



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 16th January 2018

To: All Members of the Environment & Services Committee:
Councillors Bartlett (Chair), Lacey (Vice Chair), Burke, Davies, Herschy,
Marsh, Norman, A Pendleton R Pendleton, Preece 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 22nd January 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 13th November 2017.



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. 2017-18 WORK PROGRAMME

To receive an update on progress regarding the Work Plan.

8. OPEN SPACES AND PLAY AREA REPORT

Please see the attached report for consideration and decision.

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".

At the time of publication there were no confidential matters to be considered.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 19th March 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 13th November 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Burke, Davies, Herschy, Lacey, Marsh, Norman, A Pendleton and R Pendleton.

OFFICERS PRESENT: Town Clerk and the Environmental Supervisor.

ES34/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Preece (work) and Thomas (illness).

ES35/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Leominster Allotment Association.

ES36/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES37/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES38/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 11th September 2017 be agreed and signed as a correct record.

ES39/17 CLERK'S REPORT

The Clerk had nothing to report.

ES40/17 2017-18 WORK PROGRAMME

Committee reviewed the Work Programme for 2017/18 which had been developed from the Corporate Strategy. Following consideration it was **RESOLVED:**

- That the revised 2017/18 Work Programme be noted;
- That quotations for the refurbishment of the public conveniences at Central car park and the Grange open space be requested;
- That the investigations into recycling of non-domestic waste aimed at providing economic benefit to the town be continued;
- That due diligence be undertaken if the Leominster Cemetery is to be transferred to the Town Council;
- That the potential provision of a new skate park be undertaken;
- That funding to help towards the cost of providing a new skate park, possibly from Sport England, be investigated;

- That consideration be given to approaching the Co-op for potential funding for youth initiatives;
- That the development of various trails within the town be undertaken as part of the Destination Leominster initiative;
- That further information regarding the ash dieback disease be obtained.

It was noted that the next Destination Leominster meeting would be taking place on Wednesday 15th November 2017 at 2pm.

Thanks were formally extended to the Environmental Team for the works they undertook to prepare the War Memorial for the Armistice Day and Remembrance Sunday commemorations.

ES41/17 OPEN SPACES & PLAY AREA REPORT

Committee considered the report presented. Following discussion it was **RESOLVED:**

- That the report be noted;
- That The Grange Master Plan Tender be reviewed and at least one further tender be sought;
- That the awarding of the Grange Master Plan Tender be postponed until March 2018;
- That a request to asset transfer the play areas as identified within the relevant report be submitted to Herefordshire Council, subject to the issues identified being addressed by Herefordshire Council, or a financial contribution to be made to Leominster Town Council to carry out the repairs itself;
- That the proposal to manage all the green spaces within the town under licence that are currently being managed by Balfour Beatty on behalf of Herefordshire Council, be approved in principle.

Concern was expressed regarding the level of fly tipping on the Mowbray Close/Far Meadow open space and it was agreed to consider an initiative to engage with the relevant housing associations and the local community to try to address the issue once the asset transfer had been completed.

ES42/17 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That the following items be purchased:
 - WW1 Bench - £609.50 + VAT
 - Kerb Brush Sweeper - £500 + VAT
 - Delivery charges - £145 + VAT
- That the Safeguarding Statement be formally adopted.

ES43/17 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) Direct Labour Force Report – Committee considered the report presented and, following discussion, it was **RESOLVED:**

- That the report be adopted;
- To agree in principle to putting into place a Direct Labour Force to commence operations as from 1st April 2018;
- To agree in principle to the recommendations contained within the Report, especially with regard to additional staffing and an increase in the incremental points scale for the Environmental Supervisor;
- To charge the Town Clerk and the Environmental Supervisor to commence the implementation of enlarging the Environmental Team;
- To identify potential funding sources to enable the implementation of the Direct Labour Force;
- To provide an initial sum of £10,000, already allocated in the 2018/19 budget, to commence the purchase of relevant equipment and to cover the costs to recruit additional personnel
- To investigate whether the existing contract with the Town Council's external contractor could be terminated early, but only on the proviso that an amicable agreement can be reached;
- To reduce the existing contract to a maximum of 12 cuts in 2018/19 as allowed within the current contract;
- To give notice to the existing contractor that the grass cutting contract would complete on 31st October 2018
- To formally thank the existing contractor for their significant contribution over the past three years to improving the management of the amenity areas in Leominster that are under Town Council control.

