

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 14th November 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Lacey (Vice-Chair), A Pendleton, Davies, Marsh, Mifflin, Norman, R Pendleton and Thomas.

OFFICERS PRESENT: Town Clerk and the Market Officer.

ALSO PRESENT: Cllr Rumsey.

ES24/16 APOLOGIES FOR ABSENCE

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

ES25/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

ES26/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES27/16 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES28/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 12th September 2016 be agreed and signed as a correct record.

It was noted that work had not yet been completed on the audit of the existing dog and litter bins and the identification of underused bins. An update would be provided at the 16th January 2017 meeting.

ES29/16 CLERK'S REPORT

Committee noted that the following two items would be considered under the Committee report agenda item:

- An update on the ground rent for the allotment site;
- An update on asset transfers from the Town Council Solicitor.

ES30/16 FRIDAY MARKET

The Market Officer presented his report, updating Members on the operation of the Leominster Market. Following discussion it was

RESOLVED:

- That the report be noted;

- That Quarter Three Income (to date) of approximately £3,650.50 be noted;
- That the year to date income of £12,291, a £1,137 reduction from the previous year, be noted;
- That the decline in income equated to the income from approximately two stalls per week;
- That road closures for Farmers' markets and specialist markets would be applied for en-bloc;
- The St Edfrith Indoor Market had been a success, with the majority of traders submitting positive feedback;
- The Christmas Lights Switch On would take place on Saturday 26th November 2017 at 4.30pm, following the Nativity Service at the Priory. Members were invited to attend both events;
- The Christmas Window competition would be judged by the Mayor and Miss Teen UK on Saturday 10th December 2016, following the opening of the Victorian Street Market at 11am in Corn Square. Once again Members were invited to attend the opening of the VSM. It would be a robed event.

Concern was expressed regarding parking provision for both permanent and market traders in the town. It was agreed that this matter should be considered at a future meeting and potential solutions developed.

ES31/16 LEOMINSTER IN BLOOM

Committee considered the Leominster in Bloom report in detail. Following discussion, it was **RESOLVED:**

- That the report be noted;
- That Leominster in Bloom and Green Spaces Sub-Committee Terms of Reference be adopted subject to the following amendments;
 - The Sub-Committee would not have any devolved powers and would submit all its recommendations to the main committee for consideration and approval;
 - Only Town Council members of the sub-committee would have voting rights;
 - Up to five members of the Town Council and up to four representatives from local organisations would sit on the sub-committee;
- That the revised Terms of Reference be submitted to Full Council for adoption;
- That options to replace the pebbles under the Lady Baa Baa statue be considered

Committee noted that there was currently no officer capacity to service the sub-committee at present but this deficit should be rectified following the completion of the 11 Corn Square project.

It was formally requested by the Mayor, and agreed by Committee, that a request be submitted to Leominster in Bloom to remove all the shrubs from Mr Granger. The shrubs would be replanted in Sydonia.

ES32/16 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That quotations for various projects at Sydonia were currently being sought;
- The following update on the asset transfers was noted:
 - The applications to register Sydonia Park, land at the Priory, land at Linear Park (Ginhall Green) and 11 Corn Square was still with the Land Registry;
 - The execution of the purchase of the public convenience in Central car park was agreed;
 - A sum of £450 be agreed to commence the purchase of the public conveniences at Westbury Street.
- That the completion of The Grange Open Space on 10th June 2016 be noted, which included the Grange toilet block and the Pavilion. It was further noted that no lease for the Pavilion was disclosed prior to completion and no lease has been registered with the Land Registry. Further investigation into this matter was agreed;
- That further legal advice be sought from NALC regarding the demand to backdate from 2005 and 2008 respectively the ground rent increases for the two Allotment sites from the executors of the RMS Enterprises estate;
- That a meeting to discuss Footpath ZC137 was being held on Tuesday 15th November 2016 at 10am at the site;
- That a sum of £1,250 be allocated from this year's budget to purchase the equipment requested;
- That a sum of £4,500 for equipment and £1,200 for training be included in the 2017/18 budget;
- That replacement bollards at The Grange be purchased at a cost of £864.57;
- That the works to the trees in the Priory be carried out under the Lengthsman scheme;
- That the Community Asset submissions for the Hop Pole, Chequers, Barons Cross, Grape Vaults, Bell Inn and White Lion be ratified.

Committee **RESOLVED** to adopt the following timetable to undertake works to the War Memorial:

- Commence works on this project in March 2017;
- Confirm the works required to clean and repair the War Memorial;
- Confirm that the works required will attract funding from the War Memorials Trust. The Trust can fund up to 75% of the cost up to a maximum of £30,000;
- To obtain up to three quotations to carry out the works from approved suppliers;
- To assess the overall cost of the works required.

ES33/16 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.

ES34/16 PLAY AREA PROPOSALS

Committee considered the Play Area Proposals Report in detail and, following discussion, it was **RESOLVED**:

- That the report be noted;
- That the proposals as outlined in the report for The Grange be agreed in principle;
- That the proposals to develop the play area and other elements at Sydonia be agreed in principle.

Committee **RESOLVED** to adopt the following timescale for The Grange project:

- Initial discussions with Herefordshire Council and preliminary public consultation (December 2016, January/February 2017)
- Project agreement by Full Council – March 2017
- Invitation to tender – April 2017
- Commencement of initial designs and costings – June/July 2017
- Public consultation – September 2017
- Final design October/November 2017
- Installation of car park and new play area – March 2018
- Completion – April 2018

Committee **RESOLVED** to invite quotations from suitably qualified companies to help design and project manage the development of the site. The following work would be included:

- Assessment of the site;
- Drawing up initial proposals with zones for car parking, play areas (various ages) and picnic area;
- Assist with obtaining relevant planning permissions;
- Provide initial cost estimates for the work;
- Assist in a full public consultation with the town;
- Identify potential funding streams;
- Assist in development of the car park business plan income projections;
- Following consultation to draw up final design, obtain costs for equipment, safer surfacing and installation of the play area;
- Project manage the installation;
- Completion and sign off.

With regard to Sydonia, Committee **RESOLVED** that the following elements be included in the redevelopment of the site:

- Refurbishment of the play area;
- Refurbishment of the footpaths identified;
- New goal ends on the football field;
- Transfer of asset and refurbishment of the small garden area by the Leisure Centre;
- Outdoor gym;
- In the future, a refurbished skate park.

Committee noted that a sum of £30,229.22 was available from S106 funding, subject to agreement by Herefordshire Council. It was agreed that the entire sum be allocated to Sydonia so that the project could be fully developed. It was further agreed that additional funding be sought to enable additional works such as an outdoor gym to be delivered.

Committee **RESOLVED** to adopt the following timetable:

- Agree draft scheme and appoint contractor for play area on 16th January 2017;
- Public consultation to be carried out in February 2017
- Final design and costs submitted to Committee for approval on 13th March 2017
- Implementation of scheme – April 2017
- Completion – May 2017

ES35/16 COMPLAINT

Committee considered the Complaint Report in detail and, following discussion, it was **RESOLVED** that the report be noted.

ES36/16 YOUTH UPDATE REPORT

Committee noted that the meeting scheduled with HVOSS to discuss the youth project and the Service Level Agreement on Thursday 10th November 2016 had been postponed but was being rescheduled. It was noted that 50% of the 2016/17 fee amounting to £4,340 had been paid.

ES37/16 PUBLIC CONVENIENCE UPDATE REPORT

Committee noted that no further update was available. Quotations were awaited to refurbish The Grange and Central car park public conveniences.

ES38/16 DATE OF NEXT MEETING

Committee noted that the next meeting will be held on Monday 16th January 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 9:26pm.

CHAIR:

DATE: