



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 13th November 2018

To: All Members of the Environment & Services Committee:
Councillors Norman (Chair), Herschy (Vice Chair), Bartlett, Davies, Mr P
Davies, Lacey, Marsh, Murdoch, Sutcliffe and Thomas. (One vacancy)
(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 19th November 2018 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 17th September 2018.



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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. GRANGE OPEN SPACE MASTERPLAN TENDERS

Please see the attached Tenders received for consideration. (separate attachments)

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 21st January 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 17th September 2018 commencing at 19:25 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Norman (Chair), Herschy (Vice-Chair), Bartlett, Mr P Davies, Marsh and Sutcliffe.

OFFICER PRESENT: Town Clerk and the Environmental Supervisor.

Prior to the commencement of the meeting a presentation was received from Binit Ltd regarding the Waste Survey that was being undertaken. The presentation included options to put the scheme into operation were noted and an initial implementation date of 1st January 2019 was agreed.

Cllr Mr P Davies was formally appointed on to the Committee.

ES23/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (illness), Lacey (holiday) and Thomas (holiday).

ES24/18 DECLARATIONS OF INTEREST

There were no declarations of interest made.

ES25/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

ES26/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES27/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 16th July 2018 be agreed and signed as a correct record.

ES28/18 CLERK'S REPORT

Committee noted the following items brought to its attention:

- The Parish Summit organised by Herefordshire Council would be held on Wednesday 17th October 2018 commencing at 6.30pm at Shire Hall;
- The Parish Footpath Officers briefing notes were now available. Hard copies should be requested from the Office;
- Information on the Herefordshire Walking Festival, which runs from 15th to 23rd June 2019 were noted;
- Additional information regarding the Herefordshire Public Green Spaces Community Grant Scheme 2018/19 were noted.

ES29/18 DRAFT GRANGE OPEN SPACE REQUEST FOR QUOTE

Members were provided with a draft Request for Quote document for review. A brief overview on the development of the project was provided, which included initial consideration by Council in November 2016 and subsequent requests for quotations from play companies.

The following amendments were agreed:

- Under the Desk Review to include historical and archaeological assessments of the site and to undertake an initial assessment of funding options available;
- Under Site Appraisal & Audit to include historical and archaeological assessments of the site and to amend the wording relating to income generation;
- Under the second consultation to include the Priory and Grange Court as consultation venues;
- To amend the estimated total value of the contract to invite quotations within a range of between £5,000 and £10,000;
- To request suppliers to indicate whether they have undertaken a similar exercise in the local area;
- To request suppliers to indicate how successful they have been in attracting external funding and outline their achievements;
- To ensure that the consultation process connected with as many local organisations as possible.

Following consideration, it was proposed by Cllr Sutcliffe, seconded by Cllr Marsh and **RESOLVED:**

- To amend the document as agreed;
- To request Full Council to allocate up to £10,000 from the Town Council's balances to fund the Masterplan consultation and report;
- To invite suitable suppliers to provide a quotation.

ES30/18 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 submit a request to Ordnance Survey to include all the green open spaces in Leominster outlined in the Leominster Area Neighbourhood Plan;
- To note that access to the proposed depot had been delayed but would be addressed in the next week;
- To note that an additional list of P3 and Lengthsman duties was being compiled. It would include the filling in of a number of potholes;
- To ensure that the Broad Street toilets were actually open and available for use 24 hours a day, prior to putting notices on the Grange and Central car park toilets regarding alternative public conveniences available in the town;
- To note that the new part time environmental operative would commence work on a six month contract on Tuesday 18th September 2018.

It was proposed by Cllr Norman, seconded by Cllr Herschy and **RESOLVED** to recommend to Full Council that the Business Waste Recycling scheme as outlined in the presentation be implemented. The cost to the Town Council would be operational only.

ES31/18 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.

- (a) **Sydonia Update** – Committee noted that no response had been received from HACS regarding the concerns raised regarding the installation of the play area.

ES31/18 DATE OF NEXT MEETING

Committee noted that the next Committee meeting would be held on Monday 19th November 2018 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 9:05pm.

