



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Tuesday 22<sup>nd</sup> May 2017

To: All Members of the Environment & Services Committee:  
Councillors Bartlett, Burke, Davies, Lacey, Herschy, Marsh, Norman, A  
Pendleton R Pendleton, Preece and Thomas.  
(Copies to other Councillors for information)

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Environment & Services Committee** to be held on **Monday 22<sup>nd</sup> May 2017** 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 13<sup>th</sup> March 2017.

**8. CLERK'S REPORT**

To receive the Clerk's Report.

**9. COMMITTEE UPDATE REPORT**

Please see the attached report for consideration. This includes an update on Leominster in Bloom

**10. 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".

**(b) Public Convenience Update Report** – A verbal update will be provided at the meeting.

**11. DATE OF NEXT MEETING**

The next meeting will be held on Monday 10<sup>th</sup> July 2017 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 13<sup>th</sup> March 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

**OFFICERS PRESENT:** Town Clerk, Market Officer and Environmental Supervisor.

### **ES50/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Rumsey.

### **ES51/16 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

### **ES52/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **ES53/16 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **ES54/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 16<sup>th</sup> January 2017 be agreed and signed as a correct record, subject to the agreed amendment.

### **ES55/16 CLERK'S REPORT**

The Clerk had nothing to report.

### **ES56/16 FRIDAY MARKET**

The Market report was presented updating Members on the operation of the Leominster Market. Following discussion it was **RESOLVED**:

- That the report be noted;
- That income from 20<sup>th</sup> January to 10<sup>th</sup> March 2017 of £2,174.00 be noted;
- That the year to date income of £17,182, £1,358.50 less than the same period the previous year, be noted. A loss of casual traders had created the shortfall;
- To note that a letter to all traders to take away and dispose of their rubbish had been distributed.

It was confirmed that the May Fair was the direct responsibility of Herefordshire Council. Further requests to transfer the Leominster Market Charter to the Town Council had been submitted and this was currently

under discussion. It was noted that the Market would take place in the Etnam Street car park during the May Fair.

**ES57/16 LEOMINSTER IN BLOOM**

Committee received the verbal Leominster in Bloom report and **NOTED** the following:

- That the Environmental Supervisor would be involved in helping to develop the Judges Route for the 2017 entry;
- In order to try to achieve a Gold this year Cllr Angela Pendleton had been requested to provide advice;
- The Judges would be hosted at 11 Corn Square, Leominster.

**ES58/16 COMMITTEE UPDATE REPORT**

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

- That the report be noted;
- To note that four quotations were requested to refurbish the War Memorial. Two quotations from William Protheroe Ltd and Independent Memorial Inspections had been received;
- That the quotation from William Protheroe Ltd amounting to £4,540.25 + VAT to refurbish the Leominster War Memorial be accepted;
- That a grant application be submitted to the War Memorials Trust to help meet the costs;
- That agreement in principle to allocate an allotment to the Addaction Group to help with its work supporting adults, children, young adults and older people to make positive behavioral changes be approved.

**ES59/16 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.

**(a) Play Area Tender Proposals** – Committee considered the Play Area Proposals Tender document in detail and, following discussion, it was **RESOLVED**:

- That the tender document be adopted subject to the agreed amendments;
- That the Tender document be sent to appropriate play companies;
- That the Task and Finish Group be given delegated authority to consider the proposals received, shortlist three companies and carry out interviews prior to making a recommendation to Full Council for consideration at its meeting to be held on 15<sup>th</sup> May 2017;
- That the contract be awarded by Full Council at its meeting to be held on Monday 15<sup>th</sup> May 2017;

- That a public consultation be undertaken from 27<sup>th</sup> May to 10<sup>th</sup> June 2017 on proposals.
- (b) Public Convenience Update Report** – Committee received an update regarding the proposals to refurbish the public conveniences. Quotations were still awaited from Healthmatic for the refurbishment of the conveniences at The Grange, Central Car Park and Westbury Street Bus Station. These would be presented to the Committee in due course when a decision would be made.

It was noted that the Westbury Street public conveniences and kiosk asset transfer had not yet been completed.

**ES60/16 DATE OF NEXT MEETING**

Committee noted that the next meeting will be held on Monday 22<sup>nd</sup> May 2017 at 19:00hrs. Venue would be confirmed.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8.30pm.

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**CHAIR:**

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



## Environment & Services Committee

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**Date:** 17<sup>th</sup> May 2017

**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

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### 1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To appoint a Byelaw Task & Finish Group;
- 1.3 To appoint a Community Asset/S106 Task & Finish Group.

### 2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster which have been asset transferred from Herefordshire Council to the Town Council.
- 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. In 2017/18 the funding for the Lengthsman Scheme has been significantly reduced although the P3 scheme retains its current level of funding with some additional funding provided 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 regular bi-monthly meeting with the P3 Footpath Walkers will be held on Monday 22<sup>nd</sup> May 2017 at 5pm in the Council Offices, 11 Corn Square.
- 3.2 The following P3 works have been carried out during April 2017:

- Strimming of overhanging vegetation back to wooden rails, lightly trimming of hedge protruding over the footpath and blowing off debris/rubbish leading from the Booth Memorial Garden to Paradise Court on footpath ZC141

3.3 The following Lengthsman works have been carried out during January and February 2017:

- Chipping of rubbish left by volunteers pruning of trees in Millennium Green. Works carried out: 1st March. Plus hire of chipper;
- Chipping of rubbish left by volunteers pruning of trees in Millennium Green. Works carried out: 7th March. Plus hire of chipper;
- Tarmacing around barriers at the Grange. Works carried out: 20th March
- Planting of trees in Etnam Street. Works carried out: 23rd March
- Continuation of digging out and restoning of pathway down to the Play Area and widening of section of pathway back to original width at top end of Godiva Road on Linear Park. Works carried out: 28th & 29th March
- Supply of scalplings - 16 tonne
- Hire of equipment - mini digger, high-tip dumper truck and heavy duty roller including fuel

#### **4. ENVIRONMENTAL UPDATE**

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

- I have attended a War Memorial condition surveying course at the Town Hall, Hereford with Civic Voice and intend to survey the memorials on The Grange and apply for a grant from The War Memorials Trust.
- Work to tarmac around the new bollards has been completed and a removal/replacement procedure has been written. Grange Court will be given a key and spares kept at 11 Corn Square.
- The yellow slide has been removed from The Grange park following vandalism and an accident. This was reported to the Police at the time.
- Following issues with the lighting in The Grange toilets, two new LED lighting strips have been installed, which cost less to run and improve the light levels considerably.
- The Priory – I have received two quotes and I am just waiting for a third, for work to the trees in the Priory Churchyard. Permission to carry out works has been received from Herefordshire Council.
- The Environmental Team have finished erecting the fence in the Tranquillity Garden and work will carry on to improve the area further with The Grangers.
- The play equipment at Ginhall Green has had the paint refreshed. The paths have now been scraped or repaired and sprayed along with the edges and weeds on the play areas.
- The orchard at Ginhall Green has now been pruned following training given voluntarily by a retired Orchard Manager.
- Four of our new litter bins will be installed this week in The Grange by the Lengthsman. These will replace the old cast iron ones with broken doors. The other four bins will be sited on Ginhall Green and I am currently

working on a plan to respace them and remove some of the red bins where they are sited next to a black bin. I hope to re-site a red bin in the allotments and one at the end of the cycle path along Barons Cross Road subject to permission from Balfour Beatty.

- I have a spare green bin at the depot, which I am arranging to be installed next to the bench at the top of Ryelands Road by Balfour Beatty.
- I have organised for the Safer Neighbourhood Team to carry out a property marking event at the allotments on 20<sup>th</sup> May 2017 10am-12noon. This is open to the whole community.
- We currently have 11 allotments vacant but will be showing several potential plot holders around at the property marking event.
- Sydonia has now been sprayed in the borders and around the park to ease maintenance. Replacement parts are on order for the toddler swings. These will be re-used on The Grange toddler swings when Sydonia is developed.
- A Monkey Puzzle tree that was anonymously planted near the children's play area has been removed for safety reasons.
- A request has been made to the Police for Matak CCTV for Sydonia as the development begins and also after disturbing racist graffiti has been found on the skatepark.
- Weed spraying continues in the town centre.
- We have been working with Leominster in Bloom, to remove their compost waste and put it into the composter on the allotments.
- Two new beehive planters have been purchased and sited at the bottom of Broad Street to replace the rusted iron planters.
- Street furniture continues to be refreshed with black Hammerite.
- I attended the Heart of England in Bloom Seminar in Malvern with a representative of Leominster in Bloom and had the opportunity to meet the judges.
- This year the Town Council Offices will be the venue for Leominster in Bloom judging on 14<sup>th</sup> July from 9am. I have been involved in the planning of the route, which concentrates on staying in the town centre and meeting lots of Community Groups.
- The water tank has been reinstated on our vehicle ready for filling the reservoirs on the planters.
- With the help of Cllr. Rosser, I have collected timber from the Bingo Hall Beech and have it stored in the depot. A craftsman is being sought to carve the timber into mementos.
- Two mature Ginko trees have been planted on Etnam Street and a further quote to carry out work to plant two more is being sought.

## **5. ADDITIONAL MATTERS**

### *Byelaws*

- 5.1 A new Byelaw Task & Finish Group needs to be appointed to develop the Model Draft byelaws. Initial byelaws have now been drafted and these need to be considered by the Task & Finish Group at its earliest convenience. It is suggested that a meeting be arranged at 6pm on Monday 5<sup>th</sup> June 2017 prior to the main Planning & Highways meeting.

*Community Asset/S106 Wish List*

- 5.2 The Hop Pole public house has been turned down as it did not meet the criteria set down by law. Further information is being sought.
- 5.3 There are a further five premises currently being considered for inclusion on this list.
- 5.4 A Community Assets/S106 Task & Finish Group needs to be appointed to begin developing a full list of community assets.
- 5.5 It is suggested that this Group considers meeting on Monday 12<sup>th</sup> June 2017 at 6pm prior to the inaugural meeting of the Communications & Events Committee.

*Sydonia Play Area*

- 5.6 HAGS/SMP has been appointed to develop the Sydonia Play Area. Initial contact has been made and a full report will be presented to Committee at the meeting.

*Play Area, Ropewalk Avenue*

- 5.7 A further update will be provided at the meeting following on from the Full Council meeting held on Monday 15<sup>th</sup> May 2017 when it was resolved to request the asset transfer of this play area.

*Allotment Update*

- 5.8 Allotment demands have been sent out and an update on allotment plot vacancies will be provided at the meeting. Regular inspections are being carried out and plans for the annual competition are being developed.

*Public Conveniences*

- 5.9 Confirmation is still awaited regarding the formal asset transfer of the Westbury Street (Bus Station) conveniences. An update will be provided at the meeting.
- 5.10 With regard to the upgrading of Central and Grange Public Conveniences this has been put on hold until the sale of 17 West Street has been completed. A verbal update on progress will be provided at the meeting if available.

*Verdun Memorial Tree*

- 5.11 A request for a seedling from the Verdun War Memorial Oak Tree has been received. The Town Council does not currently have any saplings from the tree but plans are being put in place to nurture a number of saplings over the winter period.