(b) Public Convenience Update Report – Committee considered the verbal report presented and **RESOLVED:**

- That the report be noted;
- That quotations continue to be sought from local traders to carry out the works at Central Toilets and Grange Toilets;
- That the LEADER funding Expression of Interest submission for the Bus Station toilets and Tourist Information Point be noted.

A report would be presented to Full Council regarding the various options to fund the public convenience refurbishments, as there was currently no funding allocation within the Town Council's earmarked reserves, as this had been used to help fund the Corn Square refurbishment.

ES44/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 22nd January 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 9:12pm.

CHAIR:

DATE:

WORK PROGRAMME 2017/18

22 nd January 2018		Report Deadline: 15 th January 2018		
Item	Objective	Officer	Outcome	
Part 1				
Annual Work Plan Programme	<ul style="list-style-type: none"> To review the draft annual work plan programme To formally adopt the plan 	Clerk/RFO, Office Manager.	<ul style="list-style-type: none"> Amend and agree the draft work programme for 2017 Agree timelines and targets Agree implementation programme 	<ul style="list-style-type: none"> July 17 July 17 July 17
PRIORITY To refurbish the public toilets at The Grange, Central Car Park and the Bus Station.	<ul style="list-style-type: none"> Develop options for each public convenience; Develop costed refurbishments of each public convenience; Agree priorities and timescale for implementation; Identify funding to enable the works to proceed. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> Refurbishment of 3 public conveniences LEADER funding EoI submitted for Bus Station Quotations to be sought for Central and Grange Funding to be identified to fund upgrades. 	<ul style="list-style-type: none"> 2018/19 EoI for bus station moving to next stage; Currently being considered by LTC
PRIORITY Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future.	<ul style="list-style-type: none"> Current contract with contractor ends in 2018 Option to extend for a further 2 years Begin review in September 2017 Identify cost implications Identify machinery and depot requirements Identify staffing requirements 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> Fully informed decision to be made on setting up a direct labour force Potential employment of a direct labour force team Initial report and feasibility study provided 	<ul style="list-style-type: none"> 2018/19 Currently being considered by LTC

	<ul style="list-style-type: none"> • Submit initial report as part of 2018/19 budget review • Decision to progress to be made in January 2018 			
<p>PRIORITY Investigate further opportunities to recycle non domestic waste and become a greener Town</p>	<ul style="list-style-type: none"> • Investigate potential contractors • Investigate costs • Investigate practicality and time commitment • Submit report to committee for consideration • Implement recommendations 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Significantly improved recycling at all Town Council sites • Reduction of rubbish to landfill by the Town Council • Further information being sought from local companies 	<ul style="list-style-type: none"> • 2019 • Elements are being developed at present • Business proposal being considered.
Develop a computerised recording system to record all issues, accidents and damage reported within the town.	<ul style="list-style-type: none"> • Develop a simple format; • Confirm essential details required to be recorded; • Develop categories of incident; • Discuss computerised recording system with Microshade; • Trial system; • Amend system as required; • Implement. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • To have in place a standard form/database to report, record and action incidents and issues reported. • Initial database set up. Now needs to be implemented. 	<ul style="list-style-type: none"> • 2018 • Draft version being considered
To continue to negotiate with the Herefordshire Council regarding public realm improvements, parking issues and further asset transfers.	<ul style="list-style-type: none"> • Continue negotiations for the improvement of the town centre public realm; • Develop a timetable for improvements to be delivered; 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved public realm infrastructure; • Asset transfer of at least one car park; • Improved parking within the town; 	<ul style="list-style-type: none"> • 2020 • Public realm improvement document draft received • Asset transfers

