



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 10th April 2018

To: All Members of the Environment & Services Committee:
Councillors Bartlett (Chair), Lacey (Vice Chair), Vacancy, Davies, 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 the rescheduled meeting of the **Environment & Services Committee** which will be held on **Monday 16th April 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 22nd January 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. 2017-18 WORK PROGRAMME

To receive an update on progress regarding the Work Plan.

8. OPEN SPACES AND PLAY AREA REPORT

Please see the attached report for consideration and decision.

9. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

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".

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

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 21st May 2018 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 22nd January 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett (Chair), Lacey (Vice-Chair), Burke, Marsh, Norman, and Thomas.

OFFICERS PRESENT: Town Clerk.

ES45/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (personal), Herschy (work), A Pendleton (illness), R Pendleton (illness) and Preece (work). Ward Cllr Stone also tendered his apologies.

ES46/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Leominster Allotment Association.

ES47/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES48/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES49/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 13th November 2017 be agreed and signed as a correct record.

ES50/17 CLERK'S REPORT

Committee **NOTED** the Mapping Leominster's Youth Project update report submitted by the Office Manager:

- Staffing cover was now in place;
- 23 key partner meetings had been held with a number of others diarised in January 2018;
- The value of time donated to date amounted to £534.94 in match funding;
- Focus groups with young people would be taking place in February. The structure of these were currently being finalised;
- An electronic questionnaire for young people would be released in February and circulated via social media and key partners;
- Boxing classes funded by the Kingspan Insulation Community Trust commenced on 4th January 2018 and would run for 15 weeks;

- Six skateboard taster sessions were being arranged in conjunction with the Hereford Skate Park. Arrow Plant & Equipment Hire was donating additional lighting for each session.

Committee extended their thanks to the Office Manager for all her hard work taking this project forward.

ES51/17 2017-18 WORK PROGRAMME

Committee reviewed the Work Programme for 2017/18 which had been developed from the Corporate Strategy. Following consideration it was

RESOLVED:

- That the revised 2017/18 Work Programme be noted;
- That progress regarding the development of the three priorities be provided following the adoption of the 2018/19 budget by Full Council;
- That consideration be given to reducing the Council's aspirations in the next Corporate Strategy to enable the projects commencing to be completed;
- That the ongoing investment by Council in the various play areas be considered as an additional project priority.

ES52/17 OPEN SPACES & PLAY AREA REPORT

Committee considered the report presented. Following discussion it was

RESOLVED:

- That the report be noted;
- That the proposed investment into Leominster Cemetery by Herefordshire Council be noted. The investment was expected to extend the use of the cemetery by 90 years;
- That presentation on the proposed commercial waste recycling scheme in Leominster be provisionally organised to take place on 26th February 2018.

ES53/17 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That a tree replacement policy be developed and submitted to Committee for consideration and adoption;
- To note that a meeting with the Openreach contractor, Herefordshire Council Markets & Fairs, Leominster Town Council and a representative from The May Fair had been held following concerns raised by a member of the public regarding the siting of a new broadband box at the top of Broad Street which was to be installed to provide faster broadband to Leominster. An agreement had now been reached to make the existing box larger and incorporate the new equipment into it, subject to approval by Telent/Carillion. Further updates would be provided once they are available.

ES54/17 CONFIDENTIAL ITEMS

There were no confidential items for consideration.

ES55/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 19th March 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 8:20pm.

CHAIR:

DATE:



Environment & Estates Committee

Date: 13th March 2018

Title: Work Programme Update Report

Purpose of the Report: To provide Members with an update on progress related to the adopted Committee Work Programme.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider and agree the actions recommended within the update table.

2. INTRODUCTION

- 2.1 This report outlines progress to date on the Work Programme, adopted by the Committee at its meeting held on 10th July 2017 and revised at the subsequent meetings on 11th September, 13th November 2017 and 22nd January 2018.
- 2.2 The report includes recommended actions which need to be considered and agreed if appropriate.
- 2.3 Update reports will continue to be provided at each meeting.