CHAIR:

DATE:

LEOMINSTER TOWN COUNCIL

ENVIRONMENTAL REPORT – NOVEMBER 2018

1. RECOMMENDATION

1.1 That the report be noted;

1.2 To consider recommending one of the options regarding additional safer surfacing at Sydonia (items d, e and f)

2. MAIN REPORT

- (a) The Environmental Team has welcomed a new member of staff, Hannah Mason, who joined us at the end of September. Hannah has a wealth of experience and has fitted into our small team very quickly.
- (b) Sydonia – HAGS contractors have now completed the work on the snagging list including tarmacking the path and re-laying the safety surfacing. The zipwire requires attention and this is covered under guarantee. A call out has been requested.
- (c) The painting of the multiplay unit is ongoing. This has been hindered by wet weather and other commitments.
- (d) Three quotations to provide a safer surface beneath the unit have been received. They are as follows:
- RTC Safety Surfaces Ltd. £3,108.00 + VAT Black £4213.00 + VAT Colour Wetpour
 - Redlynch £3,672 + VAT Black Wetpour
 - HAGS £4,794.67 + VAT Eco Mulch Black
- (e) A second option would be to break out the base in-house. Estimated costs are as follows:-
- Safety Fence Hire £90
 - Skip hire £450
 - Topsoil 10 tonnes £800
 - Breaker hire x 2 £120
 - Terram Safety Surfacing for 80m2 £ awaiting quote
 - Environmental Team 90 hours (3x4Days) £900
 - Building contractor 2 days £260
 - Grass seed 5kg £30
 - **Total = £2,650 + safety surfacing**
- (f) A final alternative option would be to cover over and mound to correct depth using topsoil, incorporating Terram and re-seeding. Please see RoSPA sheet available.
- Safety fence hire £90

- Topsoil 12 tonnes £960
 - Terram safety surface £ awaiting quote
 - Grass seed 5kg £30
 - Environmental Team 30 hours (2x2Days) £300
 - **Total = £1,380 + safety surfacing**
- (g) Hedge cutting is now complete on Sydonia, the front gates on Caswell terrace are to be repainted and the benches from Herefordshire Council installed as a Winter project.
- (h) There has been some interest in setting up a 'Friends of Sydonia' Group.
- (i) Verge cutting is now complete for the year. Thank you to DC Garden Services for carrying out a high standard of work.
- (j) Pinsley Mead has been cleared underneath the apple trees and two fallen trees cleared to the back to provide a haven for insects and wildlife.
- (k) The toilets continue to be cleaned and checked by the Environmental Team, with the Town Council Office Cleaner covering the weekends. Only one quote has been submitted by Minster Cleaning. See separate sheet. Balfour Beatty, Clearview and Mavis Russell have all declined to quote and I have enquired about several independent cleaners in the town but there isn't any interest.
- (l) I attended the Heart of England in Bloom Awards with two members of LIB and pleased to say that Leominster got a Gold Award and among areas of achievement noted – 'Very colourful Town Hall planters' and 'spotless Town Centre'. I also attended the 'It's Your Neighbourhood Awards' at Acocks Green and pleased to say that the Sydonia Project was awarded a Silver Award. A great start to the regeneration of the park.
- (m) The Town Council and Leominster Allotment Association hosted the 2018 Allotment Awards and Harvest Supper at Grange Court. Approximately 40 people attended and brought home grown, home cooked sweet and savoury food. The Mayor, Cllr. Bartlett attended and three awards were presented followed by two quizzes and a raffle. A good evening was had by all.
- (n) The allotment hedge has been cut and the final mow of the year has been carried out. The water is now turned off and the access gates closed to prevent the grass being damaged. A memorial bench has been purchased in memory of John Moss, who has volunteered in the orchards and open spaces over the years and sadly passed away earlier this year. Work to dismantle the compost bin will recommence shortly. There are currently only 4 half plots available. Reported sightings of rats have now ceased and the contractor has reported a lack of activity.
- (o) The War Memorial Trust approved the grant and the work has been carried out by Independent Memorial Inspection including steam cleaning, re-enamelling and re-gilding. The angel has been treated with Smartwater and waxed to prevent the metal staining the plinth again in line with the WMT

method statement. The slabs have been made safe and the whole area tidied by the team and planted by Philpotts ready for the Remembrance Day Parade. The work has been publicised via our Events Officer and through the Herefordshire Council press release leading to a request to provide information to Ledbury Town Council about the funding of the work. The team will be supporting the event on the day.

- (p) The Town Council have taken part in publicity to support the Herefordshire Council 'Bag it and Bin It' dog fouling campaign. The Mayor, Councillors, Herefordshire Council Staff myself and local dog walkers joined for publicity photographs and to be presented with the new signage.
- (q) The Environmental Team will be supporting the Small Business Bus Wednesday Event, Small Business Saturday Market, the Christmas Light Switch On and Narnia Event and the Victorian Street Market with extra street cleaning and erection of market stalls/barriers and signage.
- (r) Team Leominster meetings are up and running and I will be visiting the Team Hereford Meeting to ensure that we get the most out of this initiative. I will also be making a short visit to the Herefordshire Council CCTV office to see if anything can be done to improve visibility around The Grange.
- (s) Following the end of the verge cutting season, I will be checking the PROW's to ensure that the P3 funding is used up effectively over the Winter before it finishes at the end of March 2019.
- (t) First Aid training has been attended by Town Council staff including Environmental Team Members and Fire Training is booked for later in November as has the Ellis Whittam Health and Safety Inspection.
- (u) Three members of the Environmental Team attended the SALTEX 2018 Exhibition on 1st November. This was very informative for us to look at machinery, street furniture, grounds maintenance and training options.
- (v) Tree planting has been planned to replace dead trees in the Nutgrove at Sydonia in National Tree Week. Also, James Bissett, from Herefordshire Council, has kindly offered to carry out some fruit tree pruning training in the Community Orchard at Ginhall Green on 30th November at 2pm. All welcome.

Julie Debbage, Environmental Supervisor, Leominster Town Council



Environment & Services Committee

Date: 13th November 2018

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 The following P3 works have been carried out in September and October 2018, alongside general footpath maintenance undertaken by the Environmental Team:

September 2018

- Cutting of vegetation overhanging footpath at The Rugg on ZC156;
- Strimming of footpath leading from Sydonia to Caswell Crescent ZC97;
- Strimming of footpath leading from car park at the Skateboard Park behind Battlebridge Close leading to John Able Close ZC97b (part);
- Strimming of footpath on Industrial Estate leading from Border Scaffolding to Silurian Close ZC100 (part);
- Strimming of footpath leading from Silurian Close and running behind Caradoc Drive around the edge of Earl Mortimer Playing Field ZC102;

- trimming and cutting back of overhanging vegetation from footpath running along the river from white metal bridge past B&Q to Booth Memorial Garden on ZC141;
- Strimming of footpath leading from main road and behind Dales Factory ZC143 @ 499506;
- Cutting up of large Ash tree which had fallen over footpath and removal from site off Oldfields Close on ZC5.

3.2 The following Lengthsman works has been carried out in September and October 2018.

- Meeting with Julie Debbage to looking at various works;
- Cutting up of large fallen branch and cutting up of larger leaning branch to make safe at back of Priory Church, to include chipping of rubbish on site.

4 ADDITIONAL MATTERS

Open Spaces Maintenance Update

- 4.1 Discussion continue regarding the Bridge Street Depot and an update will be provided at the meeting.
- 4.2 An application was submitted to the Robert Owen Academy following notification that it was disposing of assets as the result of closure. Unfortunately this was unsuccessful.
- 4.3 An application to the Herefordshire Council Open Spaces fund is currently being developed to help fund purchase of new equipment and discussions are taking place with Leominster Football Club regarding the possible sharing of equipment.

Sydonia Update

- 4.4 The issues identified regarding the installation of the new play area by HAGS have been addressed and resolved. The outstanding invoice has now been paid. Among the improvements was the installation of a tarmac footpath and additional topsoil introduced into the play area.

Public Conveniences

- 4.5 Subject to the outcome of the PWLB loan application a project implementation timetable will be drawn up to refurbish the Central Car Park Toilets. There have been a number of issues experienced recently at this location and advice is being sought from the Police regarding safety measures that could be incorporated as part of the refurbishment programme.
- 4.6 Short term cover has been put in place to clean the public conveniences. Unfortunately, the Council has not been successful in attracting a competitive quotation to clean the conveniences seven days a week.
- 4.7 Efforts are still being made to identify and appoint a contractor but in the meantime the current cover will be maintained.

Waste Recycling

- 4.8 Work continues regarding the implementation of the recycling waste initiative. A full report will be provided by Binit at the Full Council meeting on 26th November 2018.

Leominster in Bloom

- 4.9 Details of the Leominster in Bloom marking sheets have been received for both the main competition and the Sydonia Park entry. An electronic copy has been supplied to each Member.