	<ul style="list-style-type: none"> • Carry out relevant public consultation; • Assess resident parking zone schemes; • Negotiate transfer of one town centre car park to LTC; • Agree further asset transfers 		<ul style="list-style-type: none"> • Additional asset transfers completed • This is under review and beginning to move forward 	<p>being undertaken</p> <ul style="list-style-type: none"> • Parking part of public realm discussions
Improve all gateway features and entrances into the town.	<ul style="list-style-type: none"> • Review existing gateway provision; • Agree revised gateway signs; • Review options for various gateways; • Improve planting schemes; • Develop an implementation plan; • Implement. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Improved gateway and signage at all entrances to the town • To be actioned 	<ul style="list-style-type: none"> • 2018 • No further action taken to date
To continue to try to improve the townscape of the town	<ul style="list-style-type: none"> • Linked to improvements to the public realm; • Continue to identify townscape improvements; • Work with communications & events committee on improvements, interpretation, trails etc. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Improved townscape delivered. • Being delivered as part of LiB and other initiatives. 	<ul style="list-style-type: none"> • 2019 • New bench and bin for town centre to be installed; • Public realm report received
Continue to develop Leominster in Bloom in partnership with the LIB Committee and other	<ul style="list-style-type: none"> • Continue to support this initiative; • Identify additional improvement opportunities; 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC	<ul style="list-style-type: none"> • Gold Award achieved. • Investment into town for the forthcoming year 	<ul style="list-style-type: none"> • 2017 • 2018 • 2019

relevant organisations	• Regular updates provided.	Manager.		
Continue to implement a rolling programme of improvements for all parks, recreation areas and open spaces within Leominster.	<ul style="list-style-type: none"> • Complete Sydonia improvement programme by end of 2017; • Develop proposals for Grange with implementation target date in 2018; • Assess remaining play areas and identify funding and improvements • Continue to seek the transfer of play areas within the town to LTC 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • All play areas in Leominster to be managed and maintained by LTC • Completed improvement programme to all play areas • Additional play areas identified • Awaiting resolution to move forward with asset transfers 	<ul style="list-style-type: none"> • 2018 • 2019 • Asset transfer requests being submitted to HC. Answers now awaited; • 2018/19 budget decisions will have an impact
Focus on play provision and enhancement of play facilities at The Grange and Sydonia in 2017 and 2018.	<ul style="list-style-type: none"> • Complete Sydonia improvements already under way; • Tender for Grange to be adopted and sent to design companies; • Identification of funding for Grange • Consultation and implementation to be completed by 2018 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Completion of Sydonia project by March 2018 • Completion of Grange OpenSpace by March 2019 • Parish wide improvements to be undertaken. 	<ul style="list-style-type: none"> • 2018 • Sydonia improvements to commence at the end of February 2018 • Grange proposals on hold • 2019
Introduce effective signage and notice boards within the town and on all Council owned/managed land	<ul style="list-style-type: none"> • Assess potential notice board sites • Submit report with full costings to E&S Committee • Purchase and install new 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Interpretation and signage plan being developed • LEADER funding to be applied for. 	<ul style="list-style-type: none"> • 2018 • Currently subject to external funding • EoI submitted

	<p>notice boards</p> <ul style="list-style-type: none"> • Purchase and install new Byelaw boards • New signage to be identified, designed and costed; • Signage locations to be identified; • New signage strategy to be developed and implemented. 			
Develop a high quality open space at The Grange	<ul style="list-style-type: none"> • Comprehensive management and investment programme for the area; • Tree works and maintenance schedule to be developed; • Investment in toilet block and pavilion; • New/improved signage; • Additional car parking to be reviewed; • Aim for green flag award 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • High quality improved open space with signs of investment. • Good management control and high quality maintained area. • Initial quotations to develop a management plan for the area has been received. 	<ul style="list-style-type: none"> • 2019 • No further progress to report
Work toward securing a Green Flag Award for an open space in Leominster.	<ul style="list-style-type: none"> • Identify criteria for achieving a green flag award; • Identify investment requirements; • Identify maintenance priorities; 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Secure a Green Flag Award • Infrastructural work needs to be undertaken initially 	<ul style="list-style-type: none"> • 2019 • To be considered in 2019 once infrastructure has been improved

