



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Tuesday 8<sup>th</sup> November 2016

To: All Members of the Environment & Services Committee:  
Councillors Bartlett (Chair), Lacey (Vice-Chair), A Pendleton, Davies, Evans,  
Marsh, Mifflin, Norman, R Pendleton 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 14<sup>th</sup> November 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

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 12<sup>th</sup> September 2016 (**attached**).
- 6. CLERK'S REPORT**  
To receive the Clerk's Report.



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

- 7. FRIDAY MARKET**  
The Market Officer will present a report on the development of the Market.
- 8. LEOMINSTER IN BLOOM**  
Please see the attached report for consideration and decision.
- 9. COMMITTEE UPDATE REPORT**  
Please see the attached report for consideration and decision.
- 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".
- 11. PLAY AREA PROPOSALS**  
Please see the attached report.
- 12. COMPLAINT**  
Please see attached report.
- 13. YOUTH UPDATE REPORT**  
A meeting is being held with HVOSS to discuss the youth project and the Service Level Agreement on Thursday 10<sup>th</sup> November 2016. An update will be presented at the meeting.
- 14. PUBLIC CONVENIENCE UPDATE REPORT**  
A verbal update will be provided at the meeting
- 15. DATE OF NEXT MEETING**  
The next meeting will be held on Monday 17<sup>th</sup> January 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 12<sup>th</sup> September 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

**OFFICERS PRESENT:** Officer Manager, Office Administrator, Environmental Services Supervisor and the Market Officer.

**ALSO PRESENT:** Cllr Wayne Rosser

### ES13/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Evans (illness).

### ES14/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

### ES15/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

### ES16/16 QUESTIONS FROM THE PUBLIC

The following representation was received:

- (a) **Dog Fouling** - It was agreed to bring forward consideration of recommendation 1.9 from agenda item 9 (Committee Update Report). Cllr Wayne Rosser reminded the Committee that he currently sourced dog waste bags which were provided free of charge to the Council and members of the public, so there was no need for additional bags to be purchased as part of the Council's measures to address dog fouling. Cllr Rosser, as Dog Warden for the Council, expressed support for all other measures outlined in items 7 and 8 of the Committee Update Report. The Committee requested that Cllr Rosser liaise with the Town Clerk to discuss how these proposals can best be implemented.

The Environmental Supervisor updated the Committee on work already underway to address dog fouling, including conducting a full audit of all existing bins (both dog waste bins and general waste bins) to identify under-used bins and areas that require better provision. Cllr Norman requested that further information on the results of the audit and timescale for provision of new and/or relocated bins be provided to the Committee when it became available.

It was additionally **RESOLVED** that:

- No funding be allocated to purchase dog waste bags (either branded or otherwise) while a supply of complimentary bags was available;
- That £247.84 be allocated for the purchase of dog parking hooks and signs on behalf of the Leominster Business Group;
- That a maximum funding allocation of £1,000 be allocated to fund a campaign to address dog fouling.

**ES17/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 11<sup>th</sup> July 2016 be agreed and signed as a correct record.

**ES18/16 CLERK'S REPORT**

In the absence of the Town Clerk, the Office Manager updated Committee on recent developments regarding an encampment of travellers on Sydonia Park. Committee was informed that the padlocked chain securing the gate to the overflow car park at Leominster Leisure Centre had been cut to allow access to the park. This was considered to be matter of criminal damage. After discussions with West Mercia Police and the Herefordshire Council Traveller Department, a Direction to Leave had been drafted notifying the Travellers that they were required to vacate the site by 10:00 hours on Thursday 15<sup>th</sup> September 2016. They were further banned from re-entering this land for a period of 3 months following receipt of the letter. The Direction to Leave would be delivered to the Travellers by the Office Manager, Environmental Supervisor and a member of the West Mercia Police Force at 09:30 hours on Tuesday 13<sup>th</sup> September 2016. The Committee was informed that should the Travellers fail to leave Sydonia by the specified time, the West Mercia Police had confirmed that they would take action to enforce the Direction to Leave under Section 61 of the Criminal Justice and Public Order Act 1994.

