



LEOMINSTER TOWN COUNCIL

ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Tuesday 9th February 2016

To: All Members of the Estates, Markets and Environment Committee
Councillors Bartlett (Chair), A Pendleton (Vice-Chair), Barton, Davies,
Freedland, Gibson, Lacey, Mifflin, Norman, Rosser, Rumsey and Thomas.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Estates, Markets & Environment Committee** to be held on **Monday 15th February 2016** 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 Estates, Markets & Environment Committee meeting held on 11th January 2016 **(attached)**.



LEOMINSTER TOWN COUNCIL

ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

6. FRIDAY MARKET

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

7. LEOMINSTER IN BLOOM

To note that the Task & Finish Group needs to arrange a meeting with Leominster in Bloom in February. At present there is nothing further to report.

8. COMMITTEE UPDATE REPORT

Please see the attached report for consideration and decision.

9. ALLOTMENTS

Please see the attached report for consideration and decision.

10. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Estates, Markets and Environment 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) Toilets Upgrade – To schedule a meeting of the Task & Finish Group to develop options for the upgrading of the public conveniences in Leominster following acceptance of budget provision.

(b) Grounds Tender – Please see the attached report for consideration and decision.

(c) Youth Report – Please see the attached Youth Report following the meeting with HVOSS in December 2015 for consideration and decision.

LEOMINSTER TOWN COUNCIL

ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Minutes of the Estates, Markets & Environment Committee meeting held on Monday 11th January 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Bartlett, (Chair), Barton, Davies, Freedland, Lacey, Mifflin, Norman, A Pendleton and Thomas.

OFFICERS PRESENT: Town Clerk and the Market Officer.

Prior to the commencement of the meeting a minutes silence was held in remembrance of the victims of the recent events in Paris.

EM58 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Gibson, and Rosser and Rumsey.

EM59 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey – Allotments

EM60 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

EM51 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

EM61 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Estates, Markets & Environment Committee meeting held on 16th November 2015 be agreed and signed as a correct record.

EM62 FRIDAY MARKET

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

- That the report be noted;
- To note that a full trading year would have been completed at the beginning of February 2016;
- To adopt the revised terms and conditions which included an increase in the holiday allowance from 3 weeks to 4 week per annum, the winter concession scheme of one rent free week in January, February and March subject to full attendance during the relevant month and vehicle parking restrictions on site;
- To update Trader details in the next few weeks;
- To allocate a sum of £4,060 from balances to purchase 24 market stalls and an Ifor Williams trailer from the Farmers Market;

- To set a rent of £50 per Market to commence from 1st April 2016 for the Farmers Market. Dates for 2016 were 9th January, 12th February, 12th March, 9th April, 14th May, 11th June, 9th July, 13th August, 10th September, 8th October, 12th November and 10th December;
- To note that Home & Garden Markets would be held on 22nd March, 26th April, 24th May and 28th June 2016;
- To note that the Festival Market would be held on 27th May and 3rd June, St Edfrith Market on 29th October and the Victorian Street Market on 11th December 2016.

Committee **NOTED** that there were growing concerns regarding the poor state of Corn Square which was becoming dangerous. A number of accidents had occurred over the last two months. The situation was being monitored by the Market officer and the Locality Steward.

EM63 LEOMINSTER IN BLOOM

Committee considered the draft revised action plan that had been considered and amended by the Task & Finish Group. Following discussion it was

RESOLVED:

- That the report be noted;
- That the revised action plan be formally adopted and implemented.

EM64 COMMITTEE UPDATE REPORT

Committee considered the Committee update report in detail and following discussion it was **RESOLVED:**

- That the report be noted;
- That Members inform the Office of any potholes or other work required under the Lengthsman and P3 Schemes;
- To note that a job request had been submitted to clear Butchers Row;
- That two grant applications be submitted for improvements to the Booth Garden and the Sensory Garden, Pinsley Mead;
- To arrange a meeting with the Priory regarding the flooding issue at the entrance door of the Priory;
- That a formal request be submitted to Herefordshire Council Highways Department to install a dropped kerb at Leominster Cemetery to improve DDA access.

It was further agreed to discuss the options available with Balfour Beatty Living Places to use its resources more efficiently especially for winter leaf clearing and other street cleaning.

EM65 ALLOTMENTS

Committee considered the Committee update report in detail and following discussion it was **RESOLVED:**

- That the report be noted;
- That a sum of £250 be requested from the Finance Committee from the Grants to help mark the 10th Anniversary of the opening of the Ginhall Lane Allotments;
- That there would be no increase in the allotment rents.

EM66 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information the Estates, Markets and Environment 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) **Toilets Upgrade** – Committee considered the Toilet Upgrade Report in detail. A number of options had been put forward along with detailed costings.

Following discussion it was **RESOLVED**:

- That the report be noted;
- That an annual sum of £55,000 per annum be requested from the Finance Committee for inclusion in the Budget to fund the upkeep, maintenance and improvement programme of the toilets at Westbury Street, Central car park and The Grange;
- That the Westbury Street conveniences be the priority toilet for improvement;
- That no investment would be made into any of the facilities unless Herefordshire Council agreed to transfer the asset unencumbered and without the uplift clause to ensure the Town Council had security of tenure of the assets;
- That a Public Works Loan Board Loan of up to £150,000 be investigated to help fund the improvement programme to be borrowed over a period of ten years.

- (b) **Grounds Tender** – Committee **NOTED** that the Grounds Tender documentation had been sent to a number of local firms and would be considered at the next Committee meeting to be held on Monday 15th February 2016.

There being no other business the Chair thanked members for their attendance and closed the meeting at 21:40pm

CHAIR:

DATE:



Estates, Markets and Environment Committee

Date: 9th February 2016

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

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the submission of the Lengthsman and P3 Expression of Interest form and the Annual Maintenance Plans;
- 1.3 That a Festive Lights Task & Finish Group be appointed and a meeting date be set.

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of open spaces in Leominster. Asset transfers are currently being finalised for four open spaces that include a number of play areas.
- 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.
- 2.3 Following the adoption of the budget for 2016/17 a number of projects need to be developed to enable their delivery. This includes the revised Festive Lights provision for 2016, Leominster in Bloom and the maintenance of Open Spaces. There is also a need to investigate potential income streams from the open spaces and identify additional grants to help upgrade and maintain all the areas.
- 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 Both the Lengthsman scheme and the P3 schemes for 2015/16 are coming to an end. The Town Council has been informed that new scheme for 2016/17 will remain exactly the same. The Town Council has allocated match funding in its 2016/17 budget and submitted its expression of interest form.
- 3.2 The Lengthsman has undertaken pothole repairs and a work sheet which includes winter maintenance to footpaths in and around Leominster is currently being actioned.
- 3.3 In accordance with the road lengths provided by BBLP the Parish Lengthsman Scheme grant from Herefordshire Council at £120 per KM for the upcoming year will be £6,900. The Town Council will contribute £5,750 from its precept which will attract a further £5,750 in match funding from Herefordshire Council. Total funding for the Lengthsman Scheme for 2016/17 will be £18,400.
- 3.4 In accordance with the path lengths provided by BBLP the P3 grant from Herefordshire Council at £50 per KM for the upcoming year is £5,285. This is in additional to the £18,400 for the Lengthsman Scheme.
- 3.5 According to the Herefordshire Council's Finance Department phased reductions of £100,000 per annum over 2017/18 and 2019/20 will be implemented. Following on from the BBLP presentation it appears that the P3 scheme may be protected for a further 2 years at the same funding level but that the Lengthsman Scheme will reduce by 75% in 2017/18 and no funding from 2018 onwards will be made available. In real terms this means that in 2017/18 a maximum of £3,160 will be available for the Lengthsman Scheme from Herefordshire Council including match funding. It should be noted that Parish and Town Councils are expected to meet the shortfall from their precepts.
- 3.6 Copies of the Maintenance Plan and P3 Plan are included at the end of this report.

