



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 10th April 2018

To: All Members of the Environment & Services Committee:
Councillors Bartlett, Davies, Herschy, Lacey, Marsh, Norman, 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 21st May 2018** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
4. **DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
5. **REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
6. **QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

7. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 16th April 2018.

8. CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

9. TASK & FINISH GROUPS

To appoint members to the following Task & Finish Groups:

- Toilet Refurbishment Task & Finish Group
- The Grange Open Space Task & Finish Group
- Allotment Inspection Team

10. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

11. 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".

At the time of publication there were no confidential matters to consider.

12. DATE OF NEXT MEETING

The next meeting will be held on Monday 16th July 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 16th April 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Herschy, Norman, R Pendleton and Thomas.

OFFICER PRESENT: Town Clerk.

ES56/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness), Lacey (personal), Marsh (personal), A Pendleton (personal) and Preece (work).

Mrs Debbage, Environmental Supervisor, had also given her apologies.

ES57/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

ES58/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES59/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES60/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 22nd January 2018 be agreed and signed as a correct record.

ES61/17 CLERK'S REPORT

Committee **NOTED** the update on discussions currently taking place with Herefordshire Council regarding the development of the Southern Urban Expansion, the development of a Traffic Management Strategy and the securing of a depot and relevant grounds machinery. It was agreed to keep members updated.

ES62/17 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 revised 2017/18 Work Programme be noted;
- That progress and issues resulting in the delay to the refurbishment of the Sydonia play area be noted;
- That the refurbishment of the public conveniences would be subject to a full tendering process and the securing of the loan;

- That the work programme would be reviewed and reduced in 2018/19.

ES63/17 OPEN SPACES & PLAY AREA REPORT

Committee considered the report presented. Following discussion it was **RESOLVED:**

- That the report be noted;
- That following the completion of the waste survey a presentation be made to the Committee on the findings and opportunities;
- Subject to the results of the survey that the next Committee meeting to be held on 21st May 2018 be focused specifically on waste and recycling;
- To develop options prior to the next meeting to help support local traders and the community to recycle and to reduce the use of plastic.

Councillors were requested to submit suggestions that would help reduce waste, reduce the use of plastics and increase recycling in Leominster.

It was suggested that a visit to the recycling plant be organised. Up to 20 people could be accommodated per visit. This would be investigated and organised.

ES64/17 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That the three new salt/grit bins be purchased on the proviso that Balfour Beatty agreed to fill them;
- That a review of existing grit bins be carried out and damaged ones be identified and replaced;
- That the keeping of livestock including chickens on the allotment be supported subject to the views of the Allotment Association;
- That the request to keep bees on the allotment be supported subject to the views of the Allotment Association;
- That the provision of the proposed Loop Walks and waymarkers be investigated and supported;
- That the maintenance of the surrounding footpaths to Leominster Town Centre be undertaken in time for the forthcoming season;
- That the Annual Maintenance Plan be adopted subject to the agreed amendments;
- That the replacement tree to the rear of the Clifton Bingo Hall be investigated with the Herefordshire Tree Officer.

ES65/17 CONFIDENTIAL ITEMS

There were no confidential items for consideration.

ES66/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 21st May 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 8:30pm.

CHAIR:

DATE:



Environment & Services Committee

Date: 15th May 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 That a sum of £200 be allocated to undertake a lighting design for Sydonia;
- 1.3 That funding is allocated to purchase additional equipment using the Capital Fund (current balance is £10,000)

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 Annual Maintenance Plan for Leominster for 2018/19 has been amended and submitted to Herefordshire Council/Balfour Beatty. The Town Council has allocated funding in its budget to meet costs but the service will be further reduced in the forthcoming financial year.

3.2 There have not been any specific P3 works carried out in the 2018 financial year by the Council's contractor but general footpath maintenance has commenced. Please see the Environmental Supervisor's report.

3.3 There has been no Lengthsman works carried out during April 2018.

4. ENVIRONMENTAL UPDATE

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

- Sydonia – progress slower than anticipated due to issues with HAGS subcontracted groundworkers. I am currently awaiting a meeting date to discuss completion and inspection so that we can open it. Two new brightly coloured bins have been ordered for the team to install. An opening event is to be funded free of charge by HAGS.
- I have had a meeting with Balfour Beatty regarding the Commissioning of 8 new lighting columns for the central path and Battlebridge end of Sydonia as this has been identified as a cause for concern as part of the public consultation and the Mapping Leominster Youth Project by adults and children. I hope to apply for funding to cover this but will need to commission a lighting design from a consultant which should cost approximately £200.
- The Grange – the team are working through the maintenance of the benches and tidying of the shrubs. Balfour Beatty have now confirmed ownership of the two lighting columns either side of the toilets and have replaced the heads with LED's. This means that work can commence on planting of the bed next to this as a Winter Garden.
- The 3 tiered planter next to the toilets has been moved and will be relocated to within the town. Two new beehive planters have been delivered to replace the old rusted metal planters that were taken out of the square.
- The new bin that has been installed next to the bench in Corn Square has dramatically reduced litter in the area. Balfour Beatty are supporting the emptying of the bin over the weekends.
- The Environmental Team supported the Royal Visit by HRH Duke of Gloucester by cleaning the town, erecting 20 market stalls for the Community Event in Corn Square, organising the groups, manning the road closures and removal and packing away of the market afterwards. We have received many compliments from the public and groups about the visit and event.
- Verge cutting – the licence has now been received from Herefordshire Council and the verges have now had two cuts and all is going well. The few areas that have not been recorded on the asset map have now been clarified by Herefordshire Council including the long strip by the bund at the back of Osborne Place, which should be maintained by the football club.
- The Environmental Team have been mowing the 'newly acquired' play areas every fortnight.

- I have organised and attended a meeting at Barons Cross with Stonewater, Herefordshire Council Waste Management, the Police, and Cllr Norman to discuss the waste, litter and flytipping issues on the greenspace in the area. This was very productive in establishing a link with Stonewater after a long period with no contact due to staff illness. We all outlined our responsibilities in the area and agreed to support each other and maintain regular updates. Letters were delivered to 188 homes on the estate to support them to make the right decisions regarding waste disposal. This will now be monitored on a regular basis by all parties.
- The Team have trialled an electric mower and electric back pack powered multi-tool from the company Stihl, which will all cut down on noise and vibration making it safer for the staff to use. Prices are currently being sought.
- The Team are also trialling a litterpicking double wheeled cart that will enable the recycling of litter picked more easily. It will also be offered as a trial to the community litter pickers.
- Footpaths ZC 97 and ZC 97B have been strimmed by our contractor.
- We continue to support LIB by moving planters, removal of green waste for recycling at Grange Court by The Grangers, providing meeting space and attending meetings and we have now fitted the tank on the back of our truck ready for watering after planting over the bank holiday.
- A cultivation licence is currently being applied for on behalf of LIB for the Worcester Road roundabout. Signage for businesses that no longer exist will be removed and existing businesses will be contacted regarding a plan for a larger sign on an outside splay verge.
- There are currently 10 allotments vacant, some plots have become vacant as the invoices for 2018/19 have gone out but I have let 3 in the past week and interest is still good.
- One of the allotment plots has a leaking drain on site. I have had the area investigated by Welsh Water and it is not a mains water or sewerage leak so it has now been sent in as a job for Balfour Beatty drainage team to investigate as it is thought to be a surface water drain coming from the Godiva Road estate.
- The team have supported another litter pick by the cub scouts and have booked a visit to 11 Corn Square for July.

5. ADDITIONAL MATTERS

Work Programme

- 5.1 A work programme for 2018/19 is currently being developed and will form part of the emerging Corporate Strategy. There have been a number of delays experienced following the agreement to take of the management and maintenance of open spaces from Herefordshire Council under licence.
- 5.2 This has resulted in a situation where the appointment of an internal operative to carry out grass cutting has been delayed. The budget allocated under staffing will be vired to contractor costs. The current contractor will be charged with carrying out a minimum of 8 cuts during the season.
- 5.3 The following projects were achieved in 2017/18:

- To continue to negotiate with the Herefordshire Council regarding public realm improvements, parking issues and further asset transfers;
- Continue to develop Leominster in Bloom in partnership with the LIB Committee and other relevant organisations;
- Continue to implement a rolling programme of improvements for all parks, recreation areas and open spaces within Leominster;
- Focus on play provision and enhancement of play facilities at Sydonia in 2017 and 2018;
- Continue to promote Best Kept Allotment Competition;
- Continue to address the issues of dog fouling within the town –this continues to be a challenge;
- Tree Maintenance Programme – now included in the annual budget.

5.4 The following projects are currently being developed:

- Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future – due to delays being experienced regarding machinery transfers and the identification of a suitable depot this priority continues to be developed;
- Investigate further opportunities to recycle non domestic waste and become a greener Town – the waste survey is currently being undertaken;
- Improve all gateway features and entrances into the town – these will be part of the LEADER project;
- Focus on play provision and enhancement of play facilities at The Grange in 2017 and 2018 – subject to the development of a Master Plan for the Grange open space;
- Introduce effective signage and notice boards within the town and on all Council owned/managed land – part of the LEADER project;
- Pursue and support the refurbishment of the town centre public realm – subject to a full public consultation and identification of funding.

5.5 The following projects have been put on hold until funding is confirmed:

- To refurbish the public toilets at The Grange, Central Car Park and the Bus Station – The asset transfer of the bus station toilets will no longer be pursued.

5.6 The following projects are not going to be developed at present:

- Develop a computerised recording system to record all issues, accidents and damage reported within the town;
- Work toward securing a Green Flag Award for an open space in Leominster;
- Actively pursue the creation of additional formal and informal public open spaces – this will be subject to further development occurring at Barons Cross and the SUE;
- Consider taking over the management of Leominster Cemetery – this will no longer be pursued;
- Develop proposals and identify funding for a new skate park at Sydonia – this will be developed subject to staffing capacity over the next few years;

- Seek opportunities to facilitate older people's provision and investigate the opportunities to support more healthy lifestyle and physical activities for all residents – this will be developed in due course.

Waste Management

- 5.7 At the previous meeting it was agreed to focus on waste issues and waste management in the Town. At the time of the publication of the agenda the results of the Waste Survey were not available and it is recommended that this is deferred until the next meeting on 16th July 2018.