	<ul style="list-style-type: none"> • Identify suitable space(s); • Apply. 			
Continue to promote Best Kept Allotment Competition.	<ul style="list-style-type: none"> • Develop the competition with the Allotment Association; • Invest in the competition; • Promote the competition; • Annual improvements 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Good quality, valued competition in place and sustainable • Currently being delivered 	<ul style="list-style-type: none"> • 2017 and on-going
Actively pursue the creation of additional formal and informal public open spaces.	<ul style="list-style-type: none"> • Identify existing sites suitable for consideration • Monitor future planning applications • Carry out cost implication projections • Develop basic investment plan for each area • Identify potential S106 funding • Identify community assets • Submit requests as the opportunity arises. 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Additional asset transfers from HC and other organisations • Improved access to formal and informal open space • Currently being pursued 	<ul style="list-style-type: none"> • 2019 • No further progress to report
Consider taking over the management of Leominster Cemetery	<ul style="list-style-type: none"> • Continue initial negotiations with Herefordshire Council • Carry out cost implication review • Develop a business plan • Submit final report with recommendations to Committee 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Take over the management, maintenance and ownership of Leominster Cemetery. • No further update at present. 	<ul style="list-style-type: none"> • 2020 • No further progress to report
Develop proposals and	<ul style="list-style-type: none"> • Continue to liaise with 	Clerk/RFO,	<ul style="list-style-type: none"> • New improved skate park 	<ul style="list-style-type: none"> • 2020

identify funding for a new skate park at Sydonia.	<p>Herefordshire Council fund raising department</p> <ul style="list-style-type: none"> • Carry out initial consultation • Setup working group • Develop proposals and designs • Identify funding requirements • Source funding and deliver project 	Office Manager, Environmental Supervisor.	<p>facility at Sydonia or another suitable location</p> <ul style="list-style-type: none"> • No work currently being undertaken. • Funding options are being investigated 	<ul style="list-style-type: none"> • No further progress to report
Seek opportunities to facilitate older people's provision and investigate the opportunities to support more healthy lifestyle and physical activities for all residents.	<ul style="list-style-type: none"> • Identify need • Identify opportunities • Identify funding • Develop an initial report • Consider whether to continue to progress 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved access to local facilities indoor and outdoor for senior citizens. • No work currently being undertaken 	<ul style="list-style-type: none"> • 2020 • No further progress to report
Pursue and support the refurbishment of the town centre public realm	<ul style="list-style-type: none"> • To be developed as part of strategy related to public realm improvements 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved public realm in the town centre 	<ul style="list-style-type: none"> • 2020 • Public realm report received
Invest in high quality street furniture and public art	<ul style="list-style-type: none"> • Develop investment plan • Identify requirements • Identify suitable designs for each area • Identify budget and funding • Adopt investment and replacement plan 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved street furniture provided • Old street furniture replaced • New works of art in the town 	<ul style="list-style-type: none"> • 2020 • Bench and litter bin to be installed Feb 18; • Additional bench in town centre
Continue to address the	<ul style="list-style-type: none"> • Review existing scheme; 	Clerk/RFO,	<ul style="list-style-type: none"> • Reduce dog fouling 	<ul style="list-style-type: none"> • 2017 on-going

<p>issues of dog fouling within the town</p>	<ul style="list-style-type: none"> • Identify additional investment • Identify additional requirements • New bins • Better promotion • Dog bag provision • Develop initiatives • Byelaws if appropriate 	<p>Office Manager, Environmental Supervisor.</p>	<ul style="list-style-type: none"> • Reduce complaints 	
<p>Tree Maintenance Programme</p>	<ul style="list-style-type: none"> • Carry out a full assessment of all trees on Town Council owned land; • Assess trees that are the responsibility of the Town Council not on its land • Assess all other trees within the town • Develop a planned maintenance programme • Identify and include an annual tree maintenance budget • Annual inspection of trees • Identification of TPOs • Identification of new TPOs and registration 	<p>Clerk/RFO, Office Manager, Environmental Supervisor.</p>	<ul style="list-style-type: none"> • Asset register of all Town Council trees • Adopted tree maintenance plan • Annual tree maintenance schedule • Initial amount included in the 2018/19 budget 	<ul style="list-style-type: none"> • 2018 • Currently being developed. • Tree at Sydonia to be removed following recent high winds • Initial assessments being undertaken on an ad-hoc basis.