**ES19/16 FRIDAY MARKET**

The Market Officer presented his report, updating Members on the operation of the Leominster Market. Following discussion it was

**RESOLVED:**

- That the report be noted;
- That Quarter Two Income (to date) of approximately £3,184 be noted;
- That road closures for Farmers' markets were already in place for the rest of the 2016 calendar year;
- That due to increased road closure costs, enquiries were currently being made into the possibility of holding Farmers' markets and other Community markets at an alternative off-road venue;
- That increased road closure costs continued to have a significant detrimental impact on plans for community events and markets in Leominster, and that no reply or acknowledgement had been received in response to a letter sent by the Council to Cllr Rone and Mr Hughes on 20<sup>th</sup> July 2016;

Committee was informed that Cllr Norman wrote to Herefordshire Council on behalf of the Ward Councillors expressing their concerns regarding the

increased road closure costs. A reply was received, however it was unsatisfactory.

Following discussion it was **RESOLVED:**

- That the Town Clerk register an official complaint with Herefordshire Council regarding the fact that no reply or acknowledgement had been received in response to the Council's letter of 20<sup>th</sup> July 2016;
- That the Council continued to protest against the additional road closure costs, with support from local businesses and community groups where appropriate;
- That dispensation for the closure of Corn Square without charge be pursued on the grounds that the purchase of 11 Corn Square and the transfer of the Friday Markets had been conducted on the understanding that the square could be fully utilised for community events without rent or hindrance;
- That the Finance & General Purposes Committee consider the allocation of funds to help subsidise road closure costs for town events in the future.

Committee commended the Market Officer for his work in developing the Leominster Markets and for building up an excellent rapport with local traders.

#### **ES20/16 LEOMINSTER IN BLOOM**

Committee considered the Leominster in Bloom report in detail. Following discussion, it was **RESOLVED:**

- That the report be noted;
- That a Sub-Committee be set up to provide a forum for effective communication between Leominster Town Council and volunteers working on Leominster in Bloom and green space projects in Leominster;
- That the Leominster in Bloom and Green Spaces Sub-Committee be chaired by Cllr Lacey, with Cllr Norman and Cllr Thomas also appointed members;
- That the Leominster in Bloom and Green Spaces Sub-Committee meets with the Town Clerk to agree the terms of reference for the Sub-Committee and the composition of the Sub-Committee membership.

The Committee expressed its appreciation regarding the outstanding work that the Leominster in Bloom volunteers undertook in the community. Concerns were voiced over whether Leominster in Bloom was able and willing to fulfil the expectations and responsibilities outlined in the draft Service Level Agreement (SLA), as an inability to meet the terms of the SLA would have a significant impact on the workload of the Council's Environmental Team. Following discussion, it was **RESOLVED:**

- That the draft SLA be amended so that point 1 and point 4 read 'for all **agreed** tubs, planters, baskets, barrels and other public plantings...'

- That the terms of the SLA be discussed with Leominster in Bloom to establish whether the outlined expectations and responsibilities were realistic and feasible;
- That this item be readdressed at the next Environment and Services meeting on 14<sup>th</sup> November 2016.

**ES21/16 COMMITTEE UPDATE REPORT**

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

- That the report be noted;
- That appropriate replacement bins should be provided for the children's play area on the Grange, as it set a positive example for younger members of the community;
- That the Finance & General Purposes Committee should consider options for meeting the cost of replacing bins for the children's play area on the Grange;
- That funding be allocated towards the provision of a height barrier at Sydonia, subject to further information regarding costs and that costs must be shared with HALO;
- That the Byelaws Task & Finish Group liaise with the Town Clerk to agree a date for its next meeting;
- That the Town Clerk clarify whether Councillors who are not members of the Environment & Services Committee are able to sit on the Byelaws Task & Finish Group;
- That the Festive Lights Task & Finish Group's recommendation to appoint LITE as the contractor for Leominster's Festive Lighting be noted and ratified;
- That the Town Clerk clarify the Council's policy on Councillor membership of external community groups;
- That a decision on the allocation of funding towards the purchase of a ride-on mower be deferred until information on additional purchase options becomes available;
- That quotes for the restoration of the War Memorial continue to be pursued;
- That additional funding options are explored for the restoration of the War Memorial, Cllr A. Pendleton would liaise with the Town Clerk and Cllr Davies would contact local British Legion representatives.

