



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 5th September 2017

To: All Members of the Environment & Services Committee:
Councillors Bartlett (Chair), Lacey (Vice Chair), Burke, Davies, Herschy,
Marsh, Norman, A Pendleton R Pendleton, Preece 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 September 2017** 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 10th July 2017.



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. 2017-18 WORK PROGRAMME

To receive an update on progress regarding the Work Plan.

8. OPEN SPACES/PLAY AREA/BYELAWS REPORT

Please see the attached report for consideration and decision.

9. COMMITTEE UPDATE REPORT

Please see the attached report for consideration. This includes an update on Leominster in Bloom

10. 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) Youth Report – Please see the attached report.

(b) Public Convenience Update Report – Please see the attached report.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 13th November 2017 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 10th July 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Burke, Davies, Herschy (19:07 – 19:55), Marsh, Norman, A Pendleton, R Pendleton and Thomas.

ALSO PRESENT: Cllr Rumsey and one member of the public.

OFFICERS PRESENT: Town Clerk and the Environmental Supervisor.

ES12/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Lacey (holiday) and Preece (personal).

ES13/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

ES14/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES15/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES16/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 22nd May 2017 be agreed and signed as a correct record.

ES17/17 CLERK'S REPORT

The Clerk had nothing to report.

ES18/17 2017-18 WORK PROGRAMME

Committee reviewed the Work Programme for 2017/18 which had been developed from the Corporate Strategy. Following consideration it was **RESOLVED:**

- That the 2017/18 Work Programme be adopted;
- That required improvements and speed reductions to the town entrances on the A44 and B4630 Barons Cross area be requested as part of the S106 provisions related to Planning Application P172135;
- That links to the various local organisations including the business group continue to be pursued when developing the Work Programme objectives;
- To note that signage and notice board improvements were linked to the Interpretation Plan development;

- That funding would be secured through grant applications, match funding from relevant local organisations, S106 and the Town Council;
- That a Tree Maintenance Programme objective be added to the Work Programme.

Committee **RESOLVED** to adopt the following three project and initiative priorities:

- The refurbishment of the three public conveniences at The Grange, Central Car Park and the Bus Station;
- The investigation into the setting up of a fully costed Direct Labour Force;
- Recycling opportunities for non domestic waste.

It was noted that at the recent Herefordshire Council budget meeting the CEO indicated that the Council was keen to discuss and negotiate asset transfers including car parks. It was agreed to pursue this commitment.

ES19/17 OPEN SPACES/PLAY AREA/BYELAWS REPORT

Committee considered the report presented. It was **RESOLVED**:

- That the report be noted;
- That delegated authority be given to the Byelaw Task & Finish Group to oversee the adoption and implementation of new Byelaws for all the open spaces and play areas under the control of the Town Council in line with legislative requirements;
- That delegated authority be given to the Byelaw Task & Finish Group to liaise with Herefordshire Council regarding the development and implementation of the Public Spaces Protection Order (Dog Control) under the Anti-social Behaviour, Crime and Policing Act 2014.

Thanks were extended to the Environmental Supervisor for all the work she had done carrying out the public consultation in relation to the Sydonia Play Area proposals.

It was agreed to follow up the offer made by Mr Neill, Chief Executive, Herefordshire Council, at the recent budget meeting to enter into discussions to transfer assets within the County including car parks.

ES20/17 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That a report be developed and considered at the Committee meeting in September 2017 regarding potential future uses of the Grange Pavilion and Bus Station Kiosk;
- That the report included an update on discussions currently taking place regarding the future of youth service provision in Leominster;
- That the Community Asset Task & Finish Group (Cllrs Bartlett, Davies and Thomas) would meet on Wednesday 26th July 2017 at 4pm.

ES21/17 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 noted the update report provided. The refurbishment of the public conveniences within the town had been given priority in the adopted Work Programme for 2017/18. Once the refurbishment of 11 Corn Square had been completed work would commence on the refurbishment of the public conveniences at The Grange and Central car park.

The transfer of the public conveniences at the bus station was nearing completion and a site visit had been carried out to view the premises. Once the asset had been transferred work would commence on the refurbishment of the toilets and the kiosk.