3. WORK PROGRAMME UPDATE

3.1 Please see the following update below:

ACTION	PROCESS	UPDATE
Annual Work Plan Programme	<ul style="list-style-type: none"> • To review the draft annual work plan programme • To formally adopt the plan 	<ul style="list-style-type: none"> • Amended and agree the draft work programme for 2017 • Agreed timelines and targets • Agreed implementation programme
PRIORITY To refurbish the public toilets at The Grange,	<ul style="list-style-type: none"> • Develop options for each public convenience; 	<ul style="list-style-type: none"> • Refurbishment of 3 public conveniences

<p>Central Car Park and the Bus Station.</p>	<ul style="list-style-type: none"> • Develop costed refurbishments of each public convenience; • Agree priorities and timescale for implementation; • Identify funding to enable the works to proceed. 	<p>to be undertaken</p> <ul style="list-style-type: none"> • LEADER funding EoI submitted for Bus Station. (A possible issue with this) • Work to be undertaken in-house on Central and Grange toilets. • Refurbishment subject to PWLB application
<p>PRIORITY Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future.</p>	<ul style="list-style-type: none"> • Current contract with contractor ends in 2018 • Option to extend for a further 2 years • Begin review in September 2017 • Identify cost implications • Identify machinery and depot requirements • Identify staffing requirements • Submit initial report as part of 2018/19 budget review • Decision to progress to be made in January 2018 	<ul style="list-style-type: none"> • Approval in principle to setting up DLF as part of 2018/19 budget; • Employment of additional member of direct labour force to be undertaken.
<p>PRIORITY Investigate further opportunities to recycle non domestic waste and become a greener Town</p>	<ul style="list-style-type: none"> • Investigate potential contractors • Investigate costs • Investigate practicality and time commitment • Submit report to committee for consideration • Implement recommendations 	<ul style="list-style-type: none"> • Approved expenditure of £3,000 to undertake study; • Initial information to be considered under Confidential Items.
<p>Develop a computerised recording system to record all issues, accidents and damage reported within the town.</p>	<ul style="list-style-type: none"> • Develop a simple format; • Confirm essential details required to be recorded; • Develop categories of incident; • Discuss computerised recording system with Microshade; • Trial system; • Amend system as required; • Implement. 	<ul style="list-style-type: none"> • To have in place a standard form/database to report, record and action incidents and issues reported. • Initial database set up. Now needs to be implemented. • No work undertaken to date.

<p>To continue to negotiate with the Herefordshire Council regarding public realm improvements, parking issues and further asset transfers.</p>	<ul style="list-style-type: none"> • Continue negotiations for the improvement of the town centre public realm; • Develop a timetable for improvements to be delivered; • Carry out relevant public consultation; • Assess resident parking zone schemes; • Negotiate transfer of one town centre car park to LTC; • Agree further asset transfers 	<ul style="list-style-type: none"> • Discussions currently being undertaken with Herefordshire Council. • Amended remit.
<p>Improve all gateway features and entrances into the town.</p>	<ul style="list-style-type: none"> • Review existing gateway provision; • Agree revised gateway signs; • Review options for various gateways; • Improve planting schemes; • Develop an implementation plan; • Implement. 	<ul style="list-style-type: none"> • Improved gateway and signage at all entrances to the town • To be actioned in 2018/19
<p>To continue to try to improve the townscape of the town</p>	<ul style="list-style-type: none"> • Linked to improvements to the public realm; • Continue to identify townscape improvements; • Work with communications & events committee on improvements, interpretation, trails etc. 	<ul style="list-style-type: none"> • Being delivered as part of LiB and other initiatives. • Street cleaning being undertaken
<p>Continue to develop Leominster in Bloom in partnership with the LIB Committee and other relevant organisations</p>	<ul style="list-style-type: none"> • Continue to support this initiative; • Identify additional improvement opportunities; • Regular updates provided. 	<ul style="list-style-type: none"> • Gold Award achieved. • Investment into town for the forthcoming year agreed in 2018/19 budget
<p>Continue to implement a rolling programme of improvements for all parks, recreation areas and open spaces within Leominster.</p>	<ul style="list-style-type: none"> • Complete Sydonia improvement programme by end of 2017; • Develop proposals for Grange with implementation target 	<ul style="list-style-type: none"> • Work about to commence at Sydonia. • Initial tender document for The Grange Masterplan

	<p>date in 2018;</p> <ul style="list-style-type: none"> • Assess remaining play areas and identify funding and improvements • Continue to seek the transfer of play areas within the town to LTC 	<p>currently being drawn up. (subject to PWLB)</p> <ul style="list-style-type: none"> • No other improvements scheduled.
<p>Focus on play provision and enhancement of play facilities at The Grange and Sydonia in 2017 and 2018.</p>	<ul style="list-style-type: none"> • Complete Sydonia improvements already under way; • Tender for Grange to be adopted and sent to design companies; • Identification of funding for Grange • Consultation and implementation to be completed by 2018 	<ul style="list-style-type: none"> • As above.
<p>Introduce effective signage and notice boards within the town and on all Council owned/managed land</p>	<ul style="list-style-type: none"> • Assess potential notice board sites • Submit report with full costings to E&S Committee • Purchase and install new notice boards • Purchase and install new Byelaw boards • New signage to be identified, designed and costed; • Signage locations to be identified; • New signage strategy to be developed and implemented. 	<ul style="list-style-type: none"> • LEADER fund EOI approved; • Full grant application to be developed.
<p>Develop a high quality open space at The Grange</p>	<ul style="list-style-type: none"> • Comprehensive management and investment programme for the area; • Tree works and maintenance schedule to be developed; • Investment in toilet block and pavilion; • New/improved signage; • Additional car parking to be reviewed; • Aim for green flag award 	<ul style="list-style-type: none"> • Tender being developed; • Maintenance continues.
<p>Work toward securing a</p>	<ul style="list-style-type: none"> • Identify criteria for 	<ul style="list-style-type: none"> • No work undertaken

<p>Green Flag Award for an open space in Leominster.</p>	<p>achieving a green flag award;</p> <ul style="list-style-type: none"> • Identify investment requirements; • Identify maintenance priorities; • Identify suitable space(s); • Apply. 	
<p>Continue to promote Best Kept Allotment Competition.</p>	<ul style="list-style-type: none"> • Develop the competition with the Allotment Association; • Invest in the competition; • Promote the competition; • Annual improvements 	<ul style="list-style-type: none"> • In progress.
<p>Actively pursue the creation of additional formal and informal public open spaces.</p>	<ul style="list-style-type: none"> • Identify existing sites suitable for consideration • Monitor future planning applications • Carry out cost implication projections • Develop basic investment plan for each area • Identify potential S106 funding • Identify community assets • Submit requests as the opportunity arises. 	<ul style="list-style-type: none"> • Currently being pursued; • Transfer under licence being considered.
<p>Consider taking over the management of Leominster Cemetery</p>	<ul style="list-style-type: none"> • Continue initial negotiations with Herefordshire Council • Carry out cost implication review • Develop a business plan • Submit final report with recommendations to Committee 	<ul style="list-style-type: none"> • Considered. • No further action in medium term.
<p>Develop proposals and identify funding for a new skate park at Sydonia.</p>	<ul style="list-style-type: none"> • Continue to liaise with Herefordshire Council fund raising department • Carry out initial consultation • Setup working group • Develop proposals and designs • Identify funding requirements • Source funding and 	<ul style="list-style-type: none"> • New improved skate park facility at Sydonia or another suitable location • No work currently being undertaken. • Funding options are being investigated

	deliver project	
Seek opportunities to facilitate older people's provision and investigate the opportunities to support more healthy lifestyle and physical activities for all residents.	<ul style="list-style-type: none"> • Identify need • Identify opportunities • Identify funding • Develop an initial report • Consider whether to continue to progress 	<ul style="list-style-type: none"> • Improved access to local facilities indoor and outdoor for senior citizens. • No work currently being undertaken
Pursue and support the refurbishment of the town centre public realm	<ul style="list-style-type: none"> • To be developed as part of strategy related to public realm improvements 	<ul style="list-style-type: none"> • Improved public realm in the town centre
Invest in high quality street furniture and public art	<ul style="list-style-type: none"> • Develop investment plan • Identify requirements • Identify suitable designs for each area • Identify budget and funding • Adopt investment and replacement plan 	<ul style="list-style-type: none"> • Part of public realm improvements; • New bench being installed outside 11 Corn Square.
Continue to address the issues of dog fouling within the town	<ul style="list-style-type: none"> • Review existing scheme; • Identify additional investment • Identify additional requirements • New bins • Better promotion • Dog bag provision • Develop initiatives • Byelaws if appropriate 	<ul style="list-style-type: none"> • Reduce dog fouling • Reduce complaints • Work continues
Tree Maintenance Programme	<ul style="list-style-type: none"> • Carry out a full assessment of all trees on Town Council owned land; • Assess Town Council not on its land • Assess all other trees within the town • Develop a planned maintenance programme • Identify and include an annual tree maintenance budget • Annual inspection of trees • Identification of TPOs • Identification of new TPOs and registration 	<ul style="list-style-type: none"> • Initial amount included in the 2018/19 budget

Bullet Point Update:

- Completion of Sydonia Play Area will be completed following Easter due to delays caused by severe weather conditions;
- Bus Station toilet asset transfer delayed due to review being undertaken by Herefordshire Council;
- Grange and Central toilet refurbishments to be undertaken in-house subject to PWLB loan being secured;
- Direct Labour Force implementation now needs to be considered (Confidential Items)
- Public realm negotiations being undertaken by Task & Finish Group – now part of the Planning & Highways Committee remit;
- New bench to be installed outside 11 Corn Square in near future.