**ES22/16 COMMUNITY ASSET & S106 WISH LIST**

Committee considered the Community Asset & S106 Wish List Report in detail and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That a Task & Finish Group be appointed to oversee the development of a Community Asset & S106 Wish List;
- That the Community Asset & S106 Wish List Sub-Committee be Chaired by Cllr Bartlett, with Cllr Davies and Cllr Thomas also joining as members;
- That all Councillors are requested to send the Task & Finish Group suggestions for additions to the Community Asset & S106 Wish List;

- That members of the Destination Leominster group are requested to send the Task & Finish Group suggestions for additions to the Community Asset & S106 Wish List.

**ES23/16 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) **Traveller Policy** – The draft Traveller Policy was considered in detail and, following discussion, it was **RESOLVED**:
- That it be noted that the Policy may need to be reviewed subject to future decisions by Hereford Council regarding the provision of approved Traveller sites in Leominster and the surrounding area;
  - That the Policy be adopted, subject to point 1 being amended to read ‘stationed for a period of less than 14 days’.
- (b) **Youth Update Report** – The Youth Update Report was considered in detail. Following discussion, it was **RESOLVED**:
- That the report be noted;
  - That the Service Level Agreement with HVOSS be accepted, subject to resolution of outstanding issues regarding service provision, further development of the first quarter Youth Provision Report, and clarification of terms outlined in the final paragraph.
  - That the cost of youth provision totalling £8,620 be accepted, subject to resolution of outstanding issues regarding service provision, further development of the first quarter Youth Provision Report, and clarification of terms outlined in the final paragraph of the Service Level Agreement.
- (c) **Public Convenience Report** – The Public Convenience Report was considered in detail and, following discussion, it was **RESOLVED**:
- That the report be noted;
  - That the amended specifications be ratified subject to additional information being included on the handles and locks supplied for public use;
  - That the Task & Finish Group meets once quotations have been received to recommend a suitable contractor.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 9:10pm.

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**CHAIR:**

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**DATE:**



**Environment & Services Committee**

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**Date:** 8<sup>th</sup> November 2016

**Title:** Leominster in Bloom Update Report.

**Purpose of the Report:** To provide Members with an update relating to Leominster in Bloom.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That the draft Terms of Reference for the Sub-Committee be adopted subject to any agreed changes.

**2. BACKGROUND**

- 2.1 Leominster Town Council has agreed to proactively support the Leominster in Bloom initiative to help brighten up the town.
- 2.2 Regular meetings are held with Leominster in Bloom to ensure that both organisations are updated on progress.
- 2.3 A Silver Gilt Award was presented to Leominster in 2016.

**3. IN BLOOM UPDATE**

- 3.1 The Environmental Team has been providing significant support to Leominster in Bloom, and have watered all the town centre tubs twice a week during the summer period.
- 3.2 The Environmental Supervisor, Julie Debbage, has continued to attend LIB meetings to ensure a co-ordinated approach to the works needed. The report below was submitted to LIB for information at its last meeting (19/10/2016):
  - *The new Winter planting has been watered in and will be checked for watering regularly but the tank has been removed from our vehicle so we will be carrying this out with cans.*
  - *The weed spraying has began and will be continued, weather permitting, on my return from annual leave.*
  - *After a complaint by the Station Commander of North Herefordshire, it has been decided that we will remove the stones from the Leominster Ore Statue on opposite the Fire Station as youths have been throwing the stones at the fire station windows and blocking the public toilets with*

*them. The stones will be removed as soon as possible and re-used, leaving the weed membrane visible until I have researched a suitable alternative. Suggestions welcome.*

- I have retrieved the 6 barrier baskets from the top of West Street, from the Balfour Beatty depot. They have been emptied and stored at our depot. I did notice 2 cast iron planters being stored there. They are the same as the one with Aquilegias down Broad Street and we can have them back if we want them. They will require repainting and they will have to be put straight in situ as they are extremely heavy and will require a favour from Balfour Beatty to bring them on a vehicle with a tail lift.*
- The tubs on Broad Street will be removed by us but not sure about the barrier baskets.*
- The hanging baskets from Corn Square and the Town Council Office were taken down and put up at the allotments on the 27<sup>th</sup> September but unfortunately 11 out of the 14 were stolen overnight despite the allotments being locked and the baskets being relatively hidden. This has been reported to the police.*
- I have been informed by the local police that a number of large black plastic hanging baskets have been retrieved from a children's 'den' at the back of The Priory. This was in August and I am still trying to get them back. They were stolen from the depot storage area. If anyone has a large secure area where we can store the baskets and barriers, please let me know.*
- I believe that the shrubs are to be removed from Mr Granger, could you let me know when this will be and I will arrange for them to be replanted in Sydonia.*
- The new Town Council Office in Corn Square will require 3 hanging baskets and we may have a planter near the notice board, subject to permission.*
- We hope to recommence the painting of street furniture in late Autumn.*

- 3.3 LIB has decided that the shrubs around Mr Granger are to stay where they are apart from the Ceanothus which have grown too tall and need to be removed. The Red Robins need trimming in the spring. The Weigelia can also be pruned.
- 3.4 A request to provide new planters in the town centre has been received. Likely cost would be in the region of £3,000. The request has been acknowledged and may well be considered as part of the public realm refurbishment in the future. In the meantime any additional planters will have to be funded by either LIB or the Town Council.
- 3.5 LIB has now signed the SLA and a copy is awaited.
- 3.6 The colour scheme for 2017 has been agreed. It will be yellow, white and lime green, the tubs will blue, white and lime green.

**4. LEOMINSTER IN BLOOM SUB-COMMITTEE PROPOSAL**

- 4.1 The Leominster in Bloom Sub-committee draft Terms of Reference are outlined below. Members are Cllrs Lacey, Norman and Thomas:

**Leominster in Bloom & Green Spaces Sub Committee**

**Terms of Reference**

**AIM**

To provide a forum for effective communication between Leominster Town Council (LTC) and volunteers working on Leominster in Bloom and green space projects in Leominster.

**ENVIRONMENT AND SERVICES COMMITTEE (ESC)**

1. The Sub Committee is 'sub' to the ESC and will be required to report back to every ESC meeting.
2. The ESC will devolve to the Sub Committee such powers as may be necessary between meetings of the ESC to ensure the timeliness of work programmes and payments.

**MEETINGS**

1. Up to five members of LTC will serve on the Sub Committee, together with representatives from local groups.
2. Non councillor members of the Sub Committee will be expected to observe the principles of the Code of Conduct.
3. All members on the Sub Committee will have voting rights.
4. The Sub Committee will elect its own Chairman and Vice Chairman from the five LTC councillors appointed by the ESC.
5. The Sub Committee will meet immediately prior to meetings of ESC, so as to facilitate strategic decision making and action through that Committee.

**RESPONSIBILITIES**

1. To plan projects and maintenance on an annual basis for consideration by the relevant meeting of ESC prior to the setting of the annual Precept by LTC.
2. To develop long-term (5 years or more) strategic projects for consideration by ESC.
3. To ensure responsible and cost-effective use of resources e.g. manpower, equipment, funding, knowledge and expertise.
4. To support tourism in Leominster, thereby enhancing economic benefits.



## Environment & Services Committee

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**Date:** 8<sup>th</sup> November 2016

**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

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### 1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That consideration is given to purchase the items of equipment identified in the report at a cost of £1,250;
- 1.3 That a minimum sum of £5,700 be included in the 2017/18 budget for new equipment and training

### 2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of open spaces in Leominster. Asset transfers have been finalised for three of the four open spaces, which include a number of play areas.
- 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.
- 2.3 Following the adoption of the budget for 2016/17, a number of projects are being developed including the revised Festive Lights provision for Leominster which will be erected in the next few weeks (Switch On is taking place on Saturday 26<sup>th</sup> November 2016) and improvements to the various open spaces.
- 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 A meeting with the P3 Footpath Walkers was held on Monday 7<sup>th</sup> November 2016. An update will be provided at the meeting.