Unrecorded Rights of Way

- 3.7 Herefordshire Local Access Forum, in partnership with Herefordshire Council, is seeking to record unrecorded footpaths and bridleways, byways and other un-adopted roads. Many rights of way are not recorded and could be lost after 2026. After that date it will not be possible to have unrecorded rights of way included on the Definitive Map.
- 3.8 Once routes have been identified research and evidence will be required regarding status to enable them to be added to the Definitive Map. An initial course and introduction is being held on 18th April at 2pm at the Herefordshire Archive and Records Centre regarding this initiative.

4. UPDATE OF ITEMS AGREED AT THE PREVIOUS MEETINGS

Pigeons and Environmental Health

- 4.1 A meeting has been held with Mr Shipton, BBLP. It has been agreed that Butchers Row will receive an initial clean-up and that it will then be maintained as often as possible by the Town Council in an effort to avoid build up of pigeon droppings. However, it should be noted that regular sweeping may not be enough and consideration should be given to developing pigeon deterrents.

Byelaws

- 4.2 To note that the asset transfers for the open spaces are still being negotiated and no further work has been carried out on draft bylaws.

Asset Transfers and Improvements

- 4.3 The following update has been received from the Council's Solicitor. A further verbal update will be provided at the meeting:

4.3.1 Public conveniences

A request was submitted for either transfers with no overage provisions or licences on 25th January and a response is awaited.

4.3.2 Land at the Priory

A request was submitted for further information/documents from Herefordshire Council on 25th January, a response is awaited.

4.3.3 Land at Linear Park

The draft contract was amended and prepared. A draft transfer deed was submitted on 25th January. A response is awaited.

4.3.4 Land at the Grange

Further documents were requested. The contract was amended and prepared and a draft transfer deed was submitted to Herefordshire Council on 25th January. A response is awaited.

4.3.5 Land at Sydonia Park

Further documents were requested. The contract was amended and prepared and a draft transfer deed was submitted to Herefordshire Council on 25th January. A response is awaited.

4.3.6 11 Corn Square

The Solicitor has still not received title or contract documents from Herefordshire Council.

Festive Lights

- 4.4 As requested by the Finance Committee a meeting has been held with Gala Lights to negotiate a reduction on the final invoice due to the poor service received and some of the installations not working. An update will be provided if available.

4.5 2015/16 sees the last year of a 3 year contract with Gala Lights and Committee needs to consider options to provide Festive Lights in 2016 onwards. Initial proposals suggest purchasing lights and erecting in-house. The budget has been reduced from £15,000 to £12,000.

4.6 It is suggested that a Task & Finish Group be appointed to consider the options available to the Council and present a report with recommendations by the end of June 2016 for consideration.

Winter Programme

4.7 There is still some final works to be undertaken on the allotments prior to final completion mainly to do with re-erecting fencing. The project at Sydonia is currently being finalised and work should commence late March, early April.

Booth Garden and the Sensory garden

4.8 A grant has been applied for to the Herefordshire Public Green Spaces Community Grant Scheme to help meet the initial costs of these two projects. There is a six week lead time and Committee will be updated in due course.

Priory Flooding Issue

4.9 The Clerk has yet to arrange a meeting with the relevant people to discuss this matter further and ascertain whether a Faculty will be required.

Mosaic

4.10 The purchase of the solid polycarbonate sheeting will be arranged in the next few weeks and the works will be scheduled to take place once materials have been delivered. The site is currently flooded restricting access. It is also very muddy and slippery making any works dangerous in the near future.

Dropped Kerb at the Cemetery

4.11 A request to install a dropped kerb at the Cemetery to help improve DDA access has been submitted to the Highways Department at Herefordshire Council.

LEOMINSTER TOWN COUNCIL
Annual Maintenance Plan
1st APRIL 2016 to 31st MARCH 2017

Annual maintenance plan for Leominster Town Council
This plan is for the financial year that commences on the 1st April 2016

Statement of Objectives

It is **Herefordshire Council's** objective that the public realm throughout the county should consist of places where the people who live there are increasingly satisfied that those places reflect what matters to them. It is our objective to ensure that:

- **The Public Realm is accessible, safe, clean and well-maintained** Service should be achieved effectively and our customers should recognise and value the investment decisions that are made, the improvements that follow and see that waste that has been removed from the process of delivery.

Correspondingly it is our objective to ensure that we are:

- **Maintaining the delivery of essential services;**
- **Achieving value for money; and that**
- **The service is efficient and responsive to local needs and priorities.**

In achieving what matters, recognised and valued contributions will also be made to improving outcomes for our communities and the economy. Accordingly it is our objectives that:

- **The Public Realm Services contribute to the regeneration of the economy and social capital in Herefordshire.**

It is **Leominster Town Council's** objective to:

- Take greater responsibility for the public realm within the Parish of Leominster;
- Ensure a high quality level of service delivery in all areas;
- To keep the Parish at high standard to encourage more tourists to the area and help local businesses;
- Maintain accessibility on U and C roads in parish;
- Responsive to needs of parishioners;
- Ensure all public rights of way are accessible at all times.

Planned Activities

Core Public Realm Maintenance

Activity	Level of Service or Frequency	Budget
1. Verge Cutting	Total length of C and U roads in Leominster is 57.5 Km. Lengthsman will cut all visibility splays on C and U roads at the beginning of May (Visibility splays to be undertaken by BBLP) and all verges end of August.	£4,000
2. Hedge and Fence Management	Management will be undertaken on a reactive basis which will be informed by regular inspections of the relevant areas	£2,500
3. Drainage	Monthly check on all gullies and grips in Parish with drainage rods, if unable to unblock report to BBLP	£1,000
4. Minor Storm Debris and Litter	Management will be undertaken on a reactive basis	£1,000
5. Non-Mains Powered Traffic Signs	Management will be undertaken on a reactive basis	£200
6. Check all salt bins	Check salt bins have a satisfactory amount over the winter period and report to BBLP any empty salt bins	£300
7. Public Rights of Way	Strim as per attached P3 maintenance plan. Repair of way markers and upgrading stiles and gates as per P3 maintenance plan	£5,285

8. Clearing weed growth	Clear weed growth in all areas as and when required on C and U roads where weed growth is identified.	£1,000
9. Cleaning road and traffic signs	To clean road name signs and traffic signs to ensure they are clear and readable	£500

Nominated Tasks

Activity	Level of Service or Frequency	Budget
10. Parish Community Events	Litter picks held every month with volunteers. Disposal of waste Promotion of footpath walks Volunteer days	£1,000
11. Drain works	Repair of drainage works will be undertaken on a reactive basis. Monthly walkabouts will help identify areas requiring work.	£500
12. Street Cleaning	Carry out complimentary street cleaning in the town centre and other areas as required. This will include the transportation of the Glutton Street Cleaning machine to C and U road locations within the parish.	£1,500

Enhanced Public Realm Maintenance

Activity	Level of Service or Frequency	Funding
13. Pothole repair (non-safety defects) on minor roads - including materials	Quarterly walkabouts with Locality Steward, identifying potholes on highlighted roads and within specification	£4,900
Total Funding requirements		£23,685

Performance Measure(s)

Measure	Definition	Result
1 Percentage of planned activities completed	Total number of planned tasks completed in the Financial Year divided by the total number of tasks planned, multiplied by 100.	90%
2 Funding supplied by Herefordshire Council	Total in £ of the funding provided to the Parish by Herefordshire Council through the Lengthsman Scheme, P3 scheme and other associated locality working initiatives that have been used in the delivery of this plan.	£17,935
3 Funding supplied by the Parish Council	Total in £ of the funding in addition to that supplied to the Parish by Herefordshire Council through the Lengthsman Scheme, P3 scheme and other associated locality working initiatives that have been used in the delivery of this plan.	£5,750
4. No of potholes and cost to repair	No. of potholes repaired in parish. Total cost for repair of potholes divided by no. of potholes	175 £28 per pothole

Total Funding requirements

Parish Council	Allocated P3 grant	Allocated Lengthsman grant	Additional grant from HC	Total Grant from HC	Match fund from Parish precept	Total budget available
£5,750	£5,285	£6,900	£5,750	£17,935	£5,750	£23,685

LEOMINSTER TOWN COUNCIL

P3 MAINTENANCE PLAN FROM 1st APRIL 2016 TO 31st MARCH 2017

Path No.	Status	Cat.	Length	From	To	P3 Relationship	Priority	Works	Hours	Frequency	Allocation
ZC2	FP	4	590.6	FP1, 270 yds. W of Marsh Crossing	M.B.bdy.50 yds. ESE of Crowards Mill (disused)	Walk3 / Walk10	High	Cut back vegetation & Strim	1	Once	£20.00
ZC3	FP	3	1213	FP2, 350 yds. W of Marsh Crossing	FP4 at Kenwater Bridge	Walk3 / Walk10	High	Cut back vegetation & Strim	2.5	Once	£50.00
ZC4	FP	4	687.6	End of Cranes Lane	FP1, 50 yds. W of Marsh Court	Walk3 / Walk10 / Walk12	High	Cut back vegetation & Strim	1.5	Once	£30.00
ZC5	FP	2	650.7	End of Vicarage Street	FP6, 160 yds. N of The Rugg	Walk3 / Walk4 / Walk7 / Walk10	High	Cut back vegetation & Strim	1	Once	£20.00
ZC6	FP	2	1261	Green Lane 60 yds. W of Perseverance Road	Ginhall Lane 340 yds. W of Ginhall	Walk3 / Walk4 / Walk7 / Walk12	High	Cut back vegetation & Strim	2.5	Once	£50.00
ZC7	FP	2	145.6	FP6, 140 yds. ENE of The Rugg	FP5, 20 yds. S of Pinsley Brook	Strim List	High	Cut back vegetation & Strim	3	Once	£60.00
ZC9	FP	2	190	FP6, 20 yds. N of Wegnalls	FP10, 470 ESE of Waltons	Walk3 / Walk4 / Walk7	High	Cut back vegetation & Strim	0.5	Once	£10.00
ZC10	FP	2	343.6	Ginhall Lane 210 yds. SW of Wagnalls	FP11, 200 yds. ESE of Waltons	Walk3 / Walk4 / Walk7	High	Cut back vegetation & Strim	1	Once	£20.00
ZC11	FP	3	3179	Ginhall Lane 480 yds. SSE of Waltons	Cobnash Rd. (B4360) on M.B.bdy.120 yds. ESE of Cobnash Farm	Walk3 / Walk4 / Walk7	High	Cut back vegetation & Strim	6	Once	£120.00
ZC12	FP	3	1810	Cholstrey Rd. (A44) opposite Cholstrey Lane	Monkland Rd. (A4112) 160 yds. NE of Monkland School	Walk7	High	Cut back vegetation & Strim	4	Once	£80.00

AGENDA ITEM No: 8

ZC16	FP	2	118.4	Barons Cross Rd. 100 yds. W of Pierrepont Rd	Pierrepont Rd. 130 yds. ESE of Ginhall	Walk9	High	Cut back vegetation & Strim	0.5	Once	£10.00
ZC19	FP	2	414.4	Barons Cross Road at Ashfield	Lane 130 yds. NNW of Ryelands	Walk9	High	Cut back vegetation & Strim	1	Once	£20.00
ZC20	FP	3	328	End of Camp Road	Ivington Rd. 160 yds. ENE of Dishley Ct	Walk9	High	Cut back vegetation & Strim	1	Once	£20.00
ZC23	FP	2	981	Barons Cross Rd. (A44) 30 yds. E of Brickmakers Arms	Ivington Rd. E of Highfield	Strim List	High	Cut back vegetation & Strim	2	Once	£40.00
ZC32	FP	3	944.4	Ivington Road 40 yds. S of Newton Lane	FP34 NE edge of Ivington Common	Walk6	High	Cut back vegetation & Strim	2	Once	£40.00
ZC33	FP	3	800.5	Ivington Rd. 200 yds. NNW of Arrow Br	FP34, 130 yds. NNE of Ivington Ct	Walk7	High	Cut back vegetation & Strim	2	Once	£40.00
ZC34	FP	3	1635	Ivington to Ivington Green Rd. at drive to Ivington Ct	Monkland Rd. (A412) 530 yds. W of Roseland Cott	Walk6	High	Cut back vegetation & Strim	3	Once	£60.00
ZC35	FP	3	787.7	FP36 E side of Ivington Common	M.B.bdy 280 yds. SE of Monkland Ch	Walk7	High	Cut back vegetation & Strim	1.5	Once	£30.00
ZC36	FP	3	928.8	FP34 at jct with FP33	FP35 at MB bdy	Walk7	High	Cut back vegetation & Strim	2	Once	£40.00
ZC70	FP	3	922.7	Ivington to Ivington Green Rd. opp drive to Ivington Court	Rd. junction at Park Gate	Walk6	High	Cut back vegetation & Strim	2	Once	£40.00
ZC77	BW	3	4144	Park Gate - Ivington Rd. 400 yds. NNW of Ivington Park	Brierley (via Ivington Camp and Brierley Wood)	Walk6	High	Cut back vegetation & Strim	8	Once	£160.00
ZC78	FP	3	821	BR77 at Monkey Barn	BR77 N side of Ivington Camp	Strim List	High	Cut back vegetation & Strim	1.5	Once	£30.00
ZC85	FP	3	1121	Rd. opposite Brierley Ct	Trunk Rd. S side of Broadward Br	Walk6 / PFO Strim List	High	Cut back vegetation & Strim	2	Once	£40.00
ZC86	FP	3	832	Rd. W side of Brierley Ct	BR77 in Brierley Wood	Strim List	High	Cut back vegetation & Strim	2	Once	£40.00

AGENDA ITEM No: 8

ZC91	FP	3	2011	C.rd. 200 yds. NE of Bankfield House Newtown	Trunk Road 150 yds. N of Broadward	Walk9	High	Cut back vegetation & Strim	4	Once	£80.00
ZC93	FP	2	909	Hereford Rd. 70 yds. N of Southfield	Ryelands Rd. 60 yds. NW of Fairlawn	Walk6 / Strim List	High	Cut back vegetation & Strim	2	Once	£40.00
ZC94	FP	2	447.9	Gateway Lane jct 140 yds. S of Croft St	FP93, 130 yds. ENE of Southfield	Walk6 /Strim List	High	Cut back vegetation & Strim	1	Once	£20.00
ZC96	FP	2	402	Etnam Str 80 yds. E of jct with South Str	FP102 NE corner of Grammar Sch	Walk6 / Strim List	High	Cut back vegetation & Strim	1	Once	£20.00
ZC97	FP	2	382	South Str opposite jct with Westbury Str	Caswell Crescent 50 yds. S of Etnam St	Walk6 / Strim List	High	Cut back vegetation & Strim	1	Once	£20.00
ZC100	FP	2	1446	FP97, 180 yds. E of Etnam Street	Trunk Rd. N side of Cemetery	Strim List	High	Cut back vegetation & Strim	3	Once	£60.00
ZC101	FP	2	396	Hereford (Trunk) Rd 90 yds. N of Southfield	FP100, 200 yds. NE of Cemetery	Strim List	High	Cut back vegetation & Strim	1	Once	£20.00
ZC102	FP	2	1025	Worcester Rd. 350 yds. S of Rly Stn	South St N side of Grammar Sch	Strim List	High	Cut back vegetation & Strim	2	Once	£40.00
ZC105	FP	3	340.1	Stoke Prior Rd. 300 yds. ESE of Eaton Hall	Bromyard Rd 500 yds. E of Eaton Hall	Walk2	High	Cut back vegetation & Strim	1	Once	£20.00
ZC106	FP	3	946	FP105, 400 yds. E of Eaton Hall	M.B.bdy.250 yds. E of Wheelbarrow Castle	Walk2	High	Cut back vegetation & Strim	2	Once	£40.00
ZC123	FP	3	1001	Tick Br Lane 150 yds. E of Tick Br	Rd. 80 yds. ENE of Widgeon Hill	Walk2	High	Cut back vegetation & Strim	2	Once	£40.00
ZC129	FP	2	1154	Rd. 60 yds. S of Westeaton	M.B.bdy.60 yds. SSW of Rowley Wood	Herefordshire Trail / Walk2 / Walk5 / Walk8	High	Cut back vegetation & Strim	2.5	Once	£50.00
ZC130	FP	3	850	Bromyard Rd (A44) 200 yds. SE of Westeaton	FP123, 360 yds. N of Tick Br	Walk2	High	Cut back vegetation & Strim	2	Once	£40.00

ZC131	FP	3	121	Bromyard Rd (A44) 350 yds. SE of Westeaton	FP130, 130 yds. ENE of start	Strim List	High	Cut back vegetation & Strim	0.5	Once	£10.00
ZC133	FP	3	1269	Bromyard Rd (A44) 350 yds. SE of Westeaton	M.B. bdy. 250 yds. S of Eaton Hill (House)	Walk2 / Walk8	High	Cut back vegetation & Strim	2.5	Once	£50.00
ZC135	FP	2	769	Bromyard Rd (A44) 80 yds. W of Eaton Br	E end of Etnam Street	Herefordshire Trail / Walk2 / Walk5 / Walk8 / Walk9 / Strim List	High	Cut back vegetation & Strim	1.5	Once	£30.00
ZC137	FP	2	680.8	E end of Etnam Street	Lane N of Priory Church	Herefordshire Trail / Walk5 / Strim List	High	Cut back vegetation & Strim	1.5	Once	£30.00
ZC138	FP	2	253.7	SE corner of Corn Square	Etnam Street (Mid-point)	Walk 1 / Walk2 / Walk8 / Walk9 / Walk10 / Walk12	High	Cut back vegetation & Strim	0.5	Once	£10.00
ZC140	FP	2	418.8	Around the perimeter of The Grange		Walk 1 / Walk10 / Walk12	High	Cut back vegetation & Strim	1	Once	£20.00
ZC141	FP	2	433.1	Mill Street opposite The Poplands	Mill Street W side of Corn Mill (disused)	Herefordshire Trail (east of iron bridge / P3 west of bridge) / Walk 1 / Walk4 / Walk10	High	Cut back vegetation & Strim	1	Once	£20.00
ZC143	FP	2	1351	Mill Street at The Poplands	North Rd. 300 yds. N of Marsh Crossing	Herefordshire Trail / Walk4 / Walk12	High	Cut back vegetation & Strim	3	Once	£60.00

AGENDA ITEM No: 8

ZC144	FP	2	708.2	North Rd. 30 yds. N of Marsh Crossing	FP146 at Mun bdy 430 yds. ENE of New Bridge	Herefordshire Trail / Walk10	High	Cut back vegetation & Strim	1.5	Once	£30.00
ZC145	FP	3	340	North Rd. at New Bridge	FP144, 360 yds. E of New bridge	Walk10	High	Cut back vegetation & Strim	1	Once	£20.00
ZC146	FP	3	655	North Rd. 150 yds. S of The Broad	M.B.bdy.at Ridgemoor Brook	Walk10	High	Cut back vegetation & Strim	1.5	Once	£30.00
ZC147	FP	2	96	NE corner of The Grange	The Priory	Walk 1 / Walk10 / Walk12	High	Cut back vegetation & Strim	0.5	Once	£10.00
ZC149	FP	3	660.6	C.rd. at Broadward Lodge	M.B.bdy.700 yds. of Broadward Br	Walk9	High	Cut back vegetation & Strim	1.5	Once	£30.00
ZC150	FP	3	1153	Bromyard Rd 100 yds. W of Eaton Br	M.B.bdy.600 yds. S of Eaton Hall	Walk2 / Walk9	High	Cut back vegetation & Strim	2.5	Once	£50.00
ZC152	BW	2	82.7	NW corner of Corn Square	Broad Street	Walk10	High	Cut back vegetation & Strim	0.5	Once	£10.00
ZC159	FP	3	1220	Stoke Prior Rd. at drive to Eaton Hall	FP149, 500 yds. E of Broadward Lodge	Walk9	High	Cut back vegetation & Strim	2.5	Once	£50.00
ZC160	FP	2	886	Eaton Bridge	FP136 NE side of Rly Station	Herefordshire Trail / Walk2 / Walk5 / Walk8 / Walk9	High	Cut back vegetation & Strim	2	Once	£40.00
ZC161	FP	2	78.08	SE corner of The Grange	Pinsley Road	Walk2 / Walk5 / Walk8 / Walk9	High	Cut back vegetation & Strim	0.5	Once	£10.00
ZC161A	FP	2	92.46	FP161, 50 yds. S of Grange Ct	Etnam Street	Walk2 / Walk5 / Walk8 / Walk9	High	Cut back vegetation & Strim	0.5	Once	£10.00
											£2,080.00

AGENDA ITEM No: 8

Path No.	Status	Cat.	Length	From	To	P3 Relationship	Priority	Works	Hours	Frequency	Allocation
All	FP/BW			All footpaths and bridleways	Parish of Leominster		Medium	Minor gate repairs	N/A	N/A	£500.00
All	FP/BW			All footpaths and bridleways	Parish of Leominster		Medium	Minor repairs to stile cross steps	N/A	N/A	£500.00
	FP/BW			All footpaths and bridleways	Parish of Leominster		Medium	Maintain ditch crossings	N/A	N/A	£200.00
	FP/BW			All footpaths and bridleways	Parish of Leominster		Medium	Replace sign posts, marker posts and way markers as required	N/A	N/A	£500.00
	FP/BW			All footpaths and bridleways	Parish of Leominster		Medium	Replace authorised stiles with accessible gates on a rolling programme	N/A	N/A	£500.00
	FP/BW			All footpaths and bridleways	Parish of Leominster		Medium	Improve path surfaces and widths on a priority rolling programme	N/A	N/A	£1,000.00
											£3,200.00
								TOTAL GRANT			£5,285.00
								Total Footpath work			£2,080.00
								Total Other Expenditure			£3,200.00
								Contingency			£5.00
								Total Allocation			£5,285.00



Estates, Markets and Environment Committee

Date: 9th February 2016

Title: Allotment Report

Purpose of the Report: To provide Members with an update on Allotment Matters.

Contact Officers: Paul Russell

1. RECOMMENDATION

1.1 That the report be noted.

2. INTRODUCTION

2.1 Leominster Town Council leases the Ginhall Allotment site from Caldicotts.

2.2 The lease has approximately ten years left to run. Requests have been made to discuss the extension of that lease but the Caldicott Estate is not in a position to discuss this matter at present.

2.3 There is a vibrant Allotment Association based on the Allotments and there is a good working relationship between the two organisations.

3. THE TENTH ANNIVERSARY

3.1 2016 is the 10th anniversary of the Town Council providing the allotments in Ginhall Lane.

3.2 To note that the 10th Anniversary date is in March and so there may not be enough time to arrange and celebrations.

4. UPDATE

Drainage Works

4.1 Additional drainage on the site has now been completed following issues raised by the Allotment Association regarding flooding on the allotments in the past. There are still some minor works to complete but these should be completed by the end of March 2016.

Additional Keys

4.2 Additional keys for the padlock have been ordered and received. Council takes a £5 deposit on all keys which is refundable on return of said key. There have been some issues with security at the allotments and plot holders are encouraged to lock the gate after use.

Invoices

- 4.3 The annual invoices accompanied by the Spring Newsletter will be sent out in March 2016. Invoices are payable as from 1st April 2016.

Site Safety

- 4.4 Over recent months Council has become aware that high powered electric cables run under the allotment site. Western Power have now clearly marked these cables using appropriate markers.

The Lease for the Site

- 4.5 The lease for the allotment site does need to be extended. To date Council has had no success discussing a future agreement with the owners of the site and this will be pursued as a priority over the next few months.