



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 8th September 2020

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

NOTICE OF MEETING

You are hereby summoned to attend the meeting of the **Environment & Services Committee** which will be held on **Monday 14th September 2020** commencing at 19:00 hours remotely via Zoom.

Meeting ID: ID: 869 4280 5953

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on townclerk@leominstertowncouncil.gov.uk in advance for the meeting password.

Julie Debbage
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.



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5. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 20th July 2020.

6. CLERK'S REPORT

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

7. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

8. GROUNDS TEAM UPDATE

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) **Ginhall Green Easement**– to receive a verbal report on the proposed link with the main sewer.

10. DATE OF NEXT MEETING

The next meeting will be held on Monday 16th November 2020 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 20th July 2020 19.00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair)(19.03), Bartlett, Davies, Murdoch, Norman, Parris, Rumsey, Sutcliffe, Thomas and Williamson.

OFFICERS PRESENT: Town Clerk and the Environmental Services Supervisor.

ES11/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

ES12/20 DECLARATIONS OF INTEREST

Cllr. Murdoch - Allotments

ES13/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES14/20 QUESTIONS FROM THE PUBLIC

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

ES15/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 11th May 2020 be agreed and signed as a correct record as soon as the social distancing guidelines are relaxed further and normal meetings resume at 11 Corn Square.

ES16/20 CLERK'S REPORT

The clerk had nothing to report.

ES17/20 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they **RESOLVED:**

- To note the report;
- To appoint an alternative drainage contractor at a cost of £350 per day for 1.5 days to carry out further investigations into the flooding issues with a mini digger;
- To investigate the benefits of purchasing a chipper and feedback suggestions for the Environment & Services Committee for the next meeting on 14th September to include:
 - Total cost to purchase
 - Annual servicing costs
 - Costs of key parts

- Environmental benefits
- Savings
- To contact Cllr. John Harrington, Cabinet Member for Transport and Infrastructure to discuss verge management around the parish and to investigate how to dispose of the green waste once the wildflower verges/meadow have been cut;
- To investigate if there is local community interest to adopt the old phone box on Hengrave Green and what they would like to see it used for eg. Defibrillator;
- To note that the Lengthsman Drainage Scheme Grant has been applied for;
- To note that new COVID-19 signage has been ordered for the play areas that Leominster Town Council are responsible for;
- To note that the public toilets at The Grange and Central Car Park have reopened Monday – Saturday, 8am – 2pm with an enhanced cleaning regime;

ES18/20 GROUNDS TEAM UPDATE

Committee considered the report and **RESOLVED:**

- To note the report;
- That the Environmental Supervisor should investigate the possibility of installing an accessible toilet at the allotments whilst investigating a suitable location for an accessible plot;

ES19/20 CONFIDENTIAL ITEMS

(a) Ginhall Green Easement – This is now with a land agent for action.

ES20/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 14th September 2020 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 20.10 hours.

CHAIR:

DATE:



Environment & Services Committee

Date: 8th September 2020

Title: Committee Update Report

Purpose of the Report: To provide Members with an update relating to the responsibilities of the Environment & Services Committee, to identify further actions and outline any decisions required.

Contact Officer: Julie Debbage

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To purchase a chipper to enable the grounds team can chip on site and not have to move green waste to the allotment site.
- 1.3 To review the quotes for a Tree Survey of all of the Town Council open spaces and to suggest a tree maintenance budget for 2021/22.
- 1.4 To consider a tree budget for the next financial year 2021/22 to allow for tree and hedge maintenance around the town.
- 1.5 To consider the request by a member of the public to improve facilities in Sydonia following consultation and subject to funding.
- 1.6 To consider the request to prune or fell a small Birch tree on The Grange to improve CCTV coverage of the open space.
- 1.7 To consider creating a small budget to replace road nameplates around the town.

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces and play areas in Leominster.
- 2.2 Herefordshire Council no longer provides funding for Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force and carry out a small range of Lengthsman duties in-house.