3.2 The following works have been undertaken under the P3 scheme during September and October 2016:

- Various Footpath works including the Installation of new finger post at ZC32 at Newtown
- Existing double finger post repaired at ZC57 at Aulden
- Installation of new finger post at ZC56 at Knoake's Court, Aulden
- Installation of new finger post on ZC54 down Hyde Ash Lane
- Repairs to double Fingerpost and Stile (these had been hit by hedgecutter plus clearance of vegetation at ZC75/ZC148 past Park Gate on road to Upper Hill
- Re-erection of fingerpost which was broken off and clearance of vegetation at ZC76 past Park Gate on road to Upper Hill
- Replacement of Fingerpost with new as existing post had been broken off by hedgecutter at ZC60 at Aulden
- Replacement of plastic marker plate as existing head been broken off by hedgecutter at ZC55 down Hyde Ash Lane
- Replacement of post and handrail on ZC156 at The Rugg
- Strimming of footpath at Cold Harbour Lane, Ivington ZC39 @ 457558-560
- Strimming of footpath at Highfield House, Newton ZC23 @ 481578
- Strimming of footpath on Industrial Estate leading from Border Scaffolding to Silurian Close ZC100 (part)
- Strimming of footpath leading from main road and behind Dales Factory ZC143 @ 499506
- Strimming of all sections of footpaths from start of footpath going into wood from tarmac road to section where it runs into a farmer's field just past the telephone mast on Eaton Hill ZC131 @ 507594
- 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 running from near the Leisure Centre along the wall of the Hospital out to the car park ZC96 (part)
- Strimming of footpath leading from Silurian Close and running behind Caradoc Drive around the edge of Earl Mortimer Playing Field ZC102
- Strimming of section of footpath and cutting back overhanging hedge near to Marches Vets off Ryelands Road

3.3 There have been no works undertaken under the Lengthsman scheme during September and October 2016.

**4. ENVIRONMENTAL UPDATE**

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

*Street Cleaning*

4.2 We continue to vacuum and litter pick but we have been focussing on clearing the leaves from the footways before they get wet and pose a slip hazard. Fly tipping is still an issue, especially in Butchers Row, where several mattresses and divan bases have been left recently. They have been reported every time but it can currently take up to 5 days for Balfour Beatty to remove them. I will investigate the possibility and cost of using the Community Freighter Scheme. There was a considerable amount of litter left after the Friday Market. I have adjusted my hours so that I can vacuum as the market is packing away and I encourage the traders to clear up after themselves. This will be monitored over the next few weeks.

4.3 Balfour Beatty have been asked to sweep Church Street and Pinsley Road before Remembrance Sunday. They are also going to sweep Bargates footway.

*Litter*

4.4 An improvement on our greenspaces but still lots of litter in town. This is picked daily and consists of mainly fast food rubbish and cigarette ends. The recent Great British High Street Competition has focussed attention onto keeping the streets clean and weed free.

*Litter and dog waste bins*

4.5 I have asked for some replacement bins for The Grange and The Grange play area to be included in next years budget. There is a reduction in the amount of waste deposited in the bins now the weather is colder and we have relocated one of our 1100 kg bins from the depot to Corn Square.

*Leominster in Bloom*

4.6 I have now made a start on the spraying around town and aim to have weeds under control for the Spring. I have removed the waste from the Summer planting and have been watering in the Winter planting. Although I couldn't attend the last meeting, I have met with LIB members to discuss plans for next year e.g. Colour schemes and new planters. They have received the Service Level Agreement for next year and have not requested any changes

*Sydonia*

4.7 We continue to cut the hedges and The Grangers have been busy reseeding some of the empty beds. I have obtained 2 quotes for relaying the path from Battlebridge Close to Caswell Terrace as it is in a very poor state. One of the companies quoting has offered to remove the remainder of the skatepark fence and make the tarmac safe at no cost to the Town Council. I am currently looking at solar powered lighting to light the central unlit path.

*The Grange*

4.8 Work has commenced on clearing the leaves from the footways and play area. I have chased up a quote for cleaning and repair of the War Memorial and the piece of play equipment that was vandalised has now been fitted with new gates.

*Ginhall Green*

- 4.9 I have asked for a quote to repair the path as we have received some complaints about it. Western Power has been carrying out tree works around their power lines. When they have finished I will meet up with our contractor to discuss work needed. Notices have been put up to deter people having unauthorised events, e.g. Fireworks.

*Allotments*

- 4.10 I organised a trip for allotment holders to visit a Community Compost Scheme in Bisley, Stroud, in October. Fifteen of us were welcomed by Directors of the Scheme and we spent an enjoyable afternoon finding out about how they operate and benefit the local community. This will be discussed at the next Allotment Association meeting.
- 4.11 The water has now been turned off and inner gates locked to prevent damage. A number of LIB hanging baskets have been stolen from an area in the centre of the allotments and this has been reported to the police.
- 4.12 Myself and Martin recently visited IOG Saltex, the Institute of Groundsmen Show at the NEC to look at mowing and street cleaning equipment. This gave us an insight into new equipment on the market. Also, we have had some training on the use of the new defibrillators.