- (b) **Draft Tender** – Committee considered the draft tender presented to develop a design and Master Plan for Grange open space and play area. The project had been split into three phases. Phase One would include the assessment of the site, liaison with relevant organisations to understand the historical and archaeological history of the site, some initial public consultation and the development of concept designs.

Following discussion It was proposed by Cllr Burke, seconded by Cllr Thomas and **RESOLVED:**

- To ratify the draft tender for Grange Open Space and Play Area, subject to the agreed amendments;
- Send out the tender to suitable organisations inviting them to submit tenders for Phase One of the project;
- Upload the tender onto the Council’s website to invite interested organisations to submit tenders for Phase One of the project.

ES11/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 11th September 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 8.58pm.

CHAIR:

DATE:

WORK PROGRAMME 2017/18

11 th September 2017		Report Deadline: 5 th September 2017		
Item	Objective	Officer	Outcome	
Part 1				
Annual Work Plan Programme	<ul style="list-style-type: none"> To review the draft annual work plan programme To formally adopt the plan 	Clerk/RFO, Office Manager.	<ul style="list-style-type: none"> Amend and agree the draft work programme for 2017 Agree timelines and targets Agree implementation programme 	<ul style="list-style-type: none"> July 17 July 17 July 17
PRIORITY To refurbish the public toilets at The Grange, Central Car Park and the Bus Station.	<ul style="list-style-type: none"> Develop options for each public convenience; Develop costed refurbishments of each public convenience; Agree priorities and timescale for implementation; Identify funding to enable the works to proceed. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> Refurbishment of 3 public conveniences 	<ul style="list-style-type: none"> 2018
PRIORITY Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future.	<ul style="list-style-type: none"> Current contract with contractor ends in 2018 Option to extend for a further 2 years Begin review in September 2017 Identify cost implications Identify machinery and depot requirements 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> Fully informed decision to be made on setting up a direct labour force Potential employment of a direct labour force team 	<ul style="list-style-type: none"> 2020

	<ul style="list-style-type: none"> • Identify staffing requirements • Submit initial report as part of 2018/19 budget review • Decision to progress to be made in January 2018 			
<p>PRIORITY Investigate further opportunities to recycle non domestic waste and become a greener Town</p>	<ul style="list-style-type: none"> • Investigate potential contractors • Investigate costs • Investigate practicality and time commitment • Submit report to committee for consideration • Implement recommendations 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Significantly improved recycling at all Town Council sites • Reduction of rubbish to landfill by the Town Council 	<ul style="list-style-type: none"> • 2017
Develop a computerised recording system to record all issues, accidents and damage reported within the town.	<ul style="list-style-type: none"> • Develop a simple format; • Confirm essential details required to be recorded; • Develop categories of incident; • Discuss computerised recording system with Microshade; • Trial system; • Amend system as required; • Implement. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • To have in place a standard form/database to report, record and action incidents and issues reported. 	<ul style="list-style-type: none"> • 2018
To continue to negotiate with the Herefordshire Council regarding public realm improvements,	<ul style="list-style-type: none"> • Continue negotiations for the improvement of the town centre public realm; • Develop a timetable for 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved public realm infrastructure; • Asset transfer of at least one car park; 	<ul style="list-style-type: none"> • 2020

parking issues and further asset transfers.	<p>improvements to be delivered;</p> <ul style="list-style-type: none"> • Carry out relevant public consultation; • Assess resident parking zone schemes; • Negotiate transfer of one town centre car park to LTC; • Agree further asset transfers 		<ul style="list-style-type: none"> • Improved parking within the town; • Additional asset transfers completed 	
Improve all gateway features and entrances into the town.	<ul style="list-style-type: none"> • Review existing gateway provision; • Agree revised gateway signs; • Review options for various gateways; • Improve planting schemes; • Develop an implementation plan; • Implement. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Improved gateway and signage at all entrances to the town 	<ul style="list-style-type: none"> • 2018
To continue to try to improve the townscape of the town	<ul style="list-style-type: none"> • Linked to improvements to the public realm; • Continue to identify townscape improvements; • Work with communications & events committee on improvements, interpretation, trails etc. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Improved townscape delivered. 	<ul style="list-style-type: none"> • 2019
Continue to develop Leominster in Bloom in	<ul style="list-style-type: none"> • Continue to support this initiative; 	Clerk/RFO, Office Manager, Environmental	<ul style="list-style-type: none"> • Gold Award achieved. 	<ul style="list-style-type: none"> • 2017 • 2018