Environment & Services Committee

Date: 13th March 2018

Title: Open Spaces and Play Areas Report

Purpose of the Report: To provide Members with an update relating to progress on improving open spaces, upgrading play areas and potential future asset transfers from Herefordshire Council.

Contact Officers: Paul Russell

1. RECOMMENDATIONS

- 1.1 That the report be noted;
- 1.2 That a date be considered to receive a presentation regarding the commercial waste recycling proposal.

2. BACKGROUND

- 2.1 In June and July 2016 the asset transfers for Sydonia, The Grange, Pinsley Mead and Ginhall Green were completed and the freehold of the land was formally transferred from Herefordshire Council to Leominster Town Council.
- 2.2 This report outlines the next stages of development for the open spaces including the potential of taking on new areas through asset transfer and licence to manage.

3. THE WORK PROGRAMME

- 3.1 The Work Programme considered under agenda item 7 outlines the various initiatives that have been adopted by the Town Council aimed at implementing improvements right across the Council estate.
- 3.2 Much of the focus is on the improvement of quality open space within the town and securing additional areas.
- 3.3 The planned investment in the Sydonia Play Area should commence towards the end of February 2018 and the development of a Master Plan for The Grange play area and open space continues to be developed, subject to funding being identified.
- 3.4 Three priorities have been identified in the Work Programme:

- To refurbish the public toilets at The Grange, Central Car Park and the Bus Station;
- Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future;
- Investigate further opportunities to recycle non domestic waste and become a greener Town.

- 3.5 The transfer of the Bus Station toilet block and kiosk is currently being reviewed by Herefordshire Council. A LEADER Expression of Interest grant application has been submitted but there are some issues with match funding sources, especially with regard to public funds. This initiative will be kept under review.
- 3.6 The refurbishment of the Central and Grange toilets will be subject to securing a Public Works Loan Board loan. An initial quotation for the supply for sanitary ware has been obtained from Wallgate. The works will be undertaken in-house.
- 3.7 A decision on setting up a directly employed grounds team has been included as part of the 2018/19 budget. This now needs to be progressed. Please see confidential item relating to this matter.
- 3.8 The opportunities to recycle waste will also be considered under confidential items. Funding has been allocated as part of the 2018/19 budget agreement.
- 3.9 The transfer of the Leominster Cemetery will not be pursued in the medium term.

4. PLAY AREAS

Sydonia Play Area

- 4.1 The improvements to this play area will now commence towards in the next two weeks and should be completed by the end of April 2018. The delay has been due to severe weather conditions.

Grange Play Area

- 4.2 No further work has been undertaken on the Grange Open Space Tender. A potential grant fund is being reviewed and a verbal update will be provided at the meeting.
- 4.3 A Master Plan Tender document is currently being developed and will be completed once PWLB confirmation has been received and funding allocated.

Asset Transfers

- 4.5 Herefordshire Council is reviewing it asset transfers. The Clerk has a meeting in April 2018 to discuss this matter further with Herefordshire Council.
- 4.6 Full Council has agreed in principle to manage all the green spaces within the town under licence, and this matter will be discussed under Confidential Items.



Environment & Services Committee

Date: 13th March 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 Officers: Paul Russell/Julie Debbage

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 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 Annual Maintenance Plan for Leominster is attached for 2018/19. The Town Council has allocated funding in its budget to meet costs. There will still be a full grant for the P3 scheme but at present no grant is being provided by Herefordshire Council for the Lengthsman Scheme

3.2 The following P3 works have been carried out during January and February 2018:

- Erection of new finger post at Wharton Bank on ZC83
- Erection of 2 new finger posts along The Broad and clearance of small section of path on ZC145
- Erection of new finger post by West Eaton Nursing Home on ZC160
- Cutting around Give Way Sign on road leading to Tickbridge
- Clearance of footpath behind Sparey's Farm and tip leading down to the river plus clearance of two large trees which had fallen over path
- Reinstallation of marker post on Herefordshire Trail on ZC143Materials
- Litter picking on pathway from Tallis Amos to Jehovah's Hall
- Scraping of moss from section of tarmac path at Southern Avenue end, scraping of mud, dirt and vegetation off next section of pathway and wheel barrowing of rubbish to be spread underneath hedge section by Accident and Repair Centre on ZC101.