**5. ADDITIONAL MATTERS**

*Byelaws*

- 5.1 A meeting of the Task & Finish Group appointed to develop the Model Draft byelaws has not as yet been called due to the summer holiday period and other priorities. Cllrs Rosser, Davies, Barton, Mifflin, A Pendleton, Lacey & Thomas have been appointed to this Group. It is likely that this meeting will be held in January 2017.

*S106, Asset Transfers and Improvements*

- 5.2 Quotations have been sought from a variety of play equipment companies to refurbish the Grange and Sydonia play areas. This matter is subject to a confidential report.

*Festive Lights*

- 5.3 These will be erected in the next two weeks ready for the Switch On event at 4.30pm in Corn Square on Saturday 26<sup>th</sup> November 2016.

*Footpath ZC137*

- 5.4 The request for a site meeting is being pursued. A further update will be provided at the meeting.

*New Equipment*

- 5.5 Committee is requested to consider approving the purchase of the following new equipment is requested to be considered:

ITEM	DESCRIPTION	COST
Pole hedge trimmer	Hedge trimmer on a long pole to enable the cutting of high hedges. The cost includes accessories.	£250
2 x double ladders	Purchase to discontinue current practice of hiring ladders when required.	£250
Small tools	Secateurs, replacement blades, strim cord and additional loppers, sundries	£400
Platform Tower	To enable hedge cutting and reduce hire costs	£350
		<b>£1,250</b>

- 5.6 It is requested that the above pieces of equipment are purchased at a cost of £1,250. There will be an underspend of approximately £4,000 under Open Spaces Maintenance (201/4301)

*2017/18 Budget Equipment*

- 5.7 Committee is requested to consider approving the purchase of the following new equipment is requested to be considered:

ITEM	DESCRIPTION	COST
New Ride On mower	Mower to carry out grass cutting on the smaller areas of grass and in play areas	£4,500
Training Courses	<ul style="list-style-type: none"> <li>• Brushcutting @ £225 per person</li> <li>• Manual Handling and use of ladders</li> <li>• First Aid at Work</li> <li>• Safe use of Woodchipper</li> </ul>	<p>£675</p> <p>£250</p> <p>£100</p> <p>£175</p> <p>£1,200</p>
	<b>TOTAL</b>	<b>£5,700</b>

- 5.8 The following projects are currently being developed and costs obtained. There is some crossover:
- Replacement of Sydonia Path from Battlebridge Close to Caswell Terrace – 2 quotes obtained £5,694 + VAT and £2,432 + VAT. A further quote will be obtained
  - Reinstate Ginhall Green path. A quotation of just over £10,000 has been received for this so far;
  - Solar lighting along middle path in Sydonia – There is a company in Wales that supplies stand alone lighting columns and discussions are taking place prior to a quote being received. There was a requirement of between 4 to 5 depending on light spread
  - Outdoor gym on Sydonia through funding £10k
  - Benches (recycled materials) for Sydonia £2,000
  - Bins on The Grange to replace rusted and broken ones (5) £2,000
  - 3 new bins on the play area at The Grange, child friendly £1,000
  - Bow top fencing for Sydonia as an alternative to a barrier approximately £3900, another alternative is being considered
  - Replacement bollards at the Grange – Cost is £864.57

- Works to trees at the Priory – Costs are being sought. There is a budget of £1,500 allocated.

*War Memorial*

5.9 The cleaning of the War Memorial and minor stone masonry work is proving to be more difficult to achieve than first envisaged. Committee is requested to defer an update on this matter until its meeting in March 2017 when it is hoped that the following information will be in place:

- Confirmation of the works required to clean and repair the War Memorial;
- Confirmation that the works required will attract funding from the War Memorials Trust. The Trust can fund up to 75% of the cost up to a maximum of £30,000;
- Up to three quotations to carry out the works from approved suppliers;
- The overall cost of carrying out the works.

*Previous Meeting Update*

5.10 A query was raised as to whether non committee members could sit on sub-committees. Standing Orders do allow this and to invite non councillors to sit on Council committees in an advisory role.

*Community Asset/S106 Wish List*

5.11 An initial call for assets will be made at the next Destination Leominster meeting on 23<sup>rd</sup> November 2016. Discussions have been taking place with CAMRA and six pubs have been nominated to be registered. The paperwork has been submitted to Herefordshire Council.

5.12 The new Task & Finish Group will meet in January 2017 due to the current pressure of work.