Environment & Services Committee

Date: 16th January 2018

Title: Open Spaces and Play Areas Report

Purpose of the Report: To provide Members with an update relating to progress on improving open spaces, upgrading play areas and potential future asset transfers from Herefordshire Council.

Contact Officers: Paul Russell

1. RECOMMENDATIONS

- 1.1 That the report be noted;
- 1.2 That a date be considered to receive a presentation regarding the commercial waste recycling proposal.

2. BACKGROUND

- 2.1 In June and July 2016 the asset transfers for Sydonia, The Grange, Pinsley Mead and Ginhall Green were completed and the freehold of the land was formally transferred from Herefordshire Council to Leominster Town Council.
- 2.2 This report outlines the next stages of development for the open spaces including the potential of taking on new areas through asset transfer and licence to manage.

3. THE WORK PROGRAMME

- 3.1 The Work Programme considered under agenda item 7 outlines the various initiatives that have been adopted by the Town Council aimed at implementing improvements right across the Council estate.
- 3.2 Much of the focus is on the improvement of quality open space within the town and securing additional areas.
- 3.3 The planned investment in the Sydonia Play Area should commence towards the end of February 2018 and the development of a Master Plan for The Grange play area and open space continues to be developed, subject to funding being identified.
- 3.4 Three priorities have been identified in the Work Programme:

- To refurbish the public toilets at The Grange, Central Car Park and the Bus Station;
 - Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future;
 - Investigate further opportunities to recycle non domestic waste and become a greener Town.
- 3.5 The proposed refurbishment of the Bus Station, yet to be formally transferred from Herefordshire Council, will potentially benefit from LEADER Funding. The Expression of Interest submitted for this building has been approved and the Town Council has been invited to submit a full application. This will be completed by the end of March 2018.
- 3.6 The refurbishment of the Central and Grange toilets will be subject to decisions made regarding the 2018/19 budget and a potential Public Works Loan Board loan. An initial quotation for the supply for sanitary ware is being obtained from Wallgate. Once this is received two further quotations will be sought alongside quotations for the supply of tiles, cubicles and flooring.
- 3.7 A decision on setting up a directly employed grounds team will be made by Council when it considers its 2018/19 budget.
- 3.8 Some initial work has been undertaken to identify opportunities to recycle waste. A commercial waste recycling proposal has been received and forms part of the budgetary considerations. Other recycling opportunities related to Town Council activities are being investigated. Subject to the decision reached by Full Council on this item, it is proposed that a presentation is received outlining the commercial waste recycling proposal. This will of course be subject to Council allocating £3,000 towards the initial development works required. A date for such a presentation needs to be agreed.
- 3.9 No discussions have been held regarding the transfer of the Leominster Cemetery apart from initial exploratory discussions in 2015. This transfer will be subject to due diligence.
- 3.10 Subject to the decisions taken by Full Council regarding the budget, it is proposed that work commence to assess the feasibility of providing a new skate park at Sydonia. This work would be undertaken by the proposed Grants & Projects Officer, the Environmental Supervisor and the Town Clerk.
- 3.11 Funding will be a major element of any future development and approaches will be made to Sport England, if agreed.
- 3.12 Additional grant funding sources, especially with regard to youth opportunities, will be pursued once the Mapping Leominster's Youth project has been completed in March 2018. This will provide an overview of youth services required, priorities, potential funding sources and service delivery.
- 3.13 A LEADER Expression of Interest form has been submitted for interpretation and local trails. An update will be provided once the EoI has been reviewed.