3.3 The following Lengthsman works have been carried out during January and February 2018:

- Cutting of small section of hawthorn hedge running along side of end house leading onto Ginhall Green. Chipping of rubbish from works carried out;
- Reducing in height of tall hedge running parallel with houses backing onto Ginhall Green to include chipping of rubbish as created;
- Cutting up of large laurel tree and hawthorn tree due to storm damage by picnic site in Pinsley Mead to include chipping of rubbish as created;
- Ditching works starting at Widgeon Hill and digging out of grippers from top of Widgeon Hill to junction of Tick Bridge Lane and the grippers from crossroads back to Worcester Road to include scraping a small section of kerb which was completely covered in mud and reinstatement of grippers along this section to include hire of digger/diesel and labour charge;
- Reinstatement of grippers and small sections of ditches which were blocked on road leading to Ivington just before the School;
- Reinstatement of grippers and small sections of ditches on road leading from Hyde Ash to Aulden to include hire of digger/diesel and labour charge;
- Digging out of grips and clearing off drain tops where applicable on Brierley Road
- Cutting of small section of hawthorn hedge running along side of end house leading onto Ginhall Green and rubbish taken to allotments.

4. ENVIRONMENTAL UPDATE

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

- The large Pine tree that was severely damaged as a result of the pre-Christmas snow and gales has now been removed. On removal, the tree surgeon noted that a large stress fracture was present meaning that a substantial part of the tree could have fallen at any time. A replacement will be replanted after the installation of the new park.

- The Environmental Team have erected security fencing and removed the old equipment, safety surfacing and concrete pads from the play area. We will be repairing the gates and repainting the multiplay that is to remain in the play area and also the main front gate on Caswell Terrace.
- Two old pieces of equipment from the other side of the park have been removed and I am currently reviewing CCTV provision.
- Work has been completed on all of the overgrown shrub beds in Sydonia making an improvement in visibility across the park.
- The inclement weather has delayed the original installation date of the new play area. It is anticipated that it will now start on /03/18.
- The Environmental Team supported the Great British Spring Clean with a Community Litter Pick at Barons Cross. Eight people turned up and a total of 15 bags of litter, waste and some fly tipping were collected ready for removal by Balfour Beatty. I have also signed the Litter Pledge on behalf of the Town Council.
- We have now received the project plan from Binit regarding Business Waste and they will begin their survey shortly. I will be collating information about our waste and passing it on to them.
- Following the announcement that Herefordshire Council are increasing the cost, per empty, of the 1100L bins that we use, I have sourced another contractor at a cheaper cost, who sorts the general waste and does not put it into landfill.
- The team have now taken delivery of our new electric sweeper. It is very effective at brushing out the debris trapped in the kerbs and it should reduce the need for spraying in the Town Centre. Following our trial of this, I have been contacted by Stihl UK, who are interested in the way we work and the equipment we use. They have arranged a meeting for April to discuss this further.
- I have produced a small leaflet to promote the allotments and distributed it, as a paper copy and electronically, to the estate agents in town. They are happy to promote the benefits of a local allotment when letting/selling property. I have also attended the Seed Swap at The Priory to promote the allotments.
- There are currently 11 allotment plots available for rent, some following the termination letters. I have also marked the plots with yellow signage to make them more easily identifiable.
- The hedge cutting at Ginhall Green has now been completed and I have received compliments about the standard of work.
- I have successfully completed the Rospa Operational Playground Inspection Course and in addition to the weekly visual inspections, I will carry out more detailed quarterly operational inspections. We will still need to have an annual independent inspection which falls within July.
- During the recent snow, the Environmental Team have carried out gritting activities and delivered grit to various areas around the town.
- The period style lighting in Priory Churchyard has had new energy saving bulbs fitted as they were all faulty. We have also improved the lighting on the rear of The Pavilion to enable it to be used safely in the evenings.
- A large Yew bough had to be removed as it was damaged in the high winds and hanging over the Priory path.

- A Green Spaces Licence from Herefordshire Council is currently being reviewed.
- The second part of the War Memorial Grant form will be submitted this week for review at the end of March.
- Footpath ZC6 (from The Rugg towards Wegnalls Farm) has been highlighted as a hazard by a member of the public. On inspection with Cllr. Bartlett, Cllr Norman and the Locality Steward, it was found to have the bordering trees cut down under the power cables. This has exposed the path to the elements and it has started to wash away leaving parts narrow and the potential of slