial statement including a banker's reference, plus any relevant supporting statements.

Bidder response

Please confirm you shall have the following insurance cover:

- Employers liability (a minimum of) £5,000,000
- Public liability (a minimum of) £5,000,000

(word count 100 words)

Bidder response

Please confirm your compliance to the Health and Safety at Work Act 1974, any other relevant Acts, Regulations, Codes of Practice or Guideline notes and any statutory amendments pertaining to Health and Safety at Work, together with a copy of your Health and Safety policy.
(word count 250 words)

Bidder response

Please state why you think you will be able to develop a scheme that will be special and distinctive, as well as interpreting the historical environment of the site.
(word count 150 words).

Bidder response

Please provide details of similar contracts you have undertaken to demonstrate a track record of successful design and delivery.
(word count 150 words plus attachments).

Bidder response

Please provide details of your proposed project team, complete with a summary of their relevant experience.
(word count 250 words plus attachments)

Bidder response

Please provide details of any previous experience you have working on a historically, environmentally and socially sensitive site.
(word count 250 words plus attachments)

Bidder response

6. REFERENCES

6.1 Please provide a referee who the Town Council can contact if you are successful:

Bidder response	Reference
Company Name	
Address	
Contact Name	
Telephone No.	

AGENDA ITEM No: 7

Email	
Description of the work carried out (word count 200 words)	
Approximate annual contract value (£)	
Contract start and end date	



Environment & Services Committee

Date: 11th September 2018

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;
- 1.2 To consider the quotations to clean the public conveniences, if available;
- 1.3 To consider appointing Lloyds Cooper Solicitors to commence the asset transfer of the trees in Etnam Street car park back to Herefordshire Council;
- 1.4 To respond to the Resident's request (5.7-5.9)

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster which have either been asset transferred or being managed under licence from Herefordshire Council to the Town Council.
- 2.2 Herefordshire Council is only funding the P3 Scheme for one more year. The Lengthsman scheme funding has been discontinued. 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. In 2018/19 the majority of funding is being provided directly by the Town Council.
- 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 following P3 works have been carried out in July and August 2018 alongside general footpath maintenance undertaken by the Environmental Team:

July 2018

- Strimming of footpath leading from Silurian Close and running behind Caradoc Drive around the edge of Earl Mortimer Playing Field ZC102 to include removal of rubbish;
- Strimming of footpath running from the White Lion to the railway bridge, cutting of small section of path on the other side of the railway bridge leading to kissing gate on right hand side on ZC135, strimming of footpath leading off Green Lane ZC7;
- Site meeting to look at various footpath works in Easters Wood after reports of motorcycles being used on the footpath. Woodland Trust also involved in making adjustments to stop motorcycle access;
- Flailing of footpath ZC3 from Summergalls Farm to the river where it runs left to head to the football pitches at the sports centre behind the household waste site;
- Strimming of overgrown vegetation from around various stiles, kissing gates and finger posts at Ivington, Cold Harbour, Hyde Ash and Aulden on ZC23, ZC33, ZC34, ZC70, ZC69, ZC40, ZC41, ZC64, ZC43, ZC39, ZC59, ZC45, ZC52, ZC54, ZC55, ZC56, ZC57, ZC60, ZC73, ZC63, ZC76 and ZC75;
- Cutting back of hedges on both sides of footpath at Cranes Lane and removal of all rubbish as created on ZC5 (part);
- Clearance of brambles and samplings from in and around kissing gate square and installation of new wooden pedestrian gate on footpath leading under the A49 at Easters Wood on ZC136/ZC160;
- Cutting of privet hedge at Sydonia backing onto Eaton Close and chipping of rubbish back onto beds at Sydonia.

August 2018

- Strimming of footpath from West Eaton Nursing Home along side of river into Easters Wood ZC160 Works
- Cutting back of overhanging vegetation and part of hedge at The Rugg on ZC156
- Strimming of footpath at Cockcroft leading behind the school (2 sections) on ZC94 (as per
- Cutting back vegetation on stile on side of road on ZC68 Cutting back vegetation which was severely overgrown from around finger post on ZC61 Cutting back vegetation from stile on ZC76 Cutting back vegetation from stile and fingerpost on ZC78 Clearance of overgrown vegetation from stile on ZC47
- Visited and put anti-dog fouling signage on ZC 93 and ZC 21;
- Balfour Beatty finally taken responsibility for the street light on ZC7 off Green Lane. They are going to repair and possibly put some additional lighting at this location in due course.

3.2 The only Lengthsman works carried out in 2018 has been the flailing off and strimming of the vegetation in the Peace Garden.

4. ENVIRONMENTAL UPDATE

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

- HAGS have had a site visit to assess the issues raised by ourselves. Their Project Manager and the Installation and Service Manager have attended and should reply to us this week regarding a reduction to the invoice and remedial works that need to be carried out. A premium opening event has been offered as a form of recompense but, as we still have to repaint and install safety surfacing for the toddler multi-play and have our maintenance man carry out work to the gates again, a date has not been set as yet.
- I am currently waiting for the results of an annual play inspection of all of our play area sites which will also include an independent assessment of the new Sydonia play area.
- Hedge cutting is about to commence on Sydonia now that the bird nesting season is over.
- I have been given some street furniture that was surplus to requirements by Herefordshire Council. 3 modern stainless steel and iron benches (which will be installed across the middle path in Sydonia) 5 hardwood and iron traditional benches, 3 metal picnic benches, 1 green metal bench and a recycled material bench. The team will be replenishing and installing these items over the Winter.
- There are 2 cuts of the verges left for this year. The October cut will be left until near the end of the month so that it is left tidy for the Winter. I would like to thank DC Garden Services for the professional service carried out.
- Our contractor has been asked to bring the clearing of Pinsley Mead and orchard forward so that it is cleared before the Apple Fair in October. A new copy of the planting plan will be reinstated on the noticeboard.
- Interserve have now finished the toilet cleaning contract and Balfour Beatty have been unable to fulfil our request for them to take over as service provider. I have obtained one quotation and I am awaiting 2 more to be submitted. The Environmental Team along with the Town Council Cleaner are covering the work at present and the toilets are cleaned and open at least 6 out of 7 days per week.
- The Environmental Team supported the Food Fayre with the erection of the market stalls, gazebo and gala tent, additional street cleaning, road closure and servicing of additional temporary bins.
- The Team continue to support LIB with watering and removal of plant waste when the containers are stripped ready for Winter planting. I will be attending the Heart of England in Bloom Awards in Burton on Trent on 20th September with 2 members of LIB.
- Through LIB, a local resident has offered a Christmas Tree that is to be removed from her garden in November, to be used in the Square as part of the Christmas celebrations.
- A final spray of the town will be carried out next week before we begin clearing kerbs, under benches etc. of build up debris and fallen leaves.
- There are currently 7 vacant allotment plots, with 2 enquiries about plot rental pending. Unfortunately, the composters will have to be removed as

the metal frames are beginning to drop leaving loose sleepers that present a hazard. The composting system is not working as people are just fly tipping the bays with plastic etc. All of the materials from the composter will be reused elsewhere and the site cleared with a digger ready for the Autumn hedge cutting waste to be shredded.

- I have received complaints regarding the rat issue. I have visited the site and inspected with our contactors director and inspected all of the plots. They are still removing carcasses from the site but as the weather has been so dry, they are entering the site in search of water and staying when they find food. I do believe that they are in control of the issue now.
- The Harvest Supper is planned for 5th October at Grange Court. The results for the Allotment Awards are in and we are in the process of getting the cups engraved.
- I have submitted the final quotations to the War Memorial Trust and hopefully I will hear very soon whether the grant application has been successful. I will be liaising with LIB and Philpotts regarding the planting of the War Memorial planters to ensure they look fantastic for the Centenary.
- I have been distributing the posters designed by the Beaver Scouts and also the Herefordshire Council Public Spaces Protection Order posters around our open spaces with Cllr. Rosser.
- I have attended a meeting regarding litter and improving the environment around the BPI factory. The staff are going to be carrying out a regular litter pick along Worcester Road and they would like to plant bulbs in the verges and some trees to encourage birds and wildlife in the area.
- I have been asked to talk about litter and the service that the Town Council provide at the Stop the Drop Litter Forum at the Kindle Centre in Hereford.
- Following my update to Cllr McEvilly regarding work to Herefordshire War Memorials, I have been contacted by the Herefordshire Council Press and Publicity Officer who is interested in publicising any work that may be carried out to the Leominster memorials.
- P3 work is ongoing and following a drive around the parish with our contractor, multiple jobs for clearing around stiles have been actioned. Work has also been carried out by our contractor, to repair a kissing gate and prevent motorcycles entering Easters Wood. I have also contacted the Woodland Trust regarding this matter and they have also carried out work to prevent motorcycle access along the Herefordshire Trail.

5. ADDITIONAL MATTERS

Corporate Strategy

- 5.1 The draft Corporate Strategy for 2018 to 2022 has initially been considered by the Finance & General Purposes Committee at its meeting on 3rd September 2018. Subject to any amendments suggested by Committee the final version will be placed before Full Council for adoption at its meeting on 24th September 2018.
- 5.2 The Committee objectives are outlined below:

1	Continue to develop Leominster in Bloom in partnership with the LIB Committee and other relevant organisations.
2	Continue to develop the Environmental Team and invest in equipment, team members and a depot.
3	Continue to secure external funding for open spaces maintenance and improvements.
4	Develop Secret Garden to rear of 11 Corn Square to create an income generating space.
5	Refurbish the War memorial.
6	Continue to develop a rolling programme of improvements for all parks, recreation areas and open spaces within Leominster.
7	Introduce effective signage and notice boards within the town and on all Council owned/managed land.
8	Develop a Master Plan for The Grange and commence its implementation.
9	Work toward securing a Green Flag Award for an open space in Leominster.
10	Continue to promote Best Kept Allotment Competition.
11	Investigate further opportunities to recycle non domestic waste and become a greener Town.
12	To work actively to ensure that the Southern Urban Extension (SUE) is well served with public open spaces, including the development of a sustainability strategy to manage those spaces.
13	To refurbish the public toilet at The Grange
14	To refurbish the public toilet at Central Car Park

Open Spaces Maintenance Update

- 5.3 In order to return the trees in the Etnam Street car park to Herefordshire Council, Committee is requested to direct the Town Clerk to commence the transfer process. There will be solicitor fees incurred. An estimate will be obtained from Lloyds Cooper Solicitors.
- 5.4 The licence between the Town Council and Balfour Beatty regarding the street cleaning and litter clearance in the town centre has now been amended and will be submitted to Balfour Beatty for comments.
- 5.5 Final discussions are taking place with Halo regarding the Bridge Street Depot and it is hoped that Council will move into the premises during the autumn and winter months. An application to Herefordshire Council will be made to access the Open Spaces grant funding to purchase some additional equipment.

Sydonia Update

- 5.6 A full update report is included under Confidential Items. At the time of publication of the agenda the final report from HAGS had not been received.

Resident Request

- 5.7 The Town Council has been informed that Ordnance Survey has raised a Getoutside Greenspaces Map in the interests of creating A More Active,

Greener, Healthier Nation. Further details can be found by following the link:
<https://getoutside.ordnancesurvey.co.uk/greenspaces/>

- 5.8 When looking at Leominster this does not show many of its Greenspaces, such as The Grange, Ginhall Green, Millennium Green, Priory Picnic Area, Easters Wood, Riverside Walk and the Booth Memorial Garden, as referenced in the Leominster Neighbourhood Development Plan.
- 5.9 The request is for Leominster Town Council to review the Ordnance Survey Getoutside Greenspaces Map and provide authoritative feedback of any errors and omissions to Ordnance Survey to add these green spaces to its Getoutside Greenspaces Map.

Public Conveniences

- 5.10 Following the termination of the Interserve contract to clean the public conveniences the Team, mainly the Environmental Supervisor, has been ensuring that the toilets have been cleaned during the week and are open.
- 5.11 Short term cover at weekends has been put in place but a cleaning contractor is still being sought. A verbal update will be provided at the meeting.

Herefordshire Sustainable Route Map

- 5.12 At the July meeting it was agreed to invite the Brightspace Foundation to attend this meeting. It is understood that they were not successful in their grant application to Big Lottery, so this initiative has been delayed until alternative funding can be identified.

Waste Recycling

- 5.13 The recycling waste initiative continues to be developed. At the time of the agenda publication it had not been confirmed that the project was ready to move on to the next stage.
- 5.14 A meeting to have a brief update has been held with Binit, and a verbal report would be provided at the meeting.

Recruitment Update

- 5.15 An update on recruitment will be provided at the meeting.