



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 12th November 2019

To: All Members of the Environment & Services Committee:
Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies,
Murdoch, Norman, Parris, Rumsey, Sutcliffe, Thomas and Williamson.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend the meeting of the **Environment & Services Committee** which will be held on **Monday 18th November 2019** 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 16th September 2019.



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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. GROUNDS TEAM UPDATE

Please see the attached report for consideration.

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) Draft Lease – To consider the draft lease. Copy attached.

10. DATE OF NEXT MEETING

The next meeting will be held on Monday 20th January 2019 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 16th September 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies, Murdoch, Norman, Rumsey, Sutcliffe, Thomas and Williamson.

ALSO PRESENT: Nat Healy and Daisy Haywood (Red Kite Network Ltd), 2 PCSOs from the Safer Neighbourhoods Team and 13 members of the public.

OFFICERS PRESENT: Town Clerk & Grants & Projects Officer.

ES22/19 APOLOGIES FOR ABSENCE

No apologies were received. All members were present.

ES23/19 DECLARATIONS OF INTEREST

There were no declarations of interest made.

ES24/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES25/19 GRANGE OPEN SPACE MASTER PLAN

The meeting welcomed representatives from Red Kite Network Ltd who gave a presentation outlining the Grange Open Space Master Plan and consultation project that had been undertaken.

The presentation covered the following elements:

- Initial site analysis;
- Phase 1 consultation including methodology and results;
- Basis of concept design based on community, connections, wildlife and heritage;
- Phase 2 consultation including methodology and results;
- Final Master Plan with various proposals and options;
- Graphics showing the options that could be considered for the area;
- Outline cost amounting to an estimated total of £1,250,000;
- Next steps, including funding and income generation, detailed design and procurement, management and maintenance and risk management.

ES26/19 QUESTIONS FROM THE PUBLIC

13 members of the public were present. A residents meeting had been held and a number of concerns raised. A full response had been provided by the Town Council and was distributed in hard copy at the meeting. A number of questions were asked and various matters raised. These included:

- The proposals would cost a lot of money to implement. It was confirmed that the majority of funding would be sought from various external grant funding bodies;
- The area was currently not well maintained. It was confirmed that the Town Council set up a direct labour force that came into being on 1st April 2019. The Team was settling into its role and maintenance would improve significantly over the next few years;
- Concern was expressed at the poor maintenance of the churchyard specifically, and the amount of graves that were covered with brambles. This would be addressed over the winter;
- Concern was expressed that the proposed play area was larger than the current play area. It was confirmed that this was not the case. The area for play equipment had been reduced and the proposal was to remove the tarmac in the area;
- Concern was expressed that the proposals would encourage more people to use the area, which would result in an increase in noise. It was confirmed that mitigation to help reduce noise had been included in the plan by planting additional trees;
- Concern was expressed that the additional trees proposed would reduce the view from the play area. This would be reviewed once detailed plans had been developed;
- Concern was expressed that the proposals would encourage additional antisocial behaviour. There was good evidence to suggest that investment in public open spaces reduced rather than increased, antisocial behaviour. The SNT Team confirmed that they currently patrolled the area regularly and that the perception of antisocial behaviour was probably greater than the actual incidents recorded;
- Concern was expressed that the consultation exercise was not comprehensive enough. The full consultation plan was provided and would be available on the Town Council's website. The Town Council felt strongly that it had carried out a full and comprehensive consultation with the community of Leominster.

It was confirmed that the next stage of developing the Master Plan would be to prioritise projects, develop full designs, obtain quotations, identify funding, and carry out further consultation on each element of the project as it was developed.

It was reiterated that the Town Council would not be able to deliver notifications of future consultations to individual households, as it would be impossible to decide who should be directly communicated with and who would not be. There was also an issue of costs. However, the Town Council would work with the community to ensure that future consultations were promoted as comprehensively as possible.

Following the close of Public Open Session, the Committee went back into full session.

Following consideration, Committee **RESOLVED:**

- To formally adopt the Grange Master Plan in principle;

- Develop a Priority and Implementation Plan;
- Consider the next stages of developing the Master Plan at the next Committee meeting to take place on Monday 18th November 2019.

Committee wished to thank Mrs Womack, Grants and Projects Officer, for all her work towards the development of the Master Plan.

ES27/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 15th July 2019 be agreed and signed as a correct record.

ES28/19 CLERK'S REPORT

The following Clerk's report was noted:

- (a) **Ivington Harvest Festival** – Committee noted that an invitation had been received to attend this event on Sunday 13th October 2019 commencing at 11am at the Church. This was a robed event.
- (b) **Heritage High Streets Funding** – It was confirmed that Leominster was one of the 69 towns to be awarded funding from this initiative. The next stage of the initiative would be to develop a projects plan.

The Committee thanked Mrs Womack, Grants & Projects Officer, Cllr Bartlett and Herefordshire Council for all the work they had done to develop the Expression of Interest submission.

ES29/19 VERGE REPORT

Committee considered the draft verges report that outlined opportunities to develop additional wildflower meadows and verges in the parish of Leominster. It was agreed that the various options continue to be investigated, and that a Task & Finish Group of Cllrs Bartlett, Smith-Winnard and Williamson be appointed to develop proposals for consideration.

ES30/19 OPEN SPACES HIRE FORM

Committee reviewed the current Hire Form for the open spaces and, following consideration, **RESOLVED:**

- To add Terms and Conditions to the application form based on the current hire form;
- To add a condition regarding the use of drones and amend the hire charges to be on application;
- To recommend that the revised forms be submitted to Full Council for agreement.

ES31/19 COMMITTEE UPDATE REPORT

Committee considered the update report and **RESOLVED:**

- To note the report;

- To formally congratulate Leominster in Bloom for the achieving another gold award and for the Queens's Award for Voluntary Services;
- To contact the Environment Agency to ask for further details regarding the number of types of trees that may be available for planting. It was agreed to request small leafed lime trees;
- To agree to provide any additional funding for trees that may be required from the current Council budget;
- To contact The Herefordshire Tree Officer regarding the replacement copper beech tree behind the Bingo Hall;
- To obtain a further update from Binit Ltd regarding the implementation and take up of the cardboard waste recycling scheme;
- To begin to develop a response from the Town Council as to how it will address the Climate Emergency declared.

ES32/19 GROUNDS TEAM UPDATE

Committee considered and received the report presented at the meeting from the Grounds & Environmental Supervisor.

ES33/19 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider

ES34/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 18th November 2019 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 9:45pm.

CHAIR:

DATE:



Environment & Services Committee

Date: 12th November 2019

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 Officer: Paul Russell

1. RECOMMENDATION

1.1 That the report be noted;

1.2 To consider making decisions related to items 4.3, 4.5, 4.6 & 4.7.

2. BACKGROUND

2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster.

2.2 Herefordshire Council has not confirmed whether there will be any funding for either the Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force in the short term.

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. FOOTPATH MAINTENANCE

3.1 A programme of footpath maintenance has been drawn up and is being delivered as part of the Grounds & Environmental Team's responsibilities.

3.2 Works to clear footpaths have been undertaken throughout the Parish during the summer with further works have been scheduled to be undertaken during the winter. This will include clearing, strimming and hedge cutting.

4 COMMITTEE MATTERS

Waste Recycling

4.1 An update regarding this initiative in partnership with Binit Ltd will be addressed under the Supervisor's report.

Cigarette Bins at the Bus Station

- 4.2 There have been some issues with these bins due to vandalism. Repairs and alterations have been made to the bins to help address this issue. The bins are being very well used.

Allotments

- 4.3 An issue has been raised regarding communication between the Town Council and the Allotment Association. An update will be provided.

Response to Climate Emergency

- 4.4 Leominster Town Councillors have been invited to attend various workshops to help develop an action plan. An initial plan has been drawn up and there is currently a budget consultation in progress to assess what level of investment would be acceptable.

Verges

- 4.5 The Task & Finish Group have not yet met to discuss developing this initiative. It is recommended that this be delayed until the new Town Clerk takes up post.

Open Spaces Hire Form

- 4.6 To consider adopting the revised form. A copy has previously been distributed.

Grange Master Plan

- 4.7 To note that following adoption a full action and implementation plan will need to be drawn up. Once again, it is recommended that this be delayed until the new Town Clerk takes up post.

Winter Maintenance/Staffing

- 4.8 To note that a number of winter maintenance projects are now under way alongside staff training. A full Health & Safety inspection was carried out on Friday 8th November 2019 by Ellis Whittam and a report is awaited.