- 3.14 Information regarding ash dieback has been obtained by the Environmental Supervisor alongside information regarding ash trees on Town Council property.

4. PLAY AREAS

Sydonia Play Area

- 4.1 The improvements to this play area should commence towards the end of February 2018 and completed in time for Easter which lands on 1st April 2018.

Grange Play Area

- 4.2 No further work has been undertaken on the Grange Open Space Tender. Additional work will be undertaken once Full Council has agreed a way forward and any potential funding allocated. No further tenders will be sought at this stage.
- 4.3 Further funding investigations will be undertaken to establish whether it is possible to obtain £10,000 to undertake the feasibility study and Master Plan for the area.
- 4.4 Based on the current workload it is expected that a revised tender, should funding be made available or secured, could be ready for tender in March 2018.

Asset Transfers

- 4.5 There has been no update on the progression of any asset transfers from Herefordshire Council following the Christmas period. The Devolved Services report and the Direct Labour Force report have both been considered by Full Council.
- 4.6 Full Council has yet to make a final decision on whether the previous agreement in principle by the Committee to manage all the green spaces within the town under licence, and the potential transfer of all the play areas, will form part of the Town Council's future plans.

Mowbray Close/Far Meadow

- 4.7 An initial visit has been undertaken by Town Council Officers on the invitation of the Police to this area to discuss future management of the play area and open space. Once again, any decision will be subject to Full Council.

5. OPEN SPACES

Sydonia Open Space

- 5.1 A previous request has been made to Halo for the Town Council to manage the two currently unmanaged areas at Sydonia. Unfortunately, at this stage, no response has been received. This will be followed up following budget considerations.



Environment & Services Committee

Date: 16th January 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.

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. In 2017/18 the funding for the Lengthsman Scheme has been significantly reduced although the P3 scheme retains its current level of funding with some additional funding provided 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 during November and December 2017:

- Strimming of footpath at Cockcroft leading behind the school (2 sections) on ZC94;
- Strimming of footpath on Industrial Estate leading from Border Scaffolding to Silurian Close ZC100 (part);
- Strimming of footpath leading from main road and behind Dales Factory ZC143 @ 499506;

- Installation of new stile and finger post where footpath meets road at Hyde Ash on ZC45 Installation of new fingerpost on road from Hyde Ash to Aulden where footpath meets the road just below Knoakes Court on ZC55;
- Installation of one new footplate and clearance of vegetation growing on stile on ZC76 near Wintercott;
- Replacement of old broken stile with new stile and fingerpost on ZC75.

3.2 The following Lengthsman works have been carried out during September 2017:

- Cutting of shrubs by smaller play area and cutting of shrubs at top end of field by the apple orchard and removal of all rubbish as created at Ginhall Green;
- Cutting both sides of roadside hedge and top of hedge nearest Barons Cross Road, cutting of encroaching grass, brambles and nettles on margin all around perimeter of Linear Park from wildflower meadow to tall Wellingtonia trees at top end of park, cutting of privet bushes opposite the smaller play area and cutting of hedge by play area off Godiva Road;
- Collection of tarmac from The Street, Kingsland;
- Cutting of shrubs behind Pinsley Mead and chipping of rubbish and chipping of rubbish created by Julie at the entrance to Millennium Green;
- Filling of Potholes - road from Aulden back to Ivington (check road number) and as requested filling of potholes in Townsend Court;
- Cutting up tree branches which had fallen on pathway at Sydonia and pulling to one side;
- Gritting of pavements around Corn Square, High Street, West Street, Broad Street, Bus Station area around toilet block and pedestrian crossing and around the Priory Church and the Grange
- Chipping of branches at Sydonia (as per 11 December), Cutting up overhanging branches and fallen branches at Millennium Green, Chipping of large broken branches from fir trees in Priory Churchyard;
- Cutting of hedge in front of viewpoint at far end of Ginhall Green and smaller trees on embankment (self setters), cutting down vegetation/self-setting trees below viewpoint to enable views out to Bircher Common and chipping of all rubbish as created.

4. ENVIRONMENTAL UPDATE

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

- The recent heavy snow and high winds have taken their toll on trees within our open spaces. Several large boughs have been lost from Cedars and a Conifer in Priory Churchyard, Laurels and Hawthorn on Pinsley Mead, a Plane Tree and Yew on the Grange and a large Scots Pine Tree on Sydonia which, unfortunately, following discussions with several tree surgeons, will have to be removed as every bough has been damaged.
- A gas leak has been found in Sydonia near the Children's Park. It is currently being investigated by Cadent.

- Work has now begun on the border maintenance in Sydonia before the new play installation.
- A site meeting with HAGS SMP has been held and a site checklist has been agreed. The installation date is to be confirmed but is expected to be the end of February. The Environmental Team will be removing the existing equipment and the swings will be re-used, where possible, on other sites.
- The remaining Gingko has been planted in The Nut Grove.
- The Environmental Team have topped up the local grit bins with salt/grit stored at the depot and also delivered supplies to Leominster Junior School and Leominster Community Centre.
- The Environmental Team have supported Small Business Saturday by erecting and dismantling a full market in Corn Square and providing a Saturday street cleaning service. They have also supported the Victorian Fair and the Narnia project.
- We also continue to support Leominster in Bloom activities and attend meetings.
- The allotment site hedge has been cut, compost bins have been reorganised and repairs have been made to the 'treebog' steps and handrails.
- There are currently 7 half plots and 3 quarter plots vacant. Etter notifying termination of contract have been sent to 5 plot holders for non-cultivation of plot. I am going to introduce signage advertising each plot and also visit local estate agents to advertise the benefits of having an allotment plot. There are 3 people in the process of applying to take a plot.
- I have reduced our general waste bins by two and ordered an 1100L mixed recycling bin to be sited at the back of 11 Corn Square.
- I have attended a 2 day Mental Health First Aid course, which is the gold standard for employers and feel that the outcome will benefit our organisation.
- The Management of Memorials workshop at Ross Town Council Offices was very informative and I have spoken to Rev. Mike Kneen about carrying out a safety inspection of The Priory Churchyard in the coming month.
- I have now trialled 2 street sweepers. I have ordered an electric sweeper for brushing out the kerbs and reducing the need for spraying and allowing the team to concentrate on other areas.
- Meetings with the Police continue monthly, usually to discuss ASB and our open spaces.
- The Lengthsman continues work to the hedges along Ginhall Green. He will also be carrying out some path repairs in the coming month and we have received many compliments about our work and the cleanliness of the area.
- The Environmental Team have made some alterations to The Priory Churchyard wooden steps as they were becoming very slippery.
- A new street nameplate has been purchased to replace the missing Buckfield Road plate and permission has been sought to put an existing dog waste bin adjacent to the sign.

- Permission has been granted to place a commemorative bench and bin outside 11 Corn Square.
- I have attended a meeting with a contractor of Openreach, Herefordshire Council Markets and Fairs, the Town Clerk and a representative from The May Fair after concerns were raised by a member of the public regarding the siting of a new broadband box at the top of Broad Street. An agreement has now been reached to make the existing box larger and incorporate the new equipment into it, subject to approval by Telent/Carillion.
- The Parliamentary Clock will be brought to 11 Corn Square from the Barometer Shop in the next few days.

5. ADDITIONAL MATTERS

World War One Bench

- 5.1 The bench has now been ordered from Ogilvie Engineering and is expected to be installed in the next 4-6 weeks. Permission has been granted to place the bench and a bin by the railings outside the TIC from Balfour Beatty.

Kerb Sweeper

- 5.2 This has been on trial and will be purchased in the next few weeks to enable the Team to undertake their various duties. Cost is approximately £500 + VAT.

Public Conveniences

- 5.3 The upgrading of the public conveniences will be considered as part of the budget deliberations on 29th January 2018.

Youth Update

- 5.4 The Mapping Leominster's Youth project continues to be developed. The Office Manager has had a series of meetings with various organisations who have been identified as key partners. A further update will be provided at the meeting.