

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 22<sup>nd</sup> May 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Bartlett, Burke, Davies, Herschy, Lacey, Marsh, Norman, A Pendleton, R Pendleton and Thomas.

**OFFICERS PRESENT:** Town Clerk and the Environmental Supervisor.

### **ES01/17 ELECTION OF CHAIR**

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

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

### **ES02/17 ELECTION OF VICE CHAIR**

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

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

### **ES03/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Preece.

### **ES04/17 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

### **ES05/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **ES06/17 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **ES07/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 13<sup>th</sup> March 2017 be agreed and signed as a correct record.

It was confirmed that the damage to the tree in Broad Street following the May Fair was currently being investigated and that a response was still awaited from Herefordshire Council.

With regard to the rubbish on the market, a wheelie bin was being provided for traders to dispose of their rubbish. It was further noted that the responsibility for the market had now been transferred to the Communications & Events Committee.

#### **ES08/17 CLERK'S REPORT**

The Clerk had nothing to report.

#### **ES09/17 COMMITTEE UPDATE REPORT**

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

- That the report be noted;
- That issues raised regarding the Leominster to Ivington footpath be raised with the relevant Balfour Beatty/Herefordshire Council Officer;
- That the issue be raised at the Walkers Welcome meeting being held on 23<sup>rd</sup> May 2017;
- That grant funding for the war memorial would be applied for following the full assessment of works required by the appointed contractor;
- That the development of the Verdun Oak seedlings be actioned in the Autumn;
- That the Priory steps be repaired as soon as the appointed contractor is available;
- That the siting of the replacement tree to the rear of the Bingo Hall be ascertained;
- That the issues highlighted regarding the potential removal of trees in this area be monitored;
- To note that there were 9 vacant allotments and 10 current plot holders who had yet to pay rent for 2017/18;
- That a Byelaw Task & Finish Group be appointed to develop byelaws for the Council's open spaces. Cllrs Burke, Lacey and Thomas were appointed;
- That a Community Asset/S106 Task & Finish Group be appointed to develop a full list of community assets. Cllrs Bartlett, Davies and Thomas were appointed. It was noted that the responsibility for this project would be transferred to the Planning & Highways Committee.

#### **ES10/17 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) **Public Convenience Update Report** – Committee considered the report presented at the meeting regarding the future refurbishment of the public toilets at Grange and Central car park. Following discussion it was agreed

to obtain a quotation to refurbish both units in the same format as existing from the Town Council's preferred building contractor. Costs would be reviewed when received.

**ES11/17 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 10<sup>th</sup> July 2017 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 8.07pm.

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**CHAIR:**

\_\_\_\_\_  
**DATE:**



## Environment & Services Committee

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**Date:** 17<sup>th</sup> May 2017

**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

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### 1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To appoint a Byelaw Task & Finish Group;
- 1.3 To appoint a Community Asset/S106 Task & Finish Group.

### 2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster which have been asset transferred from Herefordshire Council to the Town Council.
- 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. In 2017/18 the funding for the Lengthsman Scheme has been significantly reduced although the P3 scheme retains its current level of funding with some additional funding provided 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 regular bi-monthly meeting with the P3 Footpath Walkers will be held on Monday 22<sup>nd</sup> May 2017 at 5pm in the Council Offices, 11 Corn Square.
- 3.2 The following P3 works have been carried out during April 2017:

- Strimming of overhanging vegetation back to wooden rails, lightly trimming of hedge protruding over the footpath and blowing off debris/rubbish leading from the Booth Memorial Garden to Paradise Court on footpath ZC141

3.3 The following Lengthsman works have been carried out during January and February 2017:

- Chipping of rubbish left by volunteers pruning of trees in Millennium Green. Works carried out: 1st March. Plus hire of chipper;
- Chipping of rubbish left by volunteers pruning of trees in Millennium Green. Works carried out: 7th March. Plus hire of chipper;
- Tarmacing around barriers at the Grange. Works carried out: 20th March
- Planting of trees in Etnam Street. Works carried out: 23rd March
- Continuation of digging out and restoning of pathway down to the Play Area and widening of section of pathway back to original width at top end of Godiva Road on Linear Park. Works carried out: 28th & 29th March
- Supply of scalping - 16 tonne
- Hire of equipment - mini digger, high-tip dumper truck and heavy duty roller including fuel

#### **4. ENVIRONMENTAL UPDATE**

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

- I have attended a War Memorial condition surveying course at the Town Hall, Hereford with Civic Voice and intend to survey the memorials on The Grange and apply for a grant from The War Memorials Trust.
- Work to tarmac around the new bollards has been completed and a removal/replacement procedure has been written. Grange Court will be given a key and spares kept at 11 Corn Square.
- The yellow slide has been removed from The Grange park following vandalism and an accident. This was reported to the Police at the time.
- Following issues with the lighting in The Grange toilets, two new LED lighting strips have been installed, which cost less to run and improve the light levels considerably.
- The Priory – I have received two quotes and I am just waiting for a third, for work to the trees in the Priory Churchyard. Permission to carry out works has been received from Herefordshire Council.
- The Environmental Team have finished erecting the fence in the Tranquillity Garden and work will carry on to improve the area further with The Grangers.
- The play equipment at Ginhall Green has had the paint refreshed. The paths have now been scraped or repaired and sprayed along with the edges and weeds on the play areas.
- The orchard at Ginhall Green has now been pruned following training given voluntarily by a retired Orchard Manager.
- Four of our new litter bins will be installed this week in The Grange by the Lengthsman. These will replace the old cast iron ones with broken doors. The other four bins will be sited on Ginhall Green and I am currently

working on a plan to respace them and remove some of the red bins where they are sited next to a black bin. I hope to re-site a red bin in the allotments and one at the end of the cycle path along Barons Cross Road subject to permission from Balfour Beatty.

- I have a spare green bin at the depot, which I am arranging to be installed next to the bench at the top of Ryelands Road by Balfour Beatty.
- I have organised for the Safer Neighbourhood Team to carry out a property marking event at the allotments on 20<sup>th</sup> May 2017 10am-12noon. This is open to the whole community.
- We currently have 11 allotments vacant but will be showing several potential plot holders around at the property marking event.
- Sydonia has now been sprayed in the borders and around the park to ease maintenance. Replacement parts are on order for the toddler swings. These will be re-used on The Grange toddler swings when Sydonia is developed.
- A Monkey Puzzle tree that was anonymously planted near the children's play area has been removed for safety reasons.
- A request has been made to the Police for Matak CCTV for Sydonia as the development begins and also after disturbing racist graffiti has been found on the skatepark.
- Weed spraying continues in the town centre.
- We have been working with Leominster in Bloom, to remove their compost waste and put it into the composter on the allotments.
- Two new beehive planters have been purchased and sited at the bottom of Broad Street to replace the rusted iron planters.
- Street furniture continues to be refreshed with black Hammerite.
- I attended the Heart of England in Bloom Seminar in Malvern with a representative of Leominster in Bloom and had the opportunity to meet the judges.
- This year the Town Council Offices will be the venue for Leominster in Bloom judging on 14<sup>th</sup> July from 9am. I have been involved in the planning of the route, which concentrates on staying in the town centre and meeting lots of Community Groups.
- The water tank has been reinstated on our vehicle ready for filling the reservoirs on the planters.
- With the help of Cllr. Rosser, I have collected timber from the Bingo Hall Beech and have it stored in the depot. A craftsman is being sought to carve the timber into mementos.
- Two mature Ginko trees have been planted on Etnam Street and a further quote to carry out work to plant two more is being sought.

## **5. ADDITIONAL MATTERS**

### *Byelaws*

- 5.1 A new Byelaw Task & Finish Group needs to be appointed to develop the Model Draft byelaws. Initial byelaws have now been drafted and these need to be considered by the Task & Finish Group at its earliest convenience. It is suggested that a meeting be arranged at 6pm on Monday 5<sup>th</sup> June 2017 prior to the main Planning & Highways meeting.

*Community Asset/S106 Wish List*

- 5.2 The Hop Pole public house has been turned down as it did not meet the criteria set down by law. Further information is being sought.
- 5.3 There are a further five premises currently being considered for inclusion on this list.
- 5.4 A Community Assets/S106 Task & Finish Group needs to be appointed to begin developing a full list of community assets.
- 5.5 It is suggested that this Group considers meeting on Monday 12<sup>th</sup> June 2017 at 6pm prior to the inaugural meeting of the Communications & Events Committee.

*Sydonia Play Area*

- 5.6 HAGS/SMP has been appointed to develop the Sydonia Play Area. Initial contact has been made and a full report will be presented to Committee at the meeting.

*Play Area, Ropewalk Avenue*

- 5.7 A further update will be provided at the meeting following on from the Full Council meeting held on Monday 15<sup>th</sup> May 2017 when it was resolved to request the asset transfer of this play area.

*Allotment Update*

- 5.8 Allotment demands have been sent out and an update on allotment plot vacancies will be provided at the meeting. Regular inspections are being carried out and plans for the annual competition are being developed.

*Public Conveniences*

- 5.9 Confirmation is still awaited regarding the formal asset transfer of the Westbury Street (Bus Station) conveniences. An update will be provided at the meeting.
- 5.10 With regard to the upgrading of Central and Grange Public Conveniences this has been put on hold until the sale of 17 West Street has been completed. A verbal update on progress will be provided at the meeting if available.

*Verdun Memorial Tree*

- 5.11 A request for a seedling from the Verdun War Memorial Oak Tree has been received. The Town Council does not currently have any saplings from the tree but plans are being put in place to nurture a number of saplings over the winter period.