



LEOMINSTER TOWN COUNCIL

ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Wednesday 6th January 2016

To: All Members of the Estates, Markets and Environment Committee
Councillors Bartlett (Chair), A Pendleton (Vice-Chair), Barton, Davies,
Freedland, Gibson, Lacey, Mifflin, Norman, Rosser, Rumsey and Thomas.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Estates, Markets & Environment Committee** to be held on **Monday 11th January 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

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 Estates, Markets & Environment Committee meeting held on 16th November 2015 **(attached)**.



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6. FRIDAY MARKET

The Market Officer will present a report on the development of the Market.

7. LEOMINSTER IN BLOOM

Please see the attached report outlining proposals for 2016.

8. COMMITTEE UPDATE REPORT

Please see the attached report for consideration and decision.

9. ALLOTMENTS

Please see the attached report for consideration and decision.

10. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Estates, Markets and Environment 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) Toilets Upgrade – Please see the attached report.

(b) Grounds Tender – To note that the Grounds Tender documentation has been sent to a number of local firms and will be considered at the next Committee meeting to be held on Monday 15th February 2016.

LEOMINSTER TOWN COUNCIL

ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Minutes of the Estates, Markets & Environment Committee meeting held on Monday 16th November 2015 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors A Pendleton (Chair), Bartlett (7.30pm), Barton, Davies, Lacey, Mifflin, Norman, Rumsey and Thomas.

ALSO PRESENT: Ward Cllr McCaull and 1 member of the public.

OFFICERS PRESENT: Town Clerk and the Market Officer.

Prior to the commencement of the meeting a minutes silence was held in remembrance of the victims of the recent events in Paris.

EM48 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland, Gibson, and Rosser.

EM49 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey – Allotments
- Cllr A Pendleton – Herefordshire Tree Warden Scheme
- Cllr Norman – Herefordshire Tree Warden Scheme
- Cllr Davies – Leominster in Bloom

EM50 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

EM51 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

EM51 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Estates, Markets & Environment Committee meeting held on 12th October 2015 be agreed and signed as a correct record.

It was noted that a report regarding the funding implications of the public conveniences would be presented to Finance Committee for consideration as part of the development of the budget for 2016/17.

It was agreed to request the Leominster in Bloom Task & Finish Group to develop a proposal to improve the Booth Garden in 2016.

EM52 FRIDAY MARKET

The Market Officer presented his report updating Members on the operation of the Friday Market and plans to continue to promote the Tuesday and other specialist markets. Following discussion it was **RESOLVED:**

- That the report be noted;
- To agree that the Christmas and New Year Markets would take place on Tuesday 22nd and Thursday 24th and 31st December 2015;
- That a road closure application be submitted for the above;
- That negotiations continue with regard to the purchase of the Farmers Market stalls and trailer.

EM53 MEDIEVAL PAGEANT

Committee received a short presentation from the organisers of the Medieval Pageant.

Council had awarded a grant of £1,000 to help fund the 2016 Pageant. An Awards for All Lottery grant had also been submitted. A number of fundraising events were being organised and a new website had been developed. Thanks were extended to the organisers for all their efforts in making the event such a success.

Committee then discussed the report outlining the requirements of the Medieval Pageant and following consideration it was **RESOLVED:**

- That the report be noted;
- That permission be granted to the Medieval Pageant to use the areas of open space requested;
- That the Open Spaces hiring form be adopted;
- That a clause be included not to allow Chinese Lanterns to be released from any of the Council's public spaces;
- That an assessment of hiring charges made by other town and parish councils be undertaken and a hiring charges list be developed.

EM54 LEOMINSTER IN BLOOM

Committee considered the draft revised action plan that had been considered and amended by the Task & Finish Group. Following discussion it was **RESOLVED:**

- That the report be noted;
- That the revised action plan be further developed by the Task & Finish Group appointed;
- That potential anchor points be identified throughout the town from which bunting could be hung from;
- That details and the relevant regulations and requirements regarding the stress testing of existing anchor points be obtained from Herefordshire Council;
- That a meeting be set up with the Leominster in Bloom Committee to discuss the 2016 entry;
- That a final budget be developed for consideration by the Full Council at its meeting on 14th December 2015.

EM55 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That a meeting be set up with the Locality Steward to discuss an action plan to address the pigeon droppings in Butchers Row;
- That a site meeting be arranged to review the winter programme at Sydonia Park especially with regard to shrub removal and replacement;
- That Herefordshire Council be contacted regarding the welcome pack it had developed for distribution to new residents. Committee wished to develop this further;
- That support be given to the request to provide a bench in Corn Square. Siting and purchase of the proposed bench would be considered in due course;
- That Herefordshire Council and Balfour Beatty Living Places be contacted to ascertain what had happened to the bench which had previously been removed but not replaced;
- That the severe weather policy be adopted.

Committee noted that Cllr A Pendleton was in possession of a copy of a plan highlighting all the tree in Leominster and that a management plan was being developed.

EM56 ALLOTMENTS

Committee considered the Allotment Report and following discussion it was **RESOLVED:**

- That the report be noted;
- That the Terms of Agreement as contained within the Allotment Handbook continue to be used to identify who was responsible for what;
- That the internal hedge of the allotment site be trimmed back by D C Gardening Services at a cost of £530 + VAT.

EM57 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information the Estates, Markets and Environment 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) Grounds Tender draft – Committee considered the draft Grounds Tender and following discussion it was **RESOLVED:**

- That the report be noted;
- That the draft Request for Quotation be amended to correct frequency of cuttings and include a focus on flexibility and robust environmental practices;

- That the revised draft Request for Quotation be reviewed by the Leominster in Bloom Task & Finish Group prior to being published;
- That the Task & Finish Group be given delegated authority to agree the revised document.

(b) Skate Park, Sydonia – Committee considered the report and **RESOLVED** that the report be noted.

There being no other business the Chair thanked members for their attendance and closed the meeting at 21:11pm

CHAIR:

DATE:



Estates, Markets and Environment Committee

Date: 6th January 2016

Title: Leominster in Bloom Update Report

Purpose of the Report: To provide members with an update on plans for the 2016 Leominster in Bloom entry.

Contact Officers: Paul Russell

1. RECOMMENDATION

1.1 That the report be noted.

2. WATERING AND MAINTENANCE PLAN 2016

2.1 This is the draft planting, watering and maintenance plan for the Leominster in Bloom 2016 entry.

2.2 Leominster in Bloom (LiB) has ordered £1,500 worth of plants from Philpot's Nurseries.

2.3 LiB has 18 hanging baskets which can be utilised for In Bloom in 2016 by the Town Council if required.

2.4 The following **in town planting displays** are proposed for the LIB entry 2016. The scheme colours for 2016 will be Red, yellow and orange.

Location	Proposal	Planting	Watering
West Street	3 x multi-tiered planters 9 x barrier baskets 1 x former CC square planter 2 x 18" hanging baskets at 17 West Street Bunting and banners	LiB LiB LiB Town Council (LiB to provide 2 baskets) Town Council	Town Council Town Council ECHO Town Council N/A
High Street	2 x half barrels Bunting	To be reviewed LiB Town Council	Town Council N/A
Broad Street	HSBC Window box 3 x Barrier Baskets Bunting and banners Add 4 x planters at pedestrian crossing with trees	LiB LiB Town Council Town Council	Town Council Town Council N/A Town Council
Nr ALDI & Dishley St	Horse Trough 2 x former CC planters	LiB LiB	Town Council Town Council

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Car Park	1 x Ryland Rd Large sloping Bed Cider Press	Inner Wheel LiB LiB	Town Council Town Council Town Council
Bottom of Green Lane	1 x former CC Planter	To be reviewed LiB	
Corn Square	LTC to erect all baskets 8 x hanging baskets 3 x TIC hanging baskets 4 x 11 Corn Sq. hanging baskets 2 x half barrels 2 x planters under clock 2 x hanging baskets by clock 2 x car park planters	Town Council LiB Town Council Town Council Merchant House LiB LiB LiB	Town Council Town Council Town Council Town Council Town Council Town Council Town Council
Drapers Lane	Multi tiered planter TIC	LiB	Town Council
School Lane	Washing machine barrels	LiB	LiB
Broad Street Car park	Sheep Statue 2 x former CC planters Ground level beds	LiB LiB To be reviewed LiB	LiB (LTC to check once every 2 weeks) LiB
Central Car Park	All planted beds	To be reviewed LTC Roses and ground cover	Town Council
Etnam Street Car Park	Half barrels	Scouts	Town Council
Etnam Street	To be reviewed by LTC and LiB		
The Grange	2 x war memorial multi tiered planters Multi tiered planter at toilets This to be moved to gravel seating area between toilets and Etnam Street car park for more impact Wall of Remembrance Mr Grainger – Remove and reuse sustainable planting. Replace with ornamental grass War Memorial flower bed	LiB Town Council Town Council Cllr A Pendleton Town Council Guides	Town Council Town Council Town Council Town Council Town Council Town Council

2.5 The following **Out of Town planting** is proposed for the LiB entry 2016

Location	Town Council Proposal	Responsibility	
Conningsby Road	Horse Trough and rose bed	To be reviewed AP	Town Council
	Nut Grove	Town Council	Town Council
Ginhall Green	Jubilee Orchard	Town Council	Town Council

	Wild Flower meadow	Town Council	Town Council
Petrol Station (formerly Bengrys)	2 x planters	To be reviewed LiB	
Dentist	1 x planter	To be reviewed LiB	
Planters at the entrances of Leominster	5 x planters planted by LTC	AP to develop sustainable planting scheme	Town Council

2.6 CORN SQUARE

A number of options were discussed regarding Corn Square. It was generally agreed to discontinue with the hanging baskets and the following suggestions would be considered:

- Encourage the local ethnic population to create small banners to celebrate their nationality and develop an international theme for the Square (Carolin would investigate this)
- Consideration would be given to erecting banners that had previously been used. There were over 100 of them so it was expected that a number would still be in reasonable condition.
- An approach would be made to the Medieval Pageant to see whether the banners they were having created could be erected for the season.

2.7 LEOMINSTER IN BLOOM PORTFOLIO

The Town Council would maintain a diary of its In Bloom development and both this and photos would be included in the portfolio. It was suggested that the diary commence with a recording of the meeting held on 8th December 2015.

2.8 OTHER ITEMS

LiB was happy to supply liquid feed on request.

It was suggested that the next meeting be held in February 2016 (date to be confirmed) to review progress.



Estates, Markets and Environment Committee

Date: 6th January 2015

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

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That a grant application be submitted for improvements to the Booth Garden;
- 1.3 That a formal request be submitted to Herefordshire Council Highways Department to install a dropped kerb at the Cemetery to improve DDA access.

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of open spaces in Leominster.
- 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.
- 2.4 This report outlined progress to date as well as identifying further actions required.

3. THE P3 AND LENGTHSMAN SCHEME

- 3.1 Council continues to deliver its obligations under the Lengthsman and P3 schemes.
- 3.2 A meeting was held with the Lengthsman and the Locality Steward on Monday 7th December 2015 to discuss outstanding works for both Lengthsman responsibilities and the P3 scheme.

3.3 The table below outlined the money spent to date on both schemes and the remaining budget:

Budget Overview	Budget	Quarter 1	Quarter 2/3	Quarter 4	Balance
Verge Cutting	£4,500.00	£710.00	£0.00	£0.00	£3,790.00
Hedge & Fence Management	£1,500.00	£0.00	£1,185.00	£0.00	£315.00
Drainage	£1,000.00	£0.00	£0.00	£0.00	£1,000.00
Minor Storm Debris & Litter	£700.00	£0.00	£130.00	£0.00	£570.00
Non Mains Powered Traffic Signs	£600.00	£0.00	£0.00	£0.00	£600.00
Salt Bins	£350.00	£0.00	£60.00	£0.00	£290.00
Clearing weed growth	£850.00	£160.00	£425.00	£0.00	£265.00
Cleaning Traffic signage	£350.00	£0.00	£0.00	£0.00	£350.00
Community Events	£1,000.00	£299.88	£150.00	£0.00	£550.12
Drain works	£600.00	£0.00	£0.00	£0.00	£600.00
Street cleaning	£950.00	£0.00	£0.00	£0.00	£950.00
Pothole Repairs	£6,000.00	£626.02	£1,072.04	£0.00	£4,301.94
	£18,400.00	£1,795.90	£3,022.04	£0.00	£13,582.06
Town Council	£5,750.00				
Lengthsman Grant	£6,900.00				
Additional HC Grant	£5,750.00				
	£18,400.00				

P3 BUDGET ALLOCATION	£5,285.00
CLAIM QUARTER ONE	£1,984.00
CURRENT CLAIM QUARTER 2 & 3	£1,245.00
REMAINING P3 BUDGET	£2,056.00

3.4 The Lengthsman will be focusing on pothole repairs in January and February 2016. Members are requested to highlight any potholes they are aware of on C and U roads within the Parish so that they can be repaired.

4. UPDATE OF ITEMS AGREED AT THE PREVIOUS MEETINGS

Pigeons and Environmental Health

4.1 A meeting has still to be arranged with various departments to discuss the issues regarding pigeon droppings and the poor state of maintenance in Butchers Row. The matter has been discussed with Mr Howells, the new Locality Steward and he has submitted this request. Once the initial clean has taken place the area will be regularly swept by the Town Council and further measures will be trialled to help reduce the issue.

Byelaws

4.2 Draft model bylaws have not yet been developed due to time constraints and because the asset transfers have not yet been completed. It is expected that the transfers will be completed will be completed by 31st March 2016.

Asset Transfers and Improvements

- 4.3 As Committee will recall the toilet blocks will be transferred under licence on either a 3 year or 5 year licence until improvement works have been completed. A separate report regarding this matter is included on the agenda under Confidential Items.
- 4.4 Open spaces and play area transfers are still proceeding, though slowly. The initial aim was to complete these by 18th December 2015 but this target has not been met. It is hoped that the final documentation will be completed by the end of January 2016. Updated maps have been submitted to the Solicitors.
- 4.5 Initial improvements will be developed for the Grange and Sydonia play areas. Once the asset transfers have been completed and the Section 106 funding of approximately £17,000 has been transferred the play area upgrades will proceed.

Winter Programme

- 4.6 Work has been completed on the allotments to improve the drainage and the materials to construct the three compost bins has been received. Works on the compost bins will commence in the Spring once the ground has had a change to dry. Currently it is too wet to enable works to continue.
- 4.7 A site meeting was held towards the end of 2015 to discuss works to be carried out at Sydonia prior to the growing season. Due to the recent inclement weather the works have been postponed until the ground has dried out.
- 4.8 It has been agreed to revamp most of the flower and shrub beds at Sydonia to improve its appearance and sight lines to improve personal safety and reduce hiding places. Plantings worth saving will be relocated, some beds will be grassed over and others will be replanted to create a much more attractive area. Four apple trees will be planted in the play area. A plan of the area will be developed for approval.

WW1 Bench & Bin

- 4.9 The bench and litter bin has now been received and has been installed in The Grange by the War Memorial. This work was undertaken in-house.

Booth Garden

- 4.10 Initial clearing work has been undertaken by DC Gardening Services Ltd to cut back trees that were causing concern. It has further been agreed to commence some upgrading work to the Garden in preparation for the coming season.
- 4.11 Initial designs were drawn up in 2007 and the drawings are still on file. It is suggested that an initial grant be applied for to the Herefordshire Public Green Spaces Community Grant Scheme to help meet the initial costs of the project. The fund gives grants up to a maximum of £750 and must be submitted by 27th January 2016. Applications will take around 6 weeks to determine. Committee is asked to ratify this proposal.

Priory Flooding Issue

- 4.12 Following receipt of a letter expressing concern regarding water ingress into the Priory an initial site visit has taken place.
- 4.13 In order to alleviate the flooding issue some work would need to be undertaken to reduce the height of the tarmac and the possibility of installing a small drain across the entrance to the Priory. The Clerk will arrange a meeting with the relevant people to discuss the matter further and ascertain whether a Faculty will be required.

Mosaic

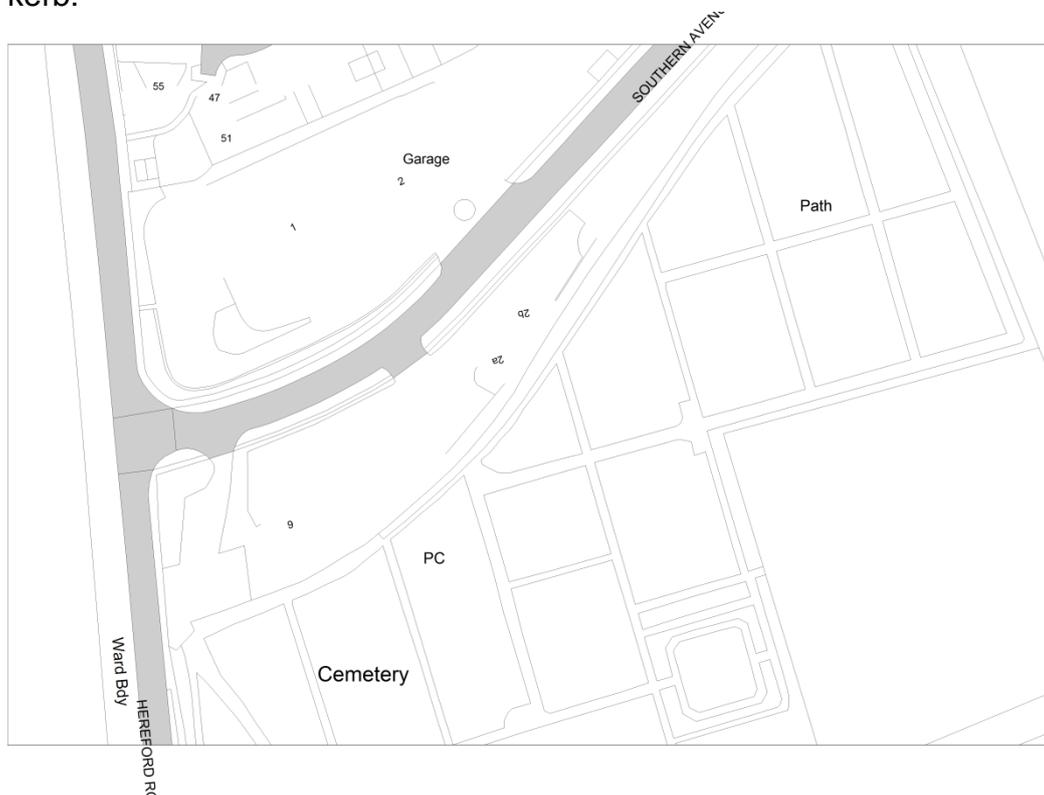
- 4.14 The purchase of the solid polycarbonate sheeting is being arranged and the works scheduled to take place once materials have been delivered. The work will be undertaken in-house.

Bench, Corn Square

- 4.15 The request to erect an additional bench in Corn Square has been submitted to the Locality Steward for action along with the request to identify what had happened to the bench that had been removed. An update is awaited.

Dropped Kerb at the Cemetery

- 4.16 A request had been received to install a dropped kerb at the Cemetery to help improve DDA access. A site meeting took place on 7th December 2015 with the Locality Steward to discuss the options.
- 4.17 The map below indicates the issues surrounding the provision of a dropped kerb:



- 4.18 The access road to the Cemetery is very close to the main junction with Hereford Road and unsuitable to encourage people crossing at this point.
- 4.19 Due to the lack of funding the creation of 2 dropped kerbs in-between the junction and access into Bengry Motors might not receive support from the Highways Department at Herefordshire Council.
- 4.20 A formal request will be submitted to the Highways Department in January 2016.

Herefordshire Council Welcome Pack

- 4.21 An email has been submitted to Herefordshire Council to establish whether the Welcome Pack has been continued and an update will be provided at the meeting.

Sweeper Hire

- 4.22 It has been suggested that a larger heavy duty street sweeper be hired to address the issue of the leaves around town. Cost of hire is £575 per week plus £300 delivery and collection. Total cost would be £1,450 + VAT.
- 4.23 Further investigation into sweeper hire has not been undertaken due to the Christmas break and Committee is requested to defer this matter until its meeting on 15th February 2016 to enable a full assessment on type of vehicles available and alternative suppliers.



Estates, Markets and Environment Committee

Date: 6th January 2016

Title: Allotment Report

Purpose of the Report: To provide Members with an update on Allotment Matters.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider developing plans to mark the 10th anniversary of the opening of the Ginhall Lane allotments;
- 1.3 To consider allotment rents.

2. INTRODUCTION

- 2.1 Leominster Town Council leases the Ginhall Allotment site from Caldicotts.
- 2.2 The lease has approximately ten years left to run. Requests have been made to discuss the extension of that lease but the Caldicott Estate is not in a position to discuss this matter at present.
- 2.3 There is a vibrant Allotment Association based on the Allotments and there is a good working relationship between the two organisations.

3. MARKING THE TENTH ANNIVERSARY

- 3.1 2016 is the 10th anniversary of the Town Council providing the allotments in Ginhall Lane.
- 3.2 It has been suggested that the Town Council, in partnership with the Allotment Association, considers whether it wishes to mark this anniversary.
- 3.3 It is initially suggested that ideas for the 10th anniversary be submitted to the Deputy Clerk and a Task & Finish Group be appointed to discuss plans with representatives of the Allotment Association.
- 3.4 Council may also wish to allocate a small budget to help fund any celebrations. This will need to be recommended to the Finance Committee for possible inclusion in the 2016/17 budget.

4. ALLOTMENT DRAINAGE

- 4.1 Additional drainage on the site has now been completed following issues raised by the Allotment Association regarding flooding on the allotments in the past.
- 4.2 A new French Drain was installed along the connecting road between the first and second car parks. Kerbs were also installed and the surface, which was previously undulating, has been improved. Water collected will drain out across the car park into a soak away. The first and second car parks have been cleaned up and rolled back to a usable condition.
- 4.3 The work was carried out in-house and took longer than expected due to other demands on the Team's time. This included the continuation of street cleaning duties and bin emptying at The Grange. There were also some staff holidays.
- 4.4 The initial cost estimate was exceeded due to additional equipment hire with the final costs for materials and equipment coming in at around £7,500. However, adequate funding had been allocated in the 2015/16 budget.
- 4.5 The steelwork has now been delivered on-site for the construction of the compost bins which will be commenced in Spring due to the boggy conditions.
- 4.6 Initial feedback from various allotment holders has been positive and the drains are working.

5. ALLOTMENT RENTS

- 5.1 Allotment rents are currently £50 for a half plot and £100 for a full plot. These have remained static for ten years since the allotments opened.
- 5.2 Take up of allotments has been excellent in 2015/16 with most plots being let. Income to date is over £5,000 for the year.
- 5.3 Allotment legislation requires allotment managers to give tenants a full year's notice of any increase in allotment rents and Committee is requested to consider whether it wished to increase rents commencing 1st April 2017.
- 5.4 Inflation is currently running at around 0.3% for 2015 and since 2006 the average inflation rate up to 2014 was 2.78%. A 2.5% increase would result in an additional £2.50 per full plot or £1.25 per half plot.
- 5.5 Committee is requested to direct the Officers as to whether an increase should be implemented.