

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 12th September 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

OFFICERS PRESENT: Officer Manager, Office Administrator, Environmental Services Supervisor and the Market Officer.

ALSO PRESENT: Cllr Wayne Rosser

ES13/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Evans (illness).

ES14/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

ES15/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES16/16 QUESTIONS FROM THE PUBLIC

The following representation was received:

- (a) **Dog Fouling** - It was agreed to bring forward consideration of recommendation 1.9 from agenda item 9 (Committee Update Report). Cllr Wayne Rosser reminded the Committee that he currently sourced dog waste bags which were provided free of charge to the Council and members of the public, so there was no need for additional bags to be purchased as part of the Council's measures to address dog fouling. Cllr Rosser, as Dog Warden for the Council, expressed support for all other measures outlined in items 7 and 8 of the Committee Update Report. The Committee requested that Cllr Rosser liaise with the Town Clerk to discuss how these proposals can best be implemented.

The Environmental Supervisor updated the Committee on work already underway to address dog fouling, including conducting a full audit of all existing bins (both dog waste bins and general waste bins) to identify under-used bins and areas that require better provision. Cllr Norman requested that further information on the results of the audit and timescale for provision of new and/or relocated bins be provided to the Committee when it became available.

It was additionally **RESOLVED** that:

- No funding be allocated to purchase dog waste bags (either branded or otherwise) while a supply of complimentary bags was available;
- That £247.84 be allocated for the purchase of dog parking hooks and signs on behalf of the Leominster Business Group;
- That a maximum funding allocation of £1,000 be allocated to fund a campaign to address dog fouling.

ES17/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 11th July 2016 be agreed and signed as a correct record.

ES18/16 CLERK'S REPORT

In the absence of the Town Clerk, the Office Manager updated Committee on recent developments regarding an encampment of travellers on Sydonia Park. Committee was informed that the padlocked chain securing the gate to the overflow car park at Leominster Leisure Centre had been cut to allow access to the park. This was considered to be matter of criminal damage. After discussions with West Mercia Police and the Herefordshire Council Traveller Department, a Direction to Leave had been drafted notifying the Travellers that they were required to vacate the site by 10:00 hours on Thursday 15th September 2016. They were further banned from re-entering this land for a period of 3 months following receipt of the letter. The Direction to Leave would be delivered to the Travellers by the Office Manager, Environmental Supervisor and a member of the West Mercia Police Force at 09:30 hours on Tuesday 13th September 2016. The Committee was informed that should the Travellers fail to leave Sydonia by the specified time, the West Mercia Police had confirmed that they would take action to enforce the Direction to Leave under Section 61 of the Criminal Justice and Public Order Act 1994.

ES19/16 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;
- That Quarter Two Income (to date) of approximately £3,184 be noted;
- That road closures for Farmers' markets were already in place for the rest of the 2016 calendar year;
- That due to increased road closure costs, enquiries were currently being made into the possibility of holding Farmers' markets and other Community markets at an alternative off-road venue;
- That increased road closure costs continued to have a significant detrimental impact on plans for community events and markets in Leominster, and that no reply or acknowledgement had been received in response to a letter sent by the Council to Cllr Rone and Mr Hughes on 20th July 2016;

Committee was informed that Cllr Norman wrote to Herefordshire Council on behalf of the Ward Councillors expressing their concerns regarding the

increased road closure costs. A reply was received, however it was unsatisfactory.

Following discussion it was **RESOLVED:**

- That the Town Clerk register an official complaint with Herefordshire Council regarding the fact that no reply or acknowledgement had been received in response to the Council's letter of 20th July 2016;
- That the Council continued to protest against the additional road closure costs, with support from local businesses and community groups where appropriate;
- That dispensation for the closure of Corn Square without charge be pursued on the grounds that the purchase of 11 Corn Square and the transfer of the Friday Markets had been conducted on the understanding that the square could be fully utilised for community events without rent or hindrance;
- That the Finance & General Purposes Committee consider the allocation of funds to help subsidise road closure costs for town events in the future.

Committee commended the Market Officer for his work in developing the Leominster Markets and for building up an excellent rapport with local traders.

ES20/16 LEOMINSTER IN BLOOM

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

- That the report be noted;
- That a Sub-Committee be set up to provide a forum for effective communication between Leominster Town Council and volunteers working on Leominster in Bloom and green space projects in Leominster;
- That the Leominster in Bloom and Green Spaces Sub-Committee be chaired by Cllr Lacey, with Cllr Norman and Cllr Thomas also appointed members;
- That the Leominster in Bloom and Green Spaces Sub-Committee meets with the Town Clerk to agree the terms of reference for the Sub-Committee and the composition of the Sub-Committee membership.

The Committee expressed its appreciation regarding the outstanding work that the Leominster in Bloom volunteers undertook in the community. Concerns were voiced over whether Leominster in Bloom was able and willing to fulfil the expectations and responsibilities outlined in the draft Service Level Agreement (SLA), as an inability to meet the terms of the SLA would have a significant impact on the workload of the Council's Environmental Team. Following discussion, it was **RESOLVED:**

- That the draft SLA be amended so that point 1 and point 4 read 'for all **agreed** tubs, planters, baskets, barrels and other public plantings...'

- That the terms of the SLA be discussed with Leominster in Bloom to establish whether the outlined expectations and responsibilities were realistic and feasible;
- That this item be readdressed at the next Environment and Services meeting on 14th November 2016.

ES21/16 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That appropriate replacement bins should be provided for the children's play area on the Grange, as it set a positive example for younger members of the community;
- That the Finance & General Purposes Committee should consider options for meeting the cost of replacing bins for the children's play area on the Grange;
- That funding be allocated towards the provision of a height barrier at Sydonia, subject to further information regarding costs and that costs must be shared with HALO;
- That the Byelaws Task & Finish Group liaise with the Town Clerk to agree a date for its next meeting;
- That the Town Clerk clarify whether Councillors who are not members of the Environment & Services Committee are able to sit on the Byelaws Task & Finish Group;
- That the Festive Lights Task & Finish Group's recommendation to appoint LITE as the contractor for Leominster's Festive Lighting be noted and ratified;
- That the Town Clerk clarify the Council's policy on Councillor membership of external community groups;
- That a decision on the allocation of funding towards the purchase of a ride-on mower be deferred until information on additional purchase options becomes available;
- That quotes for the restoration of the War Memorial continue to be pursued;
- That additional funding options are explored for the restoration of the War Memorial, Cllr A. Pendleton would liaise with the Town Clerk and Cllr Davies would contact local British Legion representatives.

ES22/16 COMMUNITY ASSET & S106 WISH LIST

Committee considered the Community Asset & S106 Wish List Report in detail and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That a Task & Finish Group be appointed to oversee the development of a Community Asset & S106 Wish List;
- That the Community Asset & S106 Wish List Sub-Committee be Chaired by Cllr Bartlett, with Cllr Davies and Cllr Thomas also joining as members;
- That all Councillors are requested to send the Task & Finish Group suggestions for additions to the Community Asset & S106 Wish List;

- That members of the Destination Leominster group are requested to send the Task & Finish Group suggestions for additions to the Community Asset & S106 Wish List.

ES23/16 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information the Environment & Services Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(a) Traveller Policy – The draft Traveller Policy was considered in detail and, following discussion, it was **RESOLVED**:

- That it be noted that the Policy may need to be reviewed subject to future decisions by Hereford Council regarding the provision of approved Traveller sites in Leominster and the surrounding area;
- That the Policy be adopted, subject to point 1 being amended to read ‘stationed for a period of less than 14 days’.

(b) Youth Update Report – The Youth Update Report was considered in detail. Following discussion, it was **RESOLVED**:

- That the report be noted;
- That the Service Level Agreement with HVOSS be accepted, subject to resolution of outstanding issues regarding service provision, further development of the first quarter Youth Provision Report, and clarification of terms outlined in the final paragraph.
- That the cost of youth provision totalling £8,620 be accepted, subject to resolution of outstanding issues regarding service provision, further development of the first quarter Youth Provision Report, and clarification of terms outlined in the final paragraph of the Service Level Agreement.

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

- That the report be noted;
- That the amended specifications be ratified subject to additional information being included on the handles and locks supplied for public use;
- That the Task & Finish Group meets once quotations have been received to recommend a suitable contractor.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 9:10pm.

CHAIR:

DATE