



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Wednesday 6th July 2016

To: All Members of the Environment & Services Committee:
Councillors Bartlett, A Pendleton, Davies, Evans, Gibson, Lacey, Marsh,
Mifflin, Norman, R Pendleton 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 11th July 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

Paul Russell
TOWN CLERK

AGENDA

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **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.
4. **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.
5. **REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
6. **QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

7. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Estates, Markets & Environment Committee meeting held on 11th April 2016 **(attached)**.

8. CLERK'S REPORT

To receive the Clerk's Report.

9. FRIDAY MARKET

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

10. LEOMINSTER IN BLOOM

Please see the attached report for consideration and decision.

11. COMMITTEE UPDATE REPORT

Please see the attached report for consideration and decision.

12. 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** – At the time of the agenda publication there was no further update available. A verbal report will be provided at the meeting.

LEOMINSTER TOWN COUNCIL

ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

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

MEMBERS PRESENT: Councillors Bartlett, (Chair), A Pendleton (Vice-Chair), Barton, Davies, Gibson, Lacey, Norman and Thomas.

OFFICERS PRESENT: Town Clerk and the Market Officer.

EM87 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (work), Mifflin (illness), Rosser (work) and Rumsey (work).

EM88 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey – Allotments

EM89 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

EM90 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

EM91 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Estates, Markets & Environment Committee meeting held on 7th March 2016 be agreed and signed as a correct record.

EM92 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;
- A regular Market Bulletin is now being produced and distributed;
- Home and Garden Market scheduled for 26th April 2016 has been cancelled but further markets are planned;
- Rubbish collection on a Friday is taking place at midday by the Environmental Team;
- The May Fair starts at 4pm on Thursday 28th April 2016. The Friday Market will take place on the Etnam Street car park;
- The Playhouse Theatre Company is putting on a review to celebrate its tenth anniversary on 23rd and 24th April 2016.

EM93 LEOMINSTER IN BLOOM

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

- That the report be noted;
- That Committee would request the Finance Committee to allocate funding to pay for all Heart of England in Bloom pub and hotel entries in Leominster Town Centre. Cost would be £25 per entry. Cllr A Pendleton would visit all the town centre pubs and hotels to promote this initiative;
- That an article be included in the next edition of Leominster News thanking those businesses who had improved their shop fronts and encouraging all businesses to provide external and window displays as part of the Leominster in Bloom entry 2016. It was agreed that the theme would be based on the Queen's 90th birthday;
- That the Town Council would support businesses where it was able.

EM94 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That progress with the outstanding asset transfers be noted;
- That the proposed offer from Gala Lights to reduce the overall invoice for the Festive Lights 2015 by £1,000 be accepted;
- That the Finance Committee be asked to ratify an allocation of £6,500 from the 2016/17 Capital Fund to purchase a flatbed van. Contact would be made with Brightwells to request notification if a suitable vehicle came up for auction;
- That Mr Hancock, BBLP PROW Officer, be requested to clarify the action being taken regarding footpath ZC93 and that appropriate action be taken by the Town Council to ensure that the legal route of the footpath be secured.

EM95 ALLOTMENTS

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

- That the report be noted;
- That the Composting Workshop that had been arranged by the Allotment Association be supported.

Thanks were extended to members of the Allotment Association who had provided support to the Town Council with the collection of the annual allotment rents.

EM96 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 noted that a meeting was being held with Herefordshire Council on Tuesday 12th April 2016 to discuss the best way to progress the transfer and upgrading of the toilets at Central car park, the Grange and Westbury Street bus station. A full update would be provided to members at the next appropriate meeting.

- (b) Asset Transfers** – Committee noted that the proposed asset transfers were close to completion and final documentation was awaited for signing.

There being no other business the Chair thanked members for their attendance and closed the meeting at 20:40pm

CHAIR:

DATE:



Environment & Services Committee

Date: 6th July 2016

Title: Leominster in Bloom Update Report.

Purpose of the Report: To provide Members with an update relating to Leominster in Bloom.

Contact Officers: Paul Russell

1. RECOMMENDATION

1.1 That the report be noted.

2. BACKGROUND

- 2.1 Leominster Town Council has agreed to proactively support the Leominster in Bloom initiative to help brighten up the town.
- 2.2 Regular meetings are held with Leominster in Bloom to ensure that both organisations are updated on progress.
- 2.3 Judging of the Leominster entry will be held on Friday 8th July 2016 at 9am.

3. IN BLOOM UPDATE

- 3.1 Following the allocating of funding by the Finance Committee, the Mayor has entered the following hotels and pubs into the competition. The cost of entries was £175:
- White Lion
 - The Bell
 - The Black Swan
 - The Grapes
 - The Talbot Hotel.
 - Royal Oak
 - Dukes Head.
- 3.2 Please note that if the Royal Oak is unable to put its baskets up, then the Chequers Inn will be submitted as a late entry. The date of judging will be confirmed in due course.
- 3.3 As indicated, the date of the Leominster in Bloom judging will be Friday 8th July 2016. The Town Council has liaised closely with the Leominster in Bloom Committee and has developed a two page submission for the portfolio.

- 3.4 The Environmental Team has provided significant support to Leominster in Bloom. The maintenance vehicle is now operational and it can carry up to 2000 litres of water to maintain the planted tubs and baskets.
- 3.5 Bunting has been erected throughout the town and banners have been erected in Broad Street. Several offers of free artwork to go on new banners have been received, should the Council wish to purchase them for next year.
- 3.6 The Team has planted 8 baskets and 6 half barrels for Broad Street.
- 3.7 As Herefordshire Council has withdrawn funding for the spraying of herbicide, the Environmental Team has taken an exam in the safe use of herbicide (PA1) and the second assessment will be in August (PA6). This will enable the Team to carry out its own, carefully planned spraying when the town needs it. It will ensure that the weeds are kept under control and do not harbour litter and pests, as well as aiding highway drainage.
- 3.8 The Environmental Supervisor, Julie Debbage, has attended LIB meetings to ensure a co-ordinated approach to the works needed. She has now obtained all of the paint and materials given to LIB by the Balfour Beatty Community Fund and the Environmental Team is working its way around the street furniture and seating areas in the town, including re-gravelling the area next to Etnam Street Car Park. The Gateway Planters have been tidied up and decorated with bunting.
- 3.9 A further verbal update will be provided at the meeting on Monday.



Estates, Markets and Environment Committee

Date: 6th April 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 That a revised Task & Finish Group be appointed to consider new Byelaws for all the newly transferred open spaces;**
- 1.3 That two revised schemes are developed for the Grange & Sydonia Play areas prior to consultation;**
- 1.4 That two further quotations be sought for the provision of the 2016 Christmas Lights.**

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of open spaces in Leominster. Asset transfers have been finalised for three of the four open spaces, which 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 are being developed. This includes the revised Festive Lights provision for Leominster for 2016.
- 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 refund for the 2015/16 Lengthsman/P3 expenditure has now been received and the 2016/17 Lengthsman and P3 schemes are now being delivered by the Council and its Lengthsman, D C Gardening Services.
- 3.2 The following works have been undertaken under the P3 scheme:
- Footpaths ZC86, ZC349, ZC23, ZC100, ZC143, ZC85, ZC131 and ZC160 were strimmed during May;
 - Clearance of vegetation on ZC100/101 undertaken in June;
 - Clearance of fallen tree blocking ZC93 carried out in June.
- 3.3 The following works have been undertaken under the Lengthsman scheme:
- Village signs and visibility splays have been strimmed;
 - Weeds sprayed in and around Priory Church, the Grange and Sydonia;
 - Potholes filled at Widgeon Hill;
 - Vicarage Street sprayed.
- 3.4 A Parish drive round with the Locality Steward and Environmental Supervisor was undertaken on 30th June 2016
- 3.5 A Quarter One invoice will be submitted to Balfour Beatty in July 2016.

4. ENVIRONMENTAL UPDATE

Street Cleaning

- 4.1 The Team is currently vacuuming the town three times a week, usually Monday, Wednesday and Friday, including Butchers Row - following it being cleaned by Balfour Beatty operatives w/c 20th June 2016. The Corn Street end is still an issue, as rubbish is still being dumped at this location. Contact is awaited from Waste Management Herefordshire Council. Businesses at the Victoria Street end are planning improvements such as troughs and repainting to brighten up the passageway and set an example.

Litter

- 4.2 The Grange and Pinsley Mead round to Millennium Orchard are litter picked at least once a week. Sydonia is taking up to 1.5 hours every weekday and the Team is finding an increasing amount of drugs paraphernalia and smashed glass in the area which has been reported to the police.

Litter Bins and Dog Waste Bins

- 4.3 The Town Council has now taken over responsibility for these bins in Sydonia, Pinsley Mead, Ginhall Green as well as The Priory and The Grange. There are currently three extra large bins on order from Herefordshire Council to take the extra waste. Bins on Ginhall Green and Pinsley Mead are emptied weekly, but the others are checked at least 3 times a week.
- 4.4 The Team is currently in the process of moving some of the dog waste bins on Sydonia to provide better coverage and to prevent dog waste being deposited in the open bin at the children's park on Battlebridge Close. Balfour Beatty has

informed Council that the town and surrounding area bins are being assessed at the moment and their records are being corrected as they have not been accurate. Julie is very optimistic that the bin situation in Leominster and the surrounding area will improve and numbers of complaints will go down.

Allotments

- 4.5 Cllr Lacey has very kindly taken time to introduce Julie to the allotments and she has carried out her first two inspections. Five more allotments have been let and we have several people interested in renting out the remaining plots. There is an issue with the theft of crops, which has been reported to the police. It is hoped to organise a trip to an allotment composting site in the near future.

Toilets

- 4.6 The toilets are inspected on Mondays and Fridays and any maintenance is carried out as a priority. The area by The Grange toilets has been cleared back from the steps to allow easier access.

Sydonia

- 4.7 A Tea Party/ Consultation was held at Grange Court on 29/06/16 with about 40-50 people attending, including a representative from the Police. It was a very positive meeting with lots of ideas and views being captured. A debrief meeting is going to be arranged and residents will be kept informed of developments.

Supporting the Greenspaces Group

- 4.8 Works to The Tranquillity Garden have been carried out including strimming, removal of the interpretation board for restoration and the removal of a broken fence and barbed wire.

Byelaws

- 4.9 A meeting of the Task & Finish Group appointed to develop the Model Draft byelaws will be called in the near future once the final asset transfer of Pinsley Mead has been confirmed. Previous members were Cllrs Rosser, Davies, Barton, Mifflin and A Pendleton. A new T&F Group needs to be appointed.

S106, Asset Transfers and Improvements

- 4.10 Following the transfer of land assets, clarification was sought regarding S106 funding available. A number of sites were highlighted as having S106 play provision included. The table below outlines the status to date:

Site	Comment	S106
St Botolph,s Phase 4	Has not been built yet (and the permission has run out so a renegotiation would need to take place in the event of a new application)	£0.00
Marsh Mill	Has not been built, permission as above.	
St Botolph's 2 houses	Not built, permission as above.	
Lambournes:	Partially spent	£17,960

		remaining.
Primrose Travel:	Completed	£1,645 believed to be remaining.
The Nook, Etnam St.	No funds have been received from this development.	£0.00
Elmsfield Laundry:	S106 renegotiated	£10,624.22 has been received.
	TOTAL	£30,229.22

4.11 The only other possible fund is money received from The Ryelands Rd Police Station, but it is believed that this money was spent, together with funds from West Street, on the footpaths at Sydonia, after the swimming pool building was demolished.

4.12 This will provide a total of £30,229.22 towards play on the main playgrounds in Leominster, Sydonia and The Grange, subject to approval of the plans put forward by the Town Council.

4.13 It should be noted that there are still some playgrounds that Leominster Town Council has not adopted, so funding for these will remain with Herefordshire Council.

4.14 The Town Council will develop proposals and commence consultation on improvements to its play areas. Planning permission should not be required as it has development rights based on the use of the land. As a local authority certain, non engineering works come under permitted development.

Festive Lights

4.15 An initial scheme has been received from Blachere Ltd and further schemes are being invited. There will be a requirement to invest in the lights infrastructure to ensure that future schemes can be operated reliably.

Footpath ZC93

4.16 Following the issues raised regarding this footpath BBLP PROW Officer, Shaun Hancock, has investigated the matter and responded to the various complaints.