



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Tuesday 10<sup>th</sup> November 2020

To: All Members of the Environment & Services Committee:  
Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies,  
Murdoch, Norman, Parris, Rumsey, Sutcliffe, Thomas and Williamson.  
(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 16<sup>th</sup> November 2020** commencing at 19:00 hours remotely via Zoom.

**Meeting ID: 857 4218 7929**

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [townclerk@leominstertowncouncil.gov.uk](mailto:townclerk@leominstertowncouncil.gov.uk) in advance for the meeting password.

Julie Debbage  
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.



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**5. MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 14<sup>th</sup> September 2020.

**6. CLERK'S REPORT**

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

**7. COMMITTEE UPDATE REPORT**

Please see the attached report for consideration.

**8. 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".

**9. DATE OF NEXT MEETING**

The next meeting will be held on Monday 11<sup>th</sup> January 2021 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 14<sup>th</sup> September 2020 19.00 hours remotely via Zoom.

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**MEMBERS PRESENT:** Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies (19.05), Murdoch, Norman, Rumsey, Sutcliffe, Thomas.

**OFFICERS PRESENT:** Town Clerk and the Environmental Services Supervisor.

**ES21/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**ES22/20 DECLARATIONS OF INTEREST**

Cllr. Murdoch – Allotments

Cllr. Sutcliffe – Farmers Market

**ES23/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**ES24/20 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. No issues were raised.

**ES25/20 MINUTES OF PREVIOUS MEETING**

Cllr. Thomas asked if Cllr. Harrington had been contacted regarding the verge pilot and it was stated that the clerk would contact Balfour Beatty with regards to this matter as the end of Summer cut had only just taken place.

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 20<sup>th</sup> July 2020 be agreed and signed as a correct record as soon as the social distancing guidelines are relaxed further and normal meetings resume at 11 Corn Square.

**ES26/20 CLERK'S REPORT**

- The clerk reported that she had received notification that day regarding Leominster War Memorial from Historic England. It has been added to the List of Buildings of Special Architectural or Historic Interest. The building is now listed at Grade II. A report can be found on the following link:  
<http://services.historicengland.org.uk/webfiles/GetFiles.aspx?av=DD26B0C-0CFC-4E0D-905F-2CCA6A92DB6D&cn=FFF4ECF8-1C47-4B8A-9A06-851977BD5958>
- There has been a request from CCTV office for the ivy to be removed from the Pine Trees on Etnam Street car park to improve vision. It was **RESOLVED** that the Environmental Services Supervisor should assess and action removal from the base of the trees.



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

- Trees were felled in a garden at the rear of Broad Street today as a result of the planning application lapsing. Cllr. Thomas proposed and Cllr. Norman seconded the proposal and it was **RESOLVED** that a formal complaint should be sent to the Leader of Herefordshire Council.

#### ES27/20 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they **RESOLVED:**

- To note the report;
- To investigate options to move the CCTV post, rather than remove/prune the Birch tree that is obstructing the view from the CCTV camera on The Grange.
- To agree a budget for tree maintenance to carry out a number of tree works each year.

#### ES28/20 GROUNDS TEAM UPDATE

Committee considered the report and **RESOLVED:**

- To note the report;
- To appoint Future Arbor Ltd to carry out a tree survey of Town Council open spaces as soon as possible. This was proposed by Cllr. Thomas and seconded by Cllr. Bartlett.
- To accept the 100 trees offered by the Environment Agency and heal them in at the allotment site. Suggestions for planting sites included the cemetery extension, the Enterprise Park and possibly sites associated with the NFU flood management scheme, subject to approval.
- To purchase 2 x 1kg bags of Restore and Enrich wild flower seed mixture by Boston Seeds to use in the verge trial areas at a cost of £196 and 1 x 1kg bag of Bees & Wild Flower mixture at a cost of £125 for the extended wild flower meadow on Ginhall Green to help tackle the decline in bees, butterflies and insect pollinators.
- To purchase 300 wildflower plugs to plant into the verges and wildflower meadow in the Spring at a cost of £185. The purchase of seeds and plugs was proposed by Cllr. Smith-Winnard, seconded by Cllr. Davies and unanimously voted for.
- To purchase a Greenmech Arborist 150 Wood Chipper at a cost of £14,125 + VAT (including operator and service training and the first service) to allow the Environmental Team to chip brash/branches on site saving time and the cost of fuel removing waste brash/branches to the allotment site for storage. There is now no storage facility for green waste on site at the allotments, so all green waste would have had to be disposed of privately at added cost to the town council. This was proposed by Cllr. Thomas, seconded by Cllr. Sutcliffe and unanimously agreed.



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

#### **ES29/20 CONFIDENTIAL ITEMS**

**(a) Ginhall Green Easement** – The Land Agent and the Town Council Solicitor are currently dealing with the developer on this matter.

#### **ES30/20 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 16<sup>th</sup> November 2020 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at        hours.

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**CHAIR:**

\_\_\_\_\_  
**DATE:**



## Environment & Services Committee

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<b>Date:</b>	<b>10<sup>th</sup> November 2020</b>
<b>Title:</b>	<b>Committee Update Report</b>
<b>Purpose of the Report:</b>	<b>To provide Members with an update relating to the responsibilities of the Environment &amp; Services Committee, to identify further actions and outline any decisions required.</b>
<b>Contact Officer:</b>	<b>Julie Debbage</b>

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### 1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To review the Environment Agency footage of soil pollution in Herefordshire's rivers.

### 2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces and play areas in Leominster.
- 2.2 Herefordshire Council no longer provides funding for Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force and carry out a small range of Lengthsman duties in-house.
- 2.3 Herefordshire Council have introduced a new initiative where funding can be obtained for parishes that have continued funding the Lengthsman Scheme, to carry out works to improve highway drainage on C & U roads.
- 2.4 This report provides background information for the Committee to consider on new and existing projects, updates members on progress to date and identifies any further actions that may be required.

### 3. FOOTPATH MAINTENANCE

- 3.1 Works to clear PROW's continues with hedges being cut throughout the next 4 months. The clerk will liaise with the footpath officer over any issues that may arise.

### 4 COMMITTEE MATTERS

#### *Allotments*

- 4.1 The drainage contractor has repaired the pipe and the area affected has now dried out.

Invoices have been sent out and the majority have been paid by either setting up BACS or by contactless payment through the Tourist Information.

There are currently 6 vacant plots and 19 people on the waiting list. We are about to put numbered signage on the vacant plots so that potential plot holders can visit when lockdown ends and choose a plot.

The compost area is nearly clear and we hope arrange for a contractor to scrape the area flat.

The perimeter hedge has been topped and sided with a tractor and flail with the inner side being finished by the Environmental Team.

**4.2 Verges/Wildflower Meadow**

The verge sites have now been cut and raked. The wildflower seed and wildflower plugs have been ordered. The seeds will be delivered this week and the plugs will be delivered in March 2021.

**4.3 Lengthsman Drainage Scheme**

Ditching work has commenced on Tickbridge Lane and Widgeon Hill as set out in the annual maintenance plan submitted to Balfour Beatty. The first invoice will be submitted to Herefordshire Council for payment at the end of this month.

**4.4 Depot**

The Environmental Team have moved into the Depot and there is just the final items to be cleared from the garage at Corn Square. Fire Safety work is complete and the Roller Shutter Door has been inspected and the annual certificate has been issued.

**4.5 Chipper**

This has now been ordered but will not be received until the end of January 2021 as the factory furloughed the staff in the first lockdown but are now working again to clear the backlog. Greenmech have offered to supply and deliver a demonstrator for two weeks, free of charge, so that the team can commence hedge cutting.

**4.6 Trees**

The Tree Survey for our public open spaces has been carried out and minor works have been identified. This will be discussed with the team over the next few weeks and an action plan will be drawn up.

An update will be provided at the meeting by Cllr. Herschy following a Zoom meeting with the Herefordshire Tree Officer and the Environmental Manager from Herefordshire Council.

**4.7 Funding for Bins and Benches in the Town Centre**

Balfour Beatty have contacted the clerk regarding funding to replace bins and benches in the town centre. This will not cover new sites, only where there are existing bins and benches. Ten bins have been identified for replacement and 4 benches. An update will be provided when a response has been received.

**4.8 Formal Complaint to Herefordshire Council**

A formal complaint was sent to Herefordshire Council regarding the removal of ? trees from a garden at the rear of Broad Street. A response has been received and an update will be provided at the meeting.

4.9 ***Pollution of Herefordshire's Rivers with soil run off***

The Environment Agency have highlighted the issue of soil run off from agricultural activities creating problems in Herefordshire's rivers. A query has been raised with Balfour Beatty/Herefordshire Council and an update will be provided at the meeting.

<https://www.facebook.com/bbcherefordandworcester/videos/soil-pollution-damaging-herefordshires-rivers/350871702808295/>

5.0 ***Environmental Services Supervisor***

Since the last meeting, the Environmental Supervisor has been successful in gaining another position and, following a period of notice, left on 30<sup>th</sup> October 2020. Recruitment for the position will commence after Christmas.