



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 10th July 2018

To: All Members of the Environment & Services Committee:
Councillors Norman (Chair), Herschy (Vice Chair), Bartlett, Davies, Lacey,
Marsh, Sutcliffe and Thomas. (3 vacancies)
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend the rescheduled meeting of the **Environment & Services Committee** which will be held on **Monday 16th July 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 21st May 2018.



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. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

8. HEREFORDSHIRE SUSTAINABLE ROUTE MAP

To discuss the Herefordshire Sustainable Route Map Brightspace Foundation Pilot project proposal.

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) Sydonia Update – Please see the attached report.

10. DATE OF NEXT MEETING

The next meeting will be held on Monday 17th September 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 21st May 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Norman (Chair), Herschy (Vice-Chair), Bartlett, Lacey, Marsh, Sutcliffe and Thomas.

OTHERS PRESENT: Ward Councillor Stone.

OFFICER PRESENT: Town Clerk.

ES01/18 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Norman was proposed by Cllr Thomas and seconded by Cllr Lacey. There being no other nominations, Cllr Norman was formally elected Chair of the Environment & Services Committee.

Cllr Norman indicated that she would be stepping down from being Chair of the Communications & Events Committee to which she was recently elected.

ES02/18 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Herschy was proposed by Cllr Norman and seconded by Cllr Lacey. There being no other nominations, Cllr Herschy was formally elected Vice-Chair of the Environment & Services Committee.

ES03/18 APOLOGIES FOR ABSENCE

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

ES04/18 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey: Allotment holder.

ES05/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

ES06/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present. Cllr Stone congratulated Cllrs Norman and Herschy on the election as Chair and Vice Chair of the Committee.

ES07/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 16th April 2018 be agreed and signed as a correct record.

It was agreed to try to organise the visit to the recycling plant as agreed in April 2018. The Plant would be contacted to find out available dates.

It was agreed to request an update regarding the replacement tree which was a planning condition of the consent to fell the Copper Beech Tree at the Bingo Hall, Planning Application P170052.

ES08/18 CLERK'S REPORT

The Clerk presented an update report regarding the devolvement of the grounds maintenance services and responsibilities throughout the town from Herefordshire Council and Balfour Beatty to Leominster Town Council. The following matters were noted:

- The formal licence between the parties had been entered into on 1st April 2018;
- The licence allowed either party to terminate without notice;
- The Town Council was currently using its Lengthsman contractor to carry out grass cutting. This was being supported by the Environmental Team who were carrying out grass cutting duties in the play areas;
- No further progress had been made to secure a depot, although Herefordshire Council was investigating some options;
- Due to a review of governance and procurement procedure the equipment Herefordshire Council had identified as potential asset transfers had now been sold at auction and was no longer available;
- A grant fund was currently being set up by Herefordshire Council for town and parish councils to apply to for help to offset equipment and service costs. This grant fund had not yet been finalised.

Following discussion Committee **RESOLVED** to:

- Continue to deliver the open spaces maintenance work whilst on-going negotiations continue with Herefordshire Council and its agent, Balfour Beatty;
- Subject to the outcome of the negotiations to consider terminating the licence between the parties if insufficient progress regarding funding, equipment and a suitable depot is not achieved by September 2018;
- To request that the four Ward Councillors raise the issue with the relevant Director and the Scrutiny Committee;
- Carry out a full review of the Town Council's maintenance responsibilities with full costings. This will be reported back to Committee in September 2018;
- That consideration be given to developing a Biodiversity Plan for the maintenance of open spaces in Leominster if the Town Council agrees to continue with the Licence requirements;

- To provide a progress report at the Committee meeting on 16th July 2018.

ES09/18 TASK & FINISH GROUPS

Committee considered the appointment of Committee Members to the following Task & Finish Groups. Following discussion it was **RESOLVED** to appoint the following Councillors

- Toilet Refurbishment Task & Finish Group: Cllrs Lacey and Thomas;
- The Grange Open Space Task & Finish Group: Cllrs Bartlett, Sutcliffe and Thomas
- Allotment Inspection Team: Cllrs Lacey and Norman.

ES10/18 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That a sum of £200 be allocated to undertake a lighting design for Sydonia open space;
- That proposed equipment purchases be identified as part of the grounds maintenance review and submitted to the Finance and General Purposes Committee for consideration;
- That the appointment of the Maintenance Foreman position be agreed in principle and placed before the Personnel Sub-Committee for ratification;
- To contact Herefordshire Council to request that an emergency contact number be displayed at the Bus Station public conveniences.

ES11/18 CONFIDENTIAL ITEMS

There were no confidential items for consideration.

ES12/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 16th July 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 8:52pm.

CHAIR:

DATE:



Environment & Services Committee

Date:	10th July 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**
- 1.2 To consider the adoption of the Corporate Strategy objectives.**

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster which have either been asset transferred or being managed under licence from Herefordshire Council to the Town Council.
- 2.2 Herefordshire Council is only funding the P3 Scheme for one more year. The Lengthsman scheme funding has been discontinued. 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 2018/19 the majority of funding is being provided directly 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 in May and June 2018 alongside general footpath maintenance undertaken by the Environmental Team:
 - Strimming of footpath leading from Sydonia to Caswell Crescent ZC97
 - Strimming of footpath leading from car park at the Skateboard Park behind Battlebridge Close leading to John Able Close ZC97b (part)
 - Strimming of footpath leading from Silurian Close and running behind Caradoc Drive around the edge of Earl Mortimer Playing Field ZC102 to include removal of rubbish

- Strimming of footpath on Industrial Estate leading from Border Scaffolding to Silurian Close ZC100 (part)
- Strimming and cutting back of overhanging vegetation from footpath running along the river from white metal bridge past B&Q to the entrance at Mill Street on ZC141
- Strimming of footpath at Cold Harbour Lane, Ivington ZC39 @ 457558-560
- Strimming of footpath at Highfield House, Newton ZC23 @ 481578
- Cutting back of brambles and overhanging ivy from footpath leading from Etnam Street to Sydonia on footpath ZC96, to include removal of all rubbish from site as created
- Strimming of footpath leading from main road and behind Dales Factory ZC143 @ 499506
- Strimming of all sections of footpaths from start of footpath going into wood from tarmac road to section where it runs into a farmer's field just past the telephone mast on Eaton Hill ZC131 @ 507594
- Strimming of footpath at Cockcroft leading behind the school (2 sections) on ZC94
- Cutting back overhanging hedge on section of footpath leading to where residential properties start in old lane at Cockcroft leading behind the school on ZC94
- Strimming of section of footpath near to Marches Vets off Ryelands Road on ZC93

3.2 There has been no Lengthsman works carried out as yet in 2018.

4. ENVIRONMENTAL UPDATE

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

- Sydonia has now reopened but there are issues to be resolved with HAGS, the playground installation company, regarding health and safety, safety surfacing, clarification of surfacing beneath toddler multiplay and the invoice. It is being well used, with people of varying ages on the outdoor gym and people taking their children to the park before school and having their breakfast at the picnic table.
- New bins have been installed and work to the gate and ramp have improved access.
- Sydonia has been entered into the Heart of England Parks and Open Spaces category. The portfolio is available to view.
- Work to the hedges will commence when the bird nesting season is over, with the exception of the Eaton Close PROW, which will be cut by our contractor.
- The lighting design for Sydonia is yet to be obtained.
- Verge cutting continues on the first week of each month. Complaints (mainly areas that are not our responsibility) have now ceased and the Lengthsman is progressing the P3 programme of works between verge cutting and open space maintenance.

- The Environmental Team supported on Armed Forces Day with planning and erection of the market stalls/ Grange pitches, road closures, extra litter picking, bin emptying and the taking down of the market at the end of the day. I received many compliments about the event.
- Fortnightly mowing and litter picking and bin emptying of the play areas continue and the maintenance has been carried out by our new Maintenance Operative.
- Fly tipping is still being reported and I have been working with Herefordshire Council's Waste Management team regarding incorrect presentation of bags and wheelie bins being permanently left in the street causing an obstruction.
- I have purchased the litter picking cart for recyclable waste to be collected with general waste. I have also purchased three needle collection packs one for each vehicle, as there has been increased instances of needles being found on our open spaces. The police have been informed and I am currently looking for training provider to deliver a short course to the team.
- Interserve will be stopping the servicing of our public toilets and dark toilets at 11: square at the end of August Balfour Beatty have now got the Herefordshire Council cleaning and maintenance contract and are not looking to take on any extra work, so I will be sourcing a contract cleaner in the next fortnight.
- We continue to support Leominster Town Council Office with watering /feeding of the planters and street cleaning. This year has been exceptional due to the weather. It needs to be checked every day. The Environmental Team has also supported the clearing of weeds and sweeping waste from the streets including the Community Cleanup day on the 1st July.
- The Leominster in Bloom judging took place on the 6th July and the Town Council supported the event with a lunch in the marquee in our garden. I was asked to accompany the judges with the Chair of Leominster in bloom and the Mayor. The day went well and we hope for a positive outcome.
- The Environmental Services Team put up the hanging baskets and the 'Lest we forget' banners in the Square and Broad Street and supported the poppy installation in the Buttercross by arranging for them to use the Grange Court scaffold tower.
- I have now received the cultivation license for the Southern Avenue roundabout from Balfour Beatty. All of the businesses with temporary signs were contacted and gave consent to drop their signage when the Poppies were installed. Some businesses mentioned having a large sign for all of the businesses to show locations. Sign rite said that they had made the signage for Rotherwas Business Park, with removable business names, and I think a meeting with Balfour Beatty would be good to find out if a sign at the entrance to the Business Park could be installed. Bulb planting will take place on this roundabout in the Autumn.
- There are currently 11 allotment plots vacant and I have had two enquiries in the past week which were the result of promotion on Facebook.

- Rats continue to be an issue, the pest control contractor has been making weekly visits and I will be meeting two representatives of the company this week to assess the site. An Adder has all been so been spotted that so I have provided fact sheet for information at the Community Shed.
- The steps to the treebog have been repaired and a new toilet roll dispenser fitted.
- Judging for the allotment competition is well underway, with the results being announced at the Harvest Supper on the 5th October.
- Following a large amount of requests for spraying in the residential areas around town, it now appears that Herefordshire Council do have a small budget for spraying, so I will be directing requests to Balfour Beatty.
- The Town Council in association with Herefordshire Council and the Community Litter Picking Group will be holding a litter event at 11 Corn Square on Tuesday 10th July where we will be discussing litter with volunteer litter pickers and outlining who is responsible for what and where they can deposit the waste generated as well as some of the health and safety aspects of litter picking.
- I will be attending the Leominster in Bloom debrief meeting this week and hosting the Beaver Scouts at an event with the Mayor in Corn Square Garden where activities will include finishing the bug hotel, designing a poster to deter dog fouling in our open spaces in the Summer holidays and contributing ideas of what they would like to see in the children's section of our website or a Facebook page.
- Unfortunately the recycling service at Quickskip cannot access the depot because the vehicles are too large, so additional recycling will have to be put on hold temporarily until alternative depot is offered by Herefordshire Council.
- A grant in principle of £5,000 has been agreed by the War Memorials Trust. I have to follow up the first two forms with some additional information which I hope to complete this week.

5. ADDITIONAL MATTERS

Corporate Strategy

- 5.1 A draft work programme for 2018/19 is attached and, subject to approval, will form part of the emerging Corporate Strategy.
- 5.2 Once the Committee's corporate objectives have been approved and adopted, the Corporate Strategy will be finalised and considered at the Full Council meeting in September 2018.

Open Spaces Maintenance Update

- 5.3 A site meeting was held recently with Herefordshire Council, Balfour Beatty and the Town Council to discuss a number of matters. These included:
- The existing depot and options at the Old Priory;
 - Ownership of the trees in Etnam Street car park;
 - Review of the current street cleaning agreement between the Town Council and Balfour Beatty;
 - Maintenance of the bus station area;

- Lease options on the bus station toilets and café;
 - Potential depot site at Sports Centre, Bridge Street;
 - Open spaces loan/grant available from Herefordshire Council.
- 5.4 It was acknowledged that there were a number of options to increase storage capacity at the Old Priory but they were limited. Additional storage areas could be provided subject to an assessment of available space.
- 5.5 Parking was an issue in this area due to the high usage by various tenants of the Old Priory main building. In essence, this location was central but there were some issues that sometimes restricted access and currently restricts storage area.
- 5.6 The Old Mortuary was inspected as a potential storage option for the Town Council. A fair amount of work would be required to make it fit for purpose and the high usage of the car park would restrict access at key times of the day. The brick planters also restricted access and would need to be removed if this option was pursued.
- 5.7 An inspection of the trees attached to Etnam Street car park was undertaken. The trees had been transferred as part of the Grange open space transfer (which included the toilets and the pavilion, neither of which were originally included in the transfer). It had been specifically requested that the trees be excluded from the transfer but this had not been actioned by either party's solicitors.
- 5.8 It was agreed that the trees were part of the car park but the only option to transfer them back to Herefordshire Council was through a legal transfer. Subject to agreement this option would now be pursued.
- 5.9 The licence between the Town Council and Balfour Beatty regarding the street cleaning and litter clearance in the town centre is to be amended to enable the Town Council to empty the bins when overflowing to ensure that the town centre remains as clean and tidy as possible. An agreement to dispose of any rubbish is being developed with Balfour Beatty.
- 5.10 It has been agreed in principle for the Town Council to carry out regular cleaning and litter picking of the bus station. A licence is being drafted to oversee the new arrangement and hopefully a licence will be in place in September 2018.
- 5.11 A discussion was held regarding the bus station toilets and future management. The Town Council has withdrawn from the asset transfer but may wish to consider taking over the management of these public conveniences under licence or lease.
- 5.12 An investment may be required to upgrade the toilets and expand the ticket office/café to create some level of income generation. If a lease/licence agreement is entered into then a clawback clause would be included to refund the Town Council some of its investment if the lease was terminated early.

The clawback amount would diminish over time depending on the length of the licence/lease.

- 5.13 The Town Council continues to deliver grass cutting services for verges and play areas under licence. Following some initial issues there have been no further complaints. It is recommended that Council continues to deliver this service for 2018 with a review being undertaken as part of the 2019/20 budget development. A full cost analysis will be presented to Council and its committees as part of the budget considerations.
- 5.14 Discussions regarding the potential use of a depot at the Bridge Street Sports Centre were undertaken. A building has been identified to the rear of the football club changing rooms that would be ideal if it could be made available through HALO and the Football Club.
- 5.15 This option is the most suitable and discussions will continue in the hope that a solution can be found to enable the Town Council to utilise this depot.
- 5.16 Further details regarding the Open Spaces grant are still awaited from Herefordshire Council.

Sydonia Update

- 5.17 A full update report is included under Confidential Items.
- 5.18 The following statement from HAGS has been published on the Town Council's website:
"Please except our sincere apologies for the delayed completion of Sydonia play area, we endeavour to complete all sites on time and due to circumstances not caused by Leominster Town Council the site completion has been longer than anticipated, we hope you're happy with the finished site but we are sorry for any inconvenience this delay has caused."

Visit to Recycling Plant

- 5.19 To note that this visit had not yet been organised due to the Royal Visit, Herefordshire Armed Forces Day and Leominster in Bloom judging. The Plant would be contacted and a list of suitable dates would be distributed to all members over the summer. It has also been suggested that representatives from other organisations might wish to join the Councillors on their visit.

Copper Beech Tree

- 5.20 To note that the Tree Officer, Herefordshire Council, would be requesting that this was replaced in the Autumn 2018.

Waste Management

- 5.21 Binit Ltd continues to carry out the survey of local businesses regarding the way they manage their waste and a report is expected in due course. Once received this will be presented to Committee for consideration.

LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Action	Lead Committee	Lead Team	Timescale	Comment
Continue to develop Leominster in Bloom in partnership with the LIB Committee and other relevant organisations	Environment & Services	Environmental & Grounds Services	On-going	<ul style="list-style-type: none"> • Gold award achieved in 2017; • Judging for 2018 took place on 7th July 2018; • Significant community involvement in 2018
Continue to develop the Environmental Team and invest in equipment, team members and a depot	Environment & Services	Environmental & Grounds Services	On-going	<ul style="list-style-type: none"> • Maintenance Foreman appointed; • Grass cutting being undertaken under licence from HC by Council contractor; • Negotiations to secure a permanent depot being pursued; • Additional part timer employee position created.
Continue to secure external funding for open spaces	Environment & Services	Environmental & Grounds Services	On-going	<ul style="list-style-type: none"> • S106 funding secured for Sydonia refurbishment; • Awards for All grant secured for Sydonia outdoor gym; • Grant secured from Kingspan to hold boxing and skate sessions in 2018.
Develop Secret Garden to rear of 11 Corn Square	Environment & Services	Environmental & Grounds Services	2020	<ul style="list-style-type: none"> • Consider income generating options; • Ensure flexibility for future use; • Invest in toilet infrastructure;

				<ul style="list-style-type: none"> • Develop hire options.
Refurbishment of War memorial	Environment & Services	Environmental & Grounds Services	2018	<ul style="list-style-type: none"> • Funding has been secured; • Confirmation of additional funding awaited; • Work to take place prior to 11th November 2018
Continue to develop a rolling programme of improvements for all parks, recreation areas and open spaces within Leominster.	Environment & Services	Environmental & Grounds Services	On-going	<ul style="list-style-type: none"> • Sydonia Play Area refurbishment completed in July 2018; • New bins installed at Ginhall Green, Sydonia and the Grange; • New bench in Corn Square; • Year on year improvements achieved through volunteers and directly employed team.
Introduce effective signage and notice boards within the town and on all Council owned/managed land	Environment & Services	Environmental & Grounds Services	2020	<ul style="list-style-type: none"> • LEADER funding applied for to improve signage and interpretation in town centre; • New notice boards to be included in budget for 2019/20 for Ginhall Green.
Develop a Master Plan for The Grange	Environment & Services	Environmental & Grounds Services	2019	<ul style="list-style-type: none"> • Initial quotations obtained; • Revised tender to be developed to develop the Master Plan; • Consultation to be carried out; • Final Plan to be developed and adopted; • External funding to be identified.
Work toward securing a Green Flag Award for an open space in	Environment & Services	Environmental & Grounds Services	2019	<ul style="list-style-type: none"> • Green Flag award to be pursued on The Grange following the

AGENDA ITEM No: 7

Leominster.				refurbishment of the toilets.
Continue to promote Best Kept Allotment Competition.	Environment & Services	Environmental & Grounds Services	On-going	<ul style="list-style-type: none"> • Annual awards presented at Harvest Supper; • Town Council supports Harvest Supper.
Investigate further opportunities to recycle non domestic waste and become a greener Town	Environment & Services	Environmental & Grounds Services	2020	<ul style="list-style-type: none"> • Binit Ltd appointed to carry out initial survey of businesses; • Report awaited; • Possible budget item for 2019/20/
To work actively to ensure that the Southern Urban Extension (SUE) is well served with public open spaces including the development of a sustainability strategy to manage those spaces	Environment & Services	Environmental & Grounds Services	2022	<ul style="list-style-type: none"> • Negotiations regarding the release of the SUE for development currently taking place with Town Council involvement; • Aim to secure open space to be managed by Town Council.
To refurbish the public toilets at The Grange & Central Car Park	Environment & Services	Environmental & Grounds Services	2020	<ul style="list-style-type: none"> • Grange toilets to be priority; • Refurbishment planned for Autumn 2018; • Central car park toilets to be refurbished in 2019.