- 2.3 Herefordshire Council have introduced a new initiative where funding can be obtained for parishes that have continued funding the Lengthsman Scheme, to carry out works to improve highway drainage on C & U roads.
- 2.4 This report provides background information for the Committee to consider on new and existing projects, updates members on progress to date and identifies any further actions that may be required.

3. FOOTPATH MAINTENANCE

- 3.1 Works to clear PROW's continue with a move to hedge cutting in the Autumn.

4 COMMITTEE MATTERS

Allotments

- 4.1 The drainage contractor has found a damaged plastic pipe on one of the full size plots and is about to begin repairs.
Invoices will be sent out this week outlining several methods of COVID-19 safe payment for plot holders.

Verges

The verge sites that were part of the verge project remain uncut. The Environmental Supervisor will give an update at the meeting.

Lengthsman Drainage Application

An application for £10,240 from Herefordshire Council to complete a programme of drainage maintenance works on C&U roads within the parish has been successful. A meeting has been held with the lengthsman to discuss the programme, which should begin in October, and will be overseen by the Environment & Services Supervisor.

Depot

Maintenance work by the Town Council Foreman is nearly complete. The Depot has had a fire risk assessment and requires 5 new fire extinguishers, a fire alarm and several remedial measures to ensure compliance. The Health & Safety consultant from Ellis Whittam has also made a site visit and is currently completing a risk assessment for the building. The Environmental Team hope to move in by the end of the month.

Play Areas

Leominster Town Council have received a request to improve facilities by providing a BMX pump track. A presentation from the member of the public will be scheduled to take place before this meeting.

Trees

Three quotes have been obtained for a Tree Survey of the trees on Leominster Town Council public open space. Following the survey of town council trees, a tree maintenance budget will be required to allow for a number of maintenance jobs to be completed.

A request to prune or possibly fell and replant a tree on The Grange, has been received from the CCTV office at Herefordshire Council. This will greatly improve the coverage of CCTV in the area and will require authorisation from the tree officer at Herefordshire Council. A new tree would be planted in The Grange.

4.9 *Public Toilets*

Following a change in guidance from central government, the hand driers in our public toilets and within 11 Corn Square have been reinstated. We are still only operating a single self-contained unit at each site. The Foreman is currently researching architects to provide a quote for drawing up plans for Central Car Park toilets, taking into account the Designing Out Crime recommendations from the Police and also taking into account COVID-19 guidelines.

5.0 *Road Name Signage*

A number of requests have been received to replace missing road name signs in the town. Herefordshire Council are responsible but currently there is no budget available and Herefordshire Council are directing people to parishes to fund replacements. We have replaced one of these signs in the past but need to consider if this is something that we have a small budget for in the next financial year.

Environmental Report **5th September 2020 MC**

- Recommendation to purchase a new wood chipper. Please see the submitted information sheet for detailed information and costings.
- The annual play area inspection reports (submitted to the Town Clerk 3rd September) were completed by Alan Dymond on the 12th August 2020 and have identified various compliance regulation issues due to age. He has recommended various remedial works:
 - Sydonia skate park barrier height doesn't conform to height regulations.
 - Recommends the installation of a bike rack.
 - Grange play area replace or remove cargo net.
 - Consideration should be made to replace all the equipment and surfacing over the next 12 months at the grange due to the age of the equipment, estimated in excess of 25 years.
 - Godiva play area Adj to 28 replace climbing wall and wooden fencing.

Therefore, I suggest I seek quotations to replace the required above.

- As of the 28th August the Current number of empty allotment plots is 6 (plot numbers 61,62,68,69,85,86) and the number of people on the waiting list is 16. I am informed the allotment invoices will be sent out shortly.
- During the recent site investigation at the allotments carried out by Mayglothling (the drainage contractor) a plastic land drainage pipe on the entrance to plot 51 had found to be collapsed. This will be repaired shortly by the drainage contractor; although to date I am still awaiting a final update from the contractor to arrange this work.
- The previous recycling area at the allotments will be changed to allotment plots. This area will be tidied up during the winter/ spring period and then the area will be divided in to Individual plots to also include an accessible plot with a suitable toilet.

- We have also received three quotations for a tree risk condition survey of Leominster Town Council trees. These have been submitted to the Town Clerk. They include quotes from
- Future Arbor Ltd £1,200.00 plus Vat,
- Mackley Davies Associates £1,900.00 plus Vat
- Marlow consulting £1,680.00 plus Vat
(Future Arbor I believe have surveyed some of the tree areas previously for Herefordshire Council).

- **Ordering of Wild Flower Seeds/Verges:**

The wild flower seeds would normally be sown in early October with the ground preparation work taking place beforehand in September this would include strimming down and raking off the grass and carrying out surface scarification before sowing the seed. I have suggested seed mixtures and suppliers Boston Seeds supply a wild flower mixture: Restore and Enrich recommend by the RHS scientifically proven to help tackle the decline in bees, butterflies and other insect pollinators a 1Kg bag is price at £98.00, a total of 2 bags would be required for the verge areas.

At the extended wild flower area at Godiva we could use the bees and wild flower mixture which costs 1 £125.00 for a 1KG bag or the dual purpose mixture 1 KG bag £98.00 one bag should be sufficient for the above areas or whatever mixture is decided on.

Also to include wild flower spring planting plugs Peter the Bee & Friends - Leominster have supplied a quotation of £185.00 to include the following plants:

Annuals - Poppy	30
Cornflower	30
Corn Marigold	30
Corn Cockle	10
Biennials - Wild Carrot	20
Vipers Bugloss	30
Great Mullein	10
Foxglove	20
Teasel	20
Perennials - Meadow Cranesbill	15
Field Scabious	15
Meadow Vetchling	10
Black Knapweed	20
Wild Basil	20
Ox-eye Daisy	20

Mark Culbert - Grounds Environmental Supervisor

Environmental Team Chipper Analysis August 2020

Tallis Amos Group Ltd	Spectrum Plant Ltd	Spectrum Plant Ltd	GreenMech
Quotation 22324074	Quotation No SO41298	Quotation No SO41431	
Timberwolf TW230DHB	Timberwolf TW230HB(d) Road Tow	Timberwolf TW230HB(p) Trailed	Greenmech Arborist 150 Wood Chipper
	150mm x 230mm In-Feed Capacity	150mm x 230mm In-Feed Capacity	150mm x 230mm in feed throat (6x9inch)
	25hp Kubota Diesel Engine	37Hp Vanguard V-Twin Petrol Engine	Kubota 25hp diesel water cooled engine
	Factory Set No Stress System	No-Stress System	No-Stress System
	Single Braked Axle Chassis c/w LED Lights	Single Braked Axle Chassis	
	Weight sub 750Kg	Weight Sub 750KG	Weight 750kg
	2 Double Sided Cutter Blades	Double Sided Cutter Blades	Disc Blade Technology
	Offset Blade Double Cut Flywheel		
	Fixed Speed Infeed Rollers		Twin Hydraulic Infeed Rollers
	Centralised, Remote Grease Points	Centralised, Remote Grease Points	
	36 Month Manufacturer's Warranty (Subject to annual Dealer Servicing)	36 Month Manufacturer's Warranty (Subject to annual Dealer Inspection)	3 year parts and labour warranty
			LED Lighting for Multi Voltage Applications
			1 Spare set 4 disc blades
	Cost of Initial Service After 50 hours £120.43 + VAT Annual Service £273.50 + VAT Blade Sharpening £12.50 + VAT per Blade		First Service at 50 hours (check nuts, bolts etc included in cost of machine). 250hr or yearly £480.00 plus VAT 1000hr £770.00 plus VAT Blade Sharpening every 120-150 hours £48 inc VAT plus post and packaging.
			Training Operator & Service Training included in cost of machine. Provided upon installation
			Green Mech Chipper Environmental Info.pdf
£16,468.75 + VAT	Nett £15,950.00	Nett £14,750.00	Nett £14,125.00 + VAT
VAT £3,293.75	VAT £3,190.00	VAT £2,950.00	VAT £2,825.00
Total £19,762.50	Total £19,140.00	Total £17,700.00	Total £16,950.00