partnership with the LIB Committee and other relevant organisations	<ul style="list-style-type: none"> • Identify additional improvement opportunities; • Regular updates provided. 	Supervisor, TIC Manager.		<ul style="list-style-type: none"> • 2019
Continue to implement a rolling programme of improvements for all parks, recreation areas and open spaces within Leominster.	<ul style="list-style-type: none"> • Complete Sydonia improvement programme by end of 2017; • Develop proposals for Grange with implementation target date in 2018; • Assess remaining play areas and identify funding and improvements • Continue to seek the transfer of play areas within the town to LTC 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • All play areas in Leominster to be managed and maintained by LTC • Completed improvement programme to all play areas 	<ul style="list-style-type: none"> • 2017 • 2018 • 2019
Focus on play provision and enhancement of play facilities at The Grange and Sydonia in 2017 and 2018.	<ul style="list-style-type: none"> • Complete Sydonia improvements already under way; • Tender for Grange to be adopted and sent to design companies; • Identification of funding for Grange • Consultation and implementation to be completed by 2018 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Completion of Sydonia project by December 2017 • Completion of Grange OpenSpace by December 2018 • Parish wide improvements undertaken. 	<ul style="list-style-type: none"> • 2017 • 2018 • 2019
Introduce effective signage and notice boards within the town and on all Council	<ul style="list-style-type: none"> • Assess potential notice board sites • Submit report with full costings to E&S 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 2018

<p>owned/managed land</p>	<p>Committee</p> <ul style="list-style-type: none"> • Purchase and install new notice boards • Purchase and install new Byelaw boards • New signage to be identified, designed and costed; • Signage locations to be identified; • New signage strategy to be developed and implemented. 			
<p>Develop a high quality open space at The Grange</p>	<ul style="list-style-type: none"> • Comprehensive management and investment programme for the area; • Tree works and maintenance schedule to be developed; • Investment in toilet block and pavilion; • New/improved signage; • Additional car parking to be reviewed; • Aim for green flag award 	<p>Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.</p>	<ul style="list-style-type: none"> • High quality improved open space with signs of investment. • Good management control and high quality maintained area. 	<ul style="list-style-type: none"> • 2019
<p>Work toward securing a Green Flag Award for an open space in Leominster.</p>	<ul style="list-style-type: none"> • Identify criteria for achieving a green flag award; • Identify investment requirements; 	<p>Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.</p>	<ul style="list-style-type: none"> • Secure a Green Flag Award 	<ul style="list-style-type: none"> • 2018

	<ul style="list-style-type: none"> • Identify maintenance priorities; • Identify suitable space(s); • Apply. 			
Continue to promote Best Kept Allotment Competition.	<ul style="list-style-type: none"> • Develop the competition with the Allotment Association; • Invest in the competition; • Promote the competition; • Annual improvements 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Good quality, valued competition in place and sustainable 	<ul style="list-style-type: none"> • 2017
Actively pursue the creation of additional formal and informal public open spaces.	<ul style="list-style-type: none"> • Identify existing sites suitable for consideration • Monitor future planning applications • Carry out cost implication projections • Develop basic investment plan for each area • Identify potential S106 funding • Identify community assets • Submit requests as the opportunity arises. 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Additional asset transfers from HC and other organisations • Improved access to formal and informal open space 	<ul style="list-style-type: none"> • 2018
Consider taking over the management of Leominster Cemetery	<ul style="list-style-type: none"> • Continue initial negotiations with Herefordshire Council • Carry out cost implication review • Develop a business plan • Submit final report with recommendations to 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Take over the management, maintenance and ownership of Leominster Cemetery. 	<ul style="list-style-type: none"> • 2019

	Committee			
Develop proposals and identify funding for a new skate park at Sydonia.	<ul style="list-style-type: none"> • Continue to liaise with Herefordshire Council fund raising department • Carry out initial consultation • Setup working group • Develop proposals and designs • Identify funding requirements • Source funding and deliver project 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • New improved skate park facility at Sydonia or another suitable location 	<ul style="list-style-type: none"> • 2019
Seek opportunities to facilitate older people's provision and investigate the opportunities to support more healthy lifestyle and physical activities for all residents.	<ul style="list-style-type: none"> • Identify need • Identify opportunities • Identify funding • Develop an initial report • Consider whether to continue to progress 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved access to local facilities indoor and outdoor for senior citizens. 	<ul style="list-style-type: none"> • 2020
Pursue and support the refurbishment of the town centre public realm	<ul style="list-style-type: none"> • To be developed as part of strategy related to public realm improvements 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved public realm in the town centre 	<ul style="list-style-type: none"> • 2019
Invest in high quality street furniture and public art	<ul style="list-style-type: none"> • Develop investment plan • Identify requirements • Identify suitable designs for each area • Identify budget and funding 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved street furniture provided • Old street furniture replaced • New works of art in the 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • Adopt investment and replacement plan 		town	
Continue to address the issues of dog fouling within the town	<ul style="list-style-type: none"> • Review existing scheme; • Identify additional investment • Identify additional requirements • New bins • Better promotion • Dog bag provision • Develop initiatives • Byelaws if appropriate 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Reduce dog fouling • Reduce complaints 	<ul style="list-style-type: none"> • 2017
Tree Maintenance Programme	<ul style="list-style-type: none"> • Carry out a full assessment of all trees on Town Council owned land; • Assess trees that are the responsibility of the Town Council not on its land • Assess all other trees within the town • Develop a planned maintenance programme • Identify and include an annual tree maintenance budget • Annual inspection of trees • Identification of TPOs • Identification of new TPOs and registration 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Asset register of all Town Council trees • Adopted tree maintenance plan • Annual tree maintenance schedule 	<ul style="list-style-type: none"> • 2018



Environment & Services Committee

Date: 5th September 2017

Title: Open Spaces, Play Area & Byelaws Report

Purpose of the Report: To provide Members with an update relating to progress on improving open spaces, upgrading play areas and the implementation of Byelaws.

Contact Officers: Paul Russell

1. RECOMMENDATIONS

- 1.1 That the report be noted;
- 1.2 That the Byelaw Task & Finish Group carries out a full consultation on the draft byelaws;
- 1.3 That the revised play area proposals for Sydonia be formally adopted and implemented as outlined in the report;
- 1.4 That a Grange Play Area Task & Finish Group be appointed;
- 1.5 That a draft licence be submitted to HALO to enable the Town Council to manage and maintain the two open space areas at Sydonia.

2. BACKGROUND

- 2.1 In June and July 2016 the asset transfers for Sydonia, The Grange, Pinsley Mead and Ginhall Green were finally completed and the freehold of the land was formally transferred from Herefordshire Council to Leominster Town Council.
- 2.2 Leominster Town Council has been maintaining the areas for the previous two years and, following the official transfers, began to implement a series of improvements.
- 2.3 Eight new litter bins have been installed at Ginhall Green and The Grange. Inspection processes have also been improved and improvements to Sydonia Play Area are currently undergoing consultation.
- 2.4 It should be noted that the Sydonia transfer did not include the Battlebridge play area or the land surrounding it. This is currently being reviewed.

- 2.5 This report outlines the next stages of development for the open spaces including the potential development of byelaws, subject to them meeting legal requirements.

3. THE WORK PROGRAMME

- 3.1 The Work Programme outlines the various initiatives that have been adopted by the Town Council to implement improvements right across the Council estate.
- 3.2 Much of the focus is on the improvement and increase of quality open space within the town.
- 3.3 In 2017 Council will continue to implement plans to invest in the Sydonia Play Area, develop byelaws potentially for all open spaces, identify assets the Town Council would like to have transferred and the development of a Master Plan for The Grange play area and open space.
- 3.4 Agenda Item 7 outlines the specific projects and provides an initial indicative timescale for implementation.
- 3.5 Three priorities have been identified in the Work Programme:
- To refurbish the public toilets at The Grange, Central Car Park and the Bus Station;
 - Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future;
 - Investigate further opportunities to recycle non domestic waste and become a greener Town.
- 3.6 The proposed refurbishment of the three toilet blocks are still subject to receiving quotations and potentially securing external grant funding. At present this is still a work in progress whilst the final elements to the refurbishment of 11 Corn Square are completed.
- 3.7 The development of a directly employed grounds team will be undertaken as part of the budget development process and a full report will be available by January 2018.
- 3.8 Some initial work has been undertaken to identify opportunities to recycle waste and, once again, as part of the budget development proposals a full report will be available in January 2018 for consideration.

4. BYELAWS

- 4.1 At its meeting on 22nd May 2017 the Committee appointed a new Task & Finish Group to develop Byelaws for all the play areas and open spaces. A set of draft byelaws was developed and agreed.
- 4.2 The agreed version of the byelaws was sent to the DCLG for processing. The following response was received:

I refer to your provisional application for byelaws for pleasure grounds, public walks and open spaces. Please note there are new arrangements in place for making, and revoking byelaws. On 3 March 2016, new regulations came into force that introduced an alternative procedure for making, amending and revoking certain byelaws for which DCLG is the confirming authority.

The Byelaws (Alternative Procedures) Regulations 2016 sets out updated arrangements for making byelaws for which The Department for Communities and Local Government (DCLG) is the approving department, including pleasure ground and open space byelaws. You will want to review the requirements set out in the regulations alongside the step by step guidance we have put together for supporting local councils making and revoking byelaws which can be found at <https://www.gov.uk/guidance/local-government-legislation-byelaws>

The regulations simplify the procedures for making new byelaws, including replacing the Secretary of State for Communities and Local Government's role in confirming byelaws. This is now a matter for the local council. Once the Council has followed the procedure as set out in the regulations and guidance, which includes a consultation and assessment, the council may submit their application and the Secretary of State will consider the draft byelaws, report and deregulatory statement provided. The Secretary of State will respond within 30 days.

Under the new requirements for making and amending byelaws the Council must undertake an assessment and preparation to help inform both the need for the byelaw, and help shape the proposed byelaws. This includes consultation with persons identified by the Council as affected by the proposed byelaws. The Council is then required to publish their findings, including objections, from the initial consultation ahead of any formal application to the Secretary of State. Any formal application to the Department must include the draft byelaws, a Report and a Regulatory Statement on whether the proposed byelaws are reasonable and proportionate.

- 4.3 The Task & Finish Group will now need to undertake the requirements outlined in the final paragraph and carry out a full assessment to identify the need for the byelaw and develop a relevant byelaw.
- 4.4 A full public consultation will be undertaken and will include newspaper advertisements to ensure that residents are aware that byelaws are being drafted.
- 4.5 The formal adoption of the Byelaws will be adopted by Full Council and submitted to the Secretary of State for approval. The consultation will take place in October and a report presented in the New Year.

5. PLAY AREAS

Sydonia Play Area

- 5.1 Following the consultation a revised proposal and layout has been developed.

- 5.2 An update will be provided to the meeting and drawings of the revisions will be available for review. Committee is requested to:
- Consider formal adoption of the revised scheme;
 - Agree to implement the revised scheme;
 - Give delegated authority to the Town Clerk to request the S106 funding from Herefordshire Council;
 - Consider the release of the £10,000 in the 2017/18 budget to enable the scheme to commence.
- 5.3 Grant funding applications are currently being submitted and responses are awaited.
- 5.4 The final scheme will be submitted to Herefordshire Council for approval alongside a request to release the S106 funding that will make this project possible.
- 5.5 Subject to approval of the scheme from Herefordshire Council and the release of funding the scheme should commence within the next few months.

Grange Play Area

- 5.6 The Grange Play Area tender documentation, which was approved at the previous Committee meeting, has now been uploaded onto the Council's website and a number of companies have expressed an interest in tendering.
- 5.7 The closing date for tenders is Monday 9th October 2017. Tenders will then be reviewed and it is requested that a Task & Finish Group be appointed to review tenders and make a recommendation to appoint. Please note that there is no budgeted funding allocated at present to enable this project to proceed. Grant funding will be essential.

Ginhall Green Play Areas

- 5.8 The Town Council is responsible for two sites in this area. At present there are no plans to invest in these two areas although an assessment will be made during budget considerations in September 2017 and proposals put forward for consideration.

Other Play Areas

- 5.9 The Town Council has requested the transfer of Ropewalk Avenue play area from Herefordshire Council. This is still being considered.
- 5.10 Details have also been requested of all play areas in Leominster currently owned and managed by Herefordshire Council. This information is still awaited and has been delayed due to holidays.
- 5.11 Current Town Council policy is to request the transfer of new play areas and open spaces which are linked to new developments. It is intended to continue to pursue this policy.

6. OPEN SPACES

Sydonia Open Space

- 6.1 In order to move the transfer or licence of the two areas at Sydonia which are currently not being managed or maintained by HALO a draft licence will be drawn up and submitted to HALO for consideration. Ratification is requested.
- 6.2 Additional CCTV coverage in this area is also being discussed and an update on progress will be presented to the meeting.

Grange Open Space

- 6.3 As part of the play area review a master plan for this important open space be developed. The Plan will include the Millennium Orchard and Pinsley Mead.
- 6.4 The Master Plan will include plans for continued maintenance and investment in the infrastructure of the Park. This will include the pavilion and the public conveniences.
- 6.5 Additional trails and walks including interpretation will form part of the Plan as well with the aim that the area achieves a Green Flag award by 2019.

Ginhall Green Open Space

- 6.6 A Master Plan for the area will be developed in due course but this will probably not commence until 2018.

Other Open Spaces

- 6.7 Efforts are continuing to try to identify additional open spaces which could be transferred/managed by the Town Council. Currently these include land at the new development in Westcroft, the new Barons Cross proposal for 414 new homes and further open space along Monkland Road.
- 6.8 The Southern Urban Expansion, when developed, will provide plenty of additional opportunities to develop additional accessible open spaces in Leominster.



Environment & Services Committee

Date: 5th September 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

1. RECOMMENDATION

1.1 That the report be noted;

1.2

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 following P3 works have been carried out during August 2017:

- Cutting of long privet hedge on inside and chamfering of top on ZC97a between Eaton Close and Sydonia to include removal of all rubbish as created;

- Cutting back hedge running along footpath on both sides where applicable on ZC4 running from the end of Cranes Lane to include removal of all rubbish as created;
- Strimming of overhanging vegetation back to wooden rails, strimming of hedge protruding over the footpath and blowing off debris/rubbish on ZC141 leading from the main road to Paradise Court .

3.2 The following Lengthsman works have been carried out during August 2017:

- Removal of broken posts and installation of new posts, reusing existing cross rail outside 124 Godiva Road plus materials
- Installation of new rail at The Grange and installation of new safety rails leading off Ginhall Green onto Ginhall Lane on 2 sites plus materials
- Strimming around bottom of fruit trees with cages
- Mowing and boxing off grass inside garden at the Council Offices

4. ENVIRONMENTAL UPDATE

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

- Work to The Priory Steps has now been completed and they are open again. The Environmental Team have been clearing weeds from the pathways and stones around the edge of the Priory and some tree work is scheduled to clear away damaged boughs.
- Following the annual report by Play Maintain, the caterpillar tracks have been removed from the tractor on The Grange play area as the corrosion made them unsafe. The piece of equipment is still usable and as we have spare paint, depending on plans for the new play area, we may give the equipment a coat of new paint as part of the Winter Maintenance programme. Other recommendations were made by the inspector and an action list is currently being compiled.
- I have received a tree condition report from a Tree Consultant regarding the Wellingtonias by the Pavilion, a Lime causing concern on The Grange and the large Poplar on the corner of Sydonia by the car park. It appears that they all pose minimal risk at present.
- The bed around Mr Granger has now been dressed with topsoil and re-seeded.
- The results from the public consultation on Sydonia have been received back and the preferred equipment option works out at a slightly reduced cost. A fresh display will be put up in reception.
- Work to the hedges and borders on Sydonia is about to commence.
- The Environmental Team are still supporting Leominster in Bloom with watering and feeding of planters. We have received many compliments about them this year and would like to keep them thriving for as long as possible. Two people have been caught on Herefordshire Council CCTV and identified by the Police. The Police are interested in restorative justice and have asked for Town Council/Leominster in Bloom views on this.
- I will be attending the Heart of England in Bloom Awards at Warwick Castle with a representative from Leominster in Bloom on 14th September.

