



LEOMINSTER TOWN COUNCIL

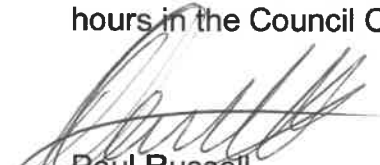
ENVIRONMENT & SERVICES COMMITTEE

Tuesday 12th March 2019

To: All Members of the Environment & Services Committee:
Councillors Norman (Chair), Herschy (Vice Chair), Bartlett, Mr P Davies,
Lacey, Marsh, Murdoch, Sutcliffe and Thomas. (Two vacancies)
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend the meeting of the Environment & Services Committee which will be held on Monday 18th March 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.



Paul Russell
TOWN CLERK

AGENDA

1. **APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
2. **DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
3. **REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
4. **QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders
5. **MINUTES OF PREVIOUS MEETING**
To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 21st January 2019.



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. ENVIRONMENTAL SUPERVISOR REPORT

Please see the attached report for consideration.

8. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

9. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Environment & Services Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

10. STAFFING UPDATE

To receive a staffing update which will be presented at the meeting.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 20th May 2019 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

LEOMINSTER TOWN COUNCIL

ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 21st January 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Norman (Chair), Bartlett, Mr P Davies, Marsh, Murdoch, Sutcliffe and Thomas.

OFFICER PRESENT: Town Clerk and the Environmental Supervisor.

ES43/18 APOLOGIES FOR ABSENCE

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

ES44/18 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Murdoch: Ginhall Lane Allotments.

ES45/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

ES46/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES47/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 19th November 2018 be agreed and signed as a correct record.

ES48/18 CLERK'S REPORT

Committee noted that the Clerk had nothing to report.

ES49/18 ENVIRONMENTAL SUPERVISOR REPORT

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

- To note the contents and updates contained within the report;
- That Western Power be reminded that it needed to inform the Town Council when it wished to access Ginhall Lane allotments;
- To take part in the Great British Spring Clean being organised between 22nd March to 23rd April 2019;
- To write a letter of thanks to the Environmental Team for taking responsibility for the cleaning of the public toilets following the loss of the external contractor in August 2018;
- To formally tender for a new Christmas lighting scheme for 2019, 2020 and 2021 and to thank those who contributed towards the cost of the 2018 Christmas Lights;

- To follow up the continued closure of Footpath ZC137;
- To note the update from the Environment Agency received regarding the proposed flood defences by the Ridgemoor Estate, and to comment on proposals when the planning application is submitted.

ES50/18 COMMITTEE UPDATE REPORT

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

- To note the contents and updates contained within the report;
- To enter into the Annual Licence Agreement with Herefordshire Council for the 2019 season to manage and maintain the open spaces and verges within Leominster;
- To allocate up to £15,600 from the Public Works Loan Board loan to purchase the required equipment to undertake the maintenance of the open spaces and verges;
- To commence the recruitment of a Full Time Grounds Person to enable the Town Council to be in a position to deliver the open spaces and verges maintenance programme as from 1st April 2019;
- To recommend to the Town Council to commit to funding the CCTV scheme for Leominster for a further nine years to enable the proposed upgrading of the CCTV infrastructure in the Market Towns to be undertaken;
- To note the update regarding the commencement of the Grange Open Space Masterplan and consultation project and to expand the Stakeholder Group;
- To ringfence a sum not exceeding £4,350 to carry out a topographical and utility survey of the area.

ES51/18 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 would 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.

ES52/18 STAFFING UPDATE

Committee noted the update report received regarding the Environmental Team. The 2019/20 budget had identified 128 hours per week to deliver the range of services undertaken by the Team. Following an analysis, it was expected that 140 hours per week would be required. It was agreed to amend the current staffing structure to provide the Team with the extra hours required.

It was agreed to recruit a Seasonal Operative on a temporary contract running from 1st April to 30th September 2019 to support the additional grass cutting that would be undertaken by the Council.

ES53/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 18th March 2019 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8:58pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENTAL REPORT – 12th MARCH 2019

1. RECOMMENDATION

1.1 That the report be noted.

2. MAIN REPORT

- The Town Council has now been successful in gaining a Public Green Spaces Grant for £10,000 to cover the purchase of equipment and PPE.
- Our contractor will carry out a first cut this week, but the Environmental Team will carry on from April, when the staff are in role and equipment has been purchased.
- We currently have only 1 vacant plot on the Allotment site. There has been a lot of interest over the last month and we have several new plot holders. We are hoping to dismantle the compost bins and level the area so that we can erect our new security fencing and keep that area of the site tidy.
- I have received a number of complaints about dog fouling at the allotments. A letter will be sent out with the invoices, reminding plot holders of their duty to keep dogs on leads until they reach their plots.
- A leak has been identified on one of the top plots (51), that appears to be seeping down to one of the bottom plots. An engineer from Welsh Water has visited and tested it to confirm that it isn't mains water. A job already exists from a similar problem that we had last year and I have obtained a plan for the route of a highway drain from Buckfield estate, across the allotment site and out to the field below. A drainage channel has been dug to temporarily divert the water away from the plots enabling them to dry out.
- The dismantling of the compost bins at the allotments and levelling of the site will be completed this week. When the painting of the Sydonia multi-play is complete, the fencing will be re-erected around this area to stop fly tipping.
- Whilst checking for leaks, the engineer found that some of the water tanks may need attention when the water is turned on in April.
- A memorial bench for John Moss, a former plot holder, has been installed next to the Community Shed on the allotments and a commemoration event is to be held.
- The results of the Stop the Drop Litter Innovation Fund Project have been received and the result is that when the bin was removed from the bottom of Drapers Lane, litter decreased by 23.5%, changing to 15.8% less when replaced. There was an overall decrease of 40% during the whole trial.
- Our contractor has completed works to the hedges along Ginhall Green, before the 1st March deadline and the Environmental Team have carried out some emergency tree work and path repairs. There are still some repairs and spraying to the edges of the path outstanding, which will be completed over the next couple of weeks. The team have been working

on the benches obtained from Herefordshire Council (10), ready for installation on Ginhall Green and Sydonia shortly.

- Routine tree and shrub trimming has now been completed on Sydonia, although a large plum tree has collapsed and will need attention in the next few days. Most of the borders have been mulched with bark and wood chip from the large pine tree that had to be removed last year.
- The safety surface under the small multi-play on Sydonia has been seeded and is growing rapidly, we hope to take down the fencing in the next couple of weeks when the painting is completed. The entrance gates on Caswell Terrace will also be painted.
- The outdoor gym has worn patches through use and consideration is being given to using some of the rubber tiles that were salvaged from the Sydonia project on the small patches that are subjected to heavy use.
- A quote of for a lighting assessment and design for an additional 8 street lighting columns, across the middle footway and the Battlebridge footway, has been received from Balfour Beatty. This will determine the appropriate lighting level for the location and the cost will be £810.44 + VAT. I have sourced two other companies for further quotes and these will be available shortly.
- A space to store a small container for the Waste Recycling has been agreed with Halo, on their small car park behind the sports hall at Bridge Street. This will enable the cardboard to be picked up without a vehicle entering the town centre. I have found a company on Worcester Road who has a baler on site but Binit are still waiting for a date for delivery of the bin stock. The start date is anticipated to be the end of March.

Julie Debbage, Environmental Supervisor, Leominster Town Council



Environment & Services Committee

Date: 12th March 2019

Title: Committee Update Report

Purpose of the Report: To provide Members with an update relating to previous decisions made by the Committee, identify further actions and decisions required.

Contact Officer: Paul Russell

1. RECOMMENDATION

1.1 That the report be noted.

2. BACKGROUND

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

2.2 Herefordshire Council has confirmed that it will only fund the P3 Scheme footpath maintenance programme scheme until 31st March 2019. The Lengthsman scheme funding has already 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.

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 No P3 works have been carried out to date in Quarter Four (January, February and March 2019). The following works have been identified and will be addressed as soon as practicable:

Leominster

- A difficult gate that requires attention on ZC106, the last but one on Hollow way where it meets ZC105.
- ZC135 is cropped with no clear path.
- ZC 135 at Tickbridge has no finger post after Tick Bridge.
- ZC34 Ivington Green, the Gate is nailed shut where the bridge crosses the river.
- There is a general lack of waymarkers around the S&A site at Brierley.

- The waymarker on the footpath ZC12 is on the wrong field gate alongside the B4629 opposite Cholstrey Lane.
- A report has been received about 2 dangerous stiles on ZC23 and ZC24 in the fields between Barons Cross A44 and the Ivington Road and also a report of fly tipping on ZC25 near to its junction with A44.

Leominster Rural

- The Herefordshire Trail between Croft Lane and Eyton Church, the first two waymarkers are damaged and are lying on the ground.
- The bridge on LJ36 is dangerous and the notice has disappeared.

3.2 The following Lengthsman works has been carried out in January 2019:

- Clearing of viewpoint at top end of Ginhall Green, cutting both sides of hedge and top running along top of bank adjacent to tarmac path and cutting of overhanging branches from path and cutting around the base of some trees leading back to first play park to include chipping of rubbish on site as created;
- Continuation of works at Ginhall Green – cutting of large shrub beds by play park at Godiva Road and cutting of hedge running behind the houses to left of the play park, cutting/trimming of larger shrub bed at the top of the field near the orchard to include chipping of all rubbish on site as created.

4 ADDITIONAL MATTERS

Licence to Cut the Open Spaces in Leominster

4.1 A meeting to discuss the Licence and Green Spaces grant awarded to Leominster Town Council will be taking place on 14th March 2019. A full update will be provided at the meeting.

Open Spaces Maintenance Update

4.2 Purchase of equipment to maintain the open spaces will commence as soon as the grant has been signed off.

4.3 As indicated under the Environmental Supervisor's report, a full grass cut has been undertaken by DC Gardening Services week commencing 11th March 2019. This is the first cut of the season and will provide a head start for the new Environmental Team to continue the grass cutting contract throughout the season.

Recruitment

4.4 An update on recruitment will be provided under Confidential Items.

Grange Open Space Master Plan

4.5 Phase 1 stakeholder meetings are currently being arranged and confirmation of those dates will be provided once confirmed.

4.6 A public survey has also been launched to gather the views from the local community. Local residents, organisations and businesses are invited to complete the short survey so that their views can be taken into consideration

in the design of the Grange. An online version of the survey can be found by visiting: www.surveymonkey.co.uk/r/T3FXS9Z

4.7 Hard copies of the survey will also be available from the Tourist Information Centre. The survey will end on Friday 19th April 2019. A copy of the survey is attached.

4.8 The initial site appraisal of the Grange has been completed. A copy will be available at the meeting.

Public Conveniences

4.9 The project implementation timetable is currently being finalised due to an unforeseen hold-up with the holiday flat, and will be presented to Full Council at its meeting on 25th March 2019.

Waste Recycling

4.10 The implementation of this initiative has had to be delayed. A further update will be provided at the meeting. There has been a delay receiving the new bins. It is expected that the initiative will commence at the end of March 2019.

Litter Bin Survey

4.11 Herefordshire Council has recently completed a research study to determine the impact of litter bin removal at various locations across Herefordshire, including the bin located at the end of Drapers Lane, Leominster. A copy of the finding is attached.



**Leominster
Town Council**

THE GRANGE

PUBLIC CONSULTATION

Introduction

Leominster Town Council is currently considering options for the improvement of the Grange in Leominster. Red Kite Network Limited, a Shropshire-based landscape architecture, ecology and green space consultancy have been commissioned to support the Council in developing a masterplan for the Site.

Local residents and stakeholders are being invited to input into the project in order to inform the development of the design proposals. This survey aims to develop an understanding of local use and priorities for the Site. Please fill in this short survey and have your say on the future of the Grange. The closing date for this survey is Friday 19th April 2019.





1. On average, how often do you visit The Grange?

- Every day
- A few times a week
- About once a week
- At least once a month
- A few times a year
- Never visited

2. What factors prevent you from visiting The Grange more often or at all? Please tick all that apply.

- The facilities are in poor condition
- There is nothing for me or my family to do there
- I have a disability that I don't think is catered for in the park
- I don't think its safe
- Lack of toilet and refreshment facilities
- Location and car parking

Other (please specify):

3. Typically, what are your usual reasons for visiting the Grange? Please tick all that apply.

- Walking and exercise
- Attending a service in the Priory
- Using the playground
- Relaxing and socialising
- Visiting Grange Court
- Wildlife watching
- Just passing through

Other (please specify):



4. How do you normally travel to the Grange?

- Car
- Walk
- Cycle
- Bus

5. How long do you usually spend at the Grange?

- Up to 30 minutes
- 30 minutes to 2 hours
- More than 2 hours

**6. What are your priorities for the future improvement and development of the Grange?
Please rank them in order of priority (1 = highest priority, 10 = lowest priority)**

- Improved play provision for toddlers (up to 3 years old)
- Improved play provision for juniors (4-12 years old)
- Improved play and hangout facilities for teenagers (13-17 years old)
- Outdoor gym
- Multi-use games/ball sports area
- Additional car parking
- Organised events and activities
- Improved café facilities
- Improved toilet facilities
- Improved wildlife and habitat areas
- Improved site infrastructure, including benches and paths

7. Please use the box below to provide any additional comments, feedback or ideas for the Grange.



About you

Please tell us a little bit about yourself. This will help us make sure we have a representative view from across the community.

8. How old are you?

- Under 16
- 16-25
- 26-49
- 50-65
- Over 65

9. What's your gender?

- Male
- Female
- Prefer not to say

10. What's your ethnicity?

- White
- Asian
- Black/African/Caribbean
- Mixed
- Other

Thank you for taking the time to complete the questionnaire. Updates regarding the project will be posted on our website: www.leominstertowncouncil.gov.uk/Grange-Open-Space.aspx

The information we receive from you will be held in strictest confidence and will not be disclosed to any other parties.

Time to Bin Your Assumptions

A Litter Innovation Fund Study



A total of £9,050 grant funding was received from Waste and Resources Action Programme (WRAP) Litter Innovation Fund to deliver a research study to determine the impact of litter bin removal on various locations across Herefordshire.

We wanted to understand how public behaviour is affected by the removal of litter bins in 11 urban, rural and roadside locations and whether or not this has a positive impact on reducing litter incidents.

Aim

The aim was to challenge the perception that litter incidences will be reduced if more bins are available for the public to use.

Stakeholders

The project was initiated by Herefordshire Council in conjunction with the Herefordshire Stop the Drop Steering Group, comprised of representatives of litter groups from across the county. The engagement and support of Parish Councils was instrumental in the delivery of the project. In addition, members of the Hereford Community Clean Up group provided input and contributed to the project.

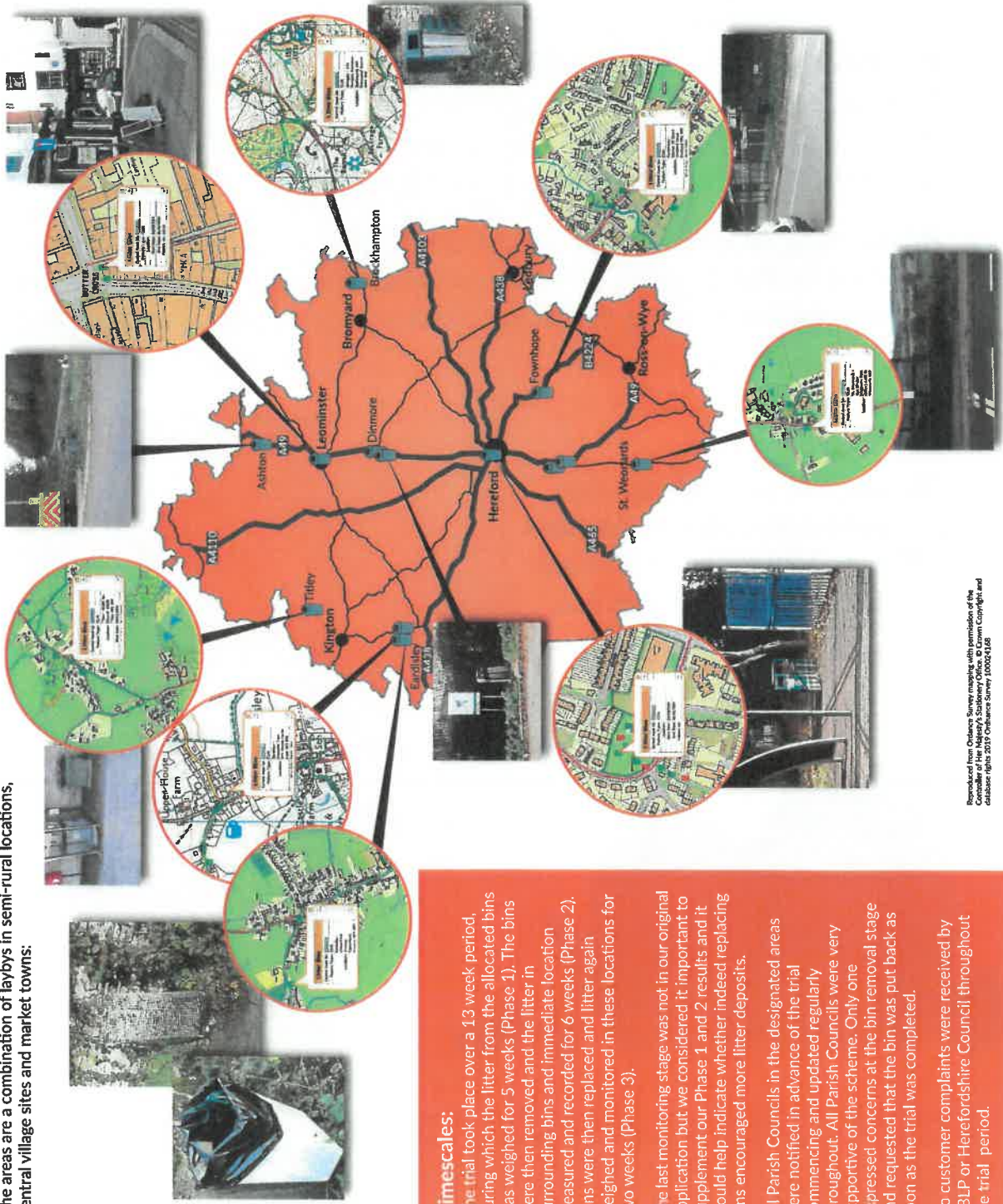
Key staff involved were Balfour Beatty Living Places (BBLP) Street Cleaning operatives and Communications Team and Herefordshire Council's Energy and Active Travel and Communications Teams.



Locations of the bins in the study

Herefordshire has 1509 litter bins in the county. They are managed, monitored and maintained by our Public Realm Delivery Partners, Balfour Beatty Living Places (BBLP). In conjunction with BBLP, we identified a series of locations across the county in which to carry out the trial.

The areas are a combination of laybys in semi-rural locations, central village sites and market towns:



Results

For Phases 1 and 2, results indicated that the removal of the bins reduced the total level of litter across all trial locations by 23.5 % (136.5 Kgs). With the exception of two sites (Ashton and Fownhope) there was no discernible increase in litter incidents (litter on surrounding group).

The additional data collected when the bins were returned to sites (Phase 3) indicated that there was a decrease of 45.8% in overall amount of litter collected from bins and surrounding areas overall. However, some areas experienced increases in amounts of litter in Phase 3, notably the 4 main lay bys. The litter in the urban areas of Leominster and Penhaligon Way decreased by 40% and 81% respectively.

Timescales:

The trial took place over a 13 week period, during which the litter from the allocated bins was weighed for 5 weeks (Phase 1). The bins were then removed and the litter in surrounding bins and immediate location measured and recorded for 6 weeks (Phase 2). Bins were then replaced and litter again weighed and monitored in these locations for two weeks (Phase 3).

The last monitoring stage was not in our original application but we considered it important to supplement our Phase 1 and 2 results and it would help indicate whether indeed replacing bins encouraged more litter deposits.

All Parish Councils in the designated areas were notified in advance of the trial commencing and updated regularly throughout. All Parish Councils were very supportive of the scheme. Only one expressed concerns at the bin removal stage and requested that the bin was put back as soon as the trial was completed.

No customer complaints were received by BBLP or Herefordshire Council throughout the trial period.

Total Litter Weight (Kgs) from all sites



Phase 1 (bins in place) and Phase 2 (bin removal): Results indicated that the removal of the bins reduced the total level of litter across all trial locations by 23.5 % (136.5 Kgs).

Qualitative Feedback

Additional qualitative feedback on public perception and behaviour and litter and bins was gathered from a series of 4 focus groups held in Hereford city during two weeks in November.

"These days it's acceptable to 'eat on the hoof' and then litter. When I was growing up, it wasn't acceptable."

Beaches were discussed with the group of young people who mostly litter; who said they probably wouldn't do so on a beach as more aware of the impact on wildlife and often barefoot so more aware of impact on others.

General consensus is that it's an individual's responsibility to dispose of litter in a bin nearby or taking it home with them. However, it is the Council's responsibility to provide bins and empty them regularly.

Low level of awareness, of costs to the Council which could be spent on other things to support people. However, with a group of young people, after discussion, they would prefer the money to be used to support homeless people or drug addicts.

Suggestions of ways to stop people from littering
Catching people at it, otherwise no point. Punishment should be to pick-up litter (community service)
Wall of shame of people who were caught

Conclusion

This project could be scaled up or down to suit any area's needs. It relies on a good relationship with the department or organisation responsible for the litter bin maintenance and collection schedule. Herefordshire is a very rural county and the impact of the bin removal on very rural or roadside locations may not have as positive an impact if they are removed in very busy, urban towns and cities.

The overall aim of this project is to research the impact of litter bin removal on various locations across Herefordshire. We wanted to understand how public behaviour is affected by the removal of litter bins in 11 locations (2 urban, 4 rural and 5 roadside) and whether or not this has a positive impact on reducing litter incidents.

This research informed a new promotional public awareness campaign that challenged the hypothesis that the installation of more bins will alleviate the litter problem and encourage the public to take more responsibility for their waste.



Penhaligan Way

Poster and Social media campaign developed to raise awareness of study findings



