



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 10th September 2019

To: All Members of the Environment & Services Committee:
Councillors Herschy (Chair), Murdoch (Vice-Chair), Bartlett, Davies, Norman,
Rumsey, Smith-Winnard, Sutcliffe, Thomas and Williamson. (1 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 16th September 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. GRANGE OPEN SPACE MASTER PLAN

To receive a presentation from Red Kite following the completion of the initial Grange Open Space Master Plan and consultation project. Daisy Haywood, Landscape Architect CMLI, will be in attendance.

5. 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

6. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 15th July 2019.

7. CLERK'S REPORT

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

8. VERGE REPORT

Please see the attached report for consideration.

9. OPEN SPACES HIRE FORM

To review the current Hire Form for the open spaces that the Town Council is responsible for. Copies of the existing a revised forms are attached.

10. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

11. GROUNDS TEAM UPDATE

Please see the attached report for consideration.

12. 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".

At the time of publication there were no confidential matters to consider.

13. DATE OF NEXT MEETING

The next meeting will be held on Monday 18th November 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 15th July 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Herschy (Chair), Murdoch (Vice-Chair), Bartlett, Davies, Smith-Winnard, Sutcliffe, Thomas and Williamson.

OFFICER PRESENT: Town Clerk.

ES12/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Norman and Rumsey.

ES13/19 DECLARATIONS OF INTEREST

There were no declaration of interest made.

ES14/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES15/19 QUESTIONS FROM THE PUBLIC

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

ES16/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 20th May 2019 be agreed and signed as a correct record.

ES17/19 CLERK'S REPORT

The following Clerk's report was noted:

- (b) **The Grange Consultation** – Committee noted that a booklet had been produced for the stage 2 consultation which will continue up to Friday 2nd August 2019. Drop in sessions were scheduled to take place on Leominster Market on Friday 19th July from 9am to 1pm and at the Grange playground on Saturday 20th July 2019 from 1pm to 5pm. Councillors were asked whether they would be able to volunteer for the consultation on Saturday 20th July.
- (c) **New Mower** – Committee noted that the new Ransomes HR-300 mower had now been purchased and included on the Town Council's insurance policy.
- (d) **New Unit** – Committee noted that a visit to Unit 7, Croft Business Park, was being arranged. Once a date had been confirmed Councillors would be invited to attend the visit.

It was noted that a Ward Member meeting was to be held to discuss the potential of Herefordshire Council providing a depot for the Grounds Team. An update would be provided following that meeting.

- (e) **Binit Update** – Committee noted that a full update would be provided to Council by Binit Ltd at the Full Council meeting on 29th July 2019. There appeared to be some confusion in the town regarding the pricing structure.
- (f) **Legionella Training** – Committee considered the proposal to undertake Legionella training for three staff members at a cost of £450 + VAT. Following discussion, it was **RESOLVED** to defer a decision on training until further investigate on alternative training options, including internet courses, had been undertaken.
- (g) **Leominster in Bloom** – Committee noted the letter of thanks that had been received from the Leominster in Bloom Chair.

ES18/19 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.

Committee agreed to support the proposal to become a water refill Council. The matter would be considered at the Full Council meeting on 29th July 2019.

Committee noted that a full update on the waste recycling initiative being rolled out would be provided to Full Council. It was agreed to request clarification of the pricing structure.

Committee **RESOLVED** to identify areas under Town Council management to designate as areas to encourage wildlife. A full review of the areas proposed would be carried out and a revised management and mowing programme would be developed, agreed and implemented for the 2020/21 season.

It was noted that the Environment Agency was seeking land to plant additional trees following the work undertaken along the Kenwater, which had resulted in a number of trees having to be removed.

It was agreed to request further information from Leominster in Bloom and carry out an assessment following the provision of cigarette bins at the bus station.

It was agreed to request an update on the timescale to upgrade the CCTV system in town prior to making a decision on whether to relocate the benches outside Grange Court. A number of concerns had been raised regarding misuse of the area.

Committee noted that the Harvest Supper would be taking place on 4th October 2019 at Grange Court. The event was hosted by the Town Council and annual allotment awards would be presented.

Committee noted that Cllr Murdoch wished to step down as Vice Chair of the Committee as she was now Chair of the Finance & General Purposes Committee.

Following consideration, Cllr Smith-Winnard was proposed, seconded and formally appointed as Vice Chair of the Committee.

ES19/19 GROUNDS TEAM UPDATE

Committee considered and received the report presented at the meeting from the Grounds & Environmental Supervisor.

Following discussion, Committee **RESOLVED** to undertake research to enable Leominster Town Council to discontinue with spraying in 2020/21.

It was noted that maintenance work was required on footpaths ZC100 and ZC101 from Laundry Lane to Southern Avenue.

ES20/19 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider

ES21/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 16th September 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 8:36pm.

CHAIR:

DATE:



Environment & Services Committee

Date: 10th September 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;
- 1.2 To consider making decisions related to items 4.3, 4.9 & 4.10.

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 not confirmed whether there will be any funding for either the Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force in the short term.
- 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. FOOTPATH MAINTENANCE

- 3.1 A programme of footpath maintenance has been drawn up and will be delivered as part of the Grounds & Environmental Team's responsibilities. Delivery will be subject to the capacity of the team.
- 3.2 Works to clear footpaths have been undertaken throughout the Parish during the summer with further works scheduled for the winter. This will include clearing, strimming and hedge cutting.

4 COMMITTEE MATTERS

Tree Planting Proposal

- 4.1 It has been suggested that as part of its commitment to the Tree Charter, Leominster Town Council plants some trees on 30th November 2019.

- 4.2 A site or sites need to be identified along with suitable tree species. It is suggested that the proposal be developed with Leominster in Bloom and should try to include local businesses and schools.
- 4.3 Some funding will be required and it is suggested that initial costs to purchase trees be taken from the Council's In Bloom budget.

Public Conveniences

- 4.4 Work on the Central and Grange Toilets is currently being undertaken. The pipework at the Grange toilets has had to be replaced and two new boilers have been purchased to replace the existing ones which were identified as unsafe.

Waste Recycling

- 4.5 This initiative has now commenced and seems to be operating well. Clarification has been provided to local businesses and it is hoped that a full report will be provided as soon as possible from Binit Ltd. The summer period has delayed a full assessment being carried out.

Leominster in Bloom

- 4.6 As Committee will be aware, Leominster in Bloom won another Gold award this year. The judges comments have been received and sent to Members for information. It outlines areas of achievement and areas for improvement. The Town Council will support the Committee in achieving improvements over the next few months.

Cigarette Bins at the Bus Station

- 4.7 This matter has been addressed. The bins will remain in place and are being emptied on a regular basis by the Environmental Team. There is also reference to the bins in the Leominster in Bloom report.

Allotments

- 4.8 Balfour Beatty has attended site to assess the water lea which is affecting a number of plots. An update will be provided at the meeting.

Depot

- 4.9 A report was submitted to the Finance & General Purposes Committee at its meeting on 2nd September 2019. It was agreed to move forward with trying to secure this unit. A visit is being arranged for members who wish to view the depot. A final report will be presented to Full Council at its meeting to be held on 30th September 2019.

Response to Climate Emergency

- 4.10 Leominster Town Council needs to develop a response to what it will do to address the climate emergency it declared earlier in the year. It is suggested that this is a large piece of work to have any meaning and needs to be taken forward.