- The organiser of the May Fair has contacted me to apologise regarding the ripping off of branches from the tree at the bottom of Broad Street. He has also offered to pay for any damage to the Christmas lighting, but this will not be known until testing takes place in November. I have asked that if they have issues in the future, that he contact me directly so that we can work together to resolve them.
- The final weed spraying of the town for this year is about to take place, weather permitting.
- A meeting with the Lengthsman will take place shortly, to agree further works to hedges at Ginhall Green and path maintenance. A considerable amount of work to the top hedge is about to be carried out by contractors to Western Power.
- A Community Litter Pick was carried out on 8th August involving Ward and County Councillors, volunteer litter pickers, a representative from Stonewater and the Police. Nine bags of litter were collected and three fly tips reported. It is hoped that we could offer communities support for this type of event throughout the year. I hope to purchase a community kit that can be loaned out.
- The Environmental Team have been tidying and mowing the garden ready for the Food Fayre.
- A property marking event has been organised with the Police for Saturday 7th October and will take place at Ginhall Lane Allotments. It is open to everyone and will give people the opportunity to bring their valuables along for this free service.
- There are currently 7 (5 half plots and 2 quarter plots) vacant allotment plots on site. Interest seems to be growing at present. Issues with water supply were resolved by Welsh Water, who came out and adjusted the pressure at the tap in Ginhall Lane.
- The Harvest Supper event at Grange Court has been organised and the trophies have been returned back to the Town Council Offices. The final judging is currently taking place.
- An audit of assets, used by the Environmental Team at the depot, has been carried out.
- Following the permission received from Balfour Beatty, the two remaining Ginko trees will be planted over the next week. One will replace the tree stump in the small area at the end of Falconer Place and the other will replace a dead tree in the Nut Grove.
- A quantity of Winter salt/grit is available and is being stored at the depot. The Environmental Team have been distributing it around the grit bins in the town but if anyone knows of any organisations who would like some, please let us know and we can deliver. It is available in 25kg bags.

5. ADDITIONAL MATTERS

- 5.1 Rights of Way Improvement Plan: Herefordshire Council is reviewing its Rights of Way Improvement Plan (ROWIP) as it is required to do in accordance with the Countryside and Rights of Way Act 2000.

5.2 The current ROWIP was produced in 2007 with assistance from many individuals, groups and organisations and set out the Council's priorities for its public path network over a 10 year period. The Council is required to periodically review its plan and to further consult on it. A new ROWIP has been drafted with the help of Herefordshire's Local Access Forum. It is intended that any changes made are light touch, bringing the document up to date and reflecting new aims and priorities. The assessments referred to reflect conclusions drawn from previously collected data that supported the original Plan.

5.3 The current ROWIP was produced in 2007 with assistance from many individuals, groups and organisations. The plan has been reviewed and updated with the help of the Herefordshire Local Access Forum, setting out the council's five key aims and priorities for its public path network over the next ten years:

- Enhance health, well-being and enjoyment of life
- Increase economic prosperity
- Improve local transport networks and travel choice
- Provide access for all
- Increase community involvement

5.4 The consultation closing date is Friday 10 November 2017.

Anti-Social Behaviour, Crime & Policing Act 2014

5.5 To note that Herefordshire Council proposes to make a Public Spaces Protection Order (PSPO) for alcohol restrictions in its area. Consultation will run from 31st August to 11th October 2017. Does Committee wish to submit comments?

Community Health & Care Engagement

5.6 The Herefordshire Clinical Commissioning Group is commencing a public engagement exercise in this area. Events will take place on 14th September in the Community centre and 12th October in the Library, Leominster.

5.7 The views of the Town Council are encouraged and if anyone would like to attend please call 01432 260618.

Footpath Diversion

5.8 Public Footpath ZC137 is being diverted. The consultation ended on 25th August 2017 but the diversion is in line with previous discussions.

Public Conveniences

5.9 An update will be provided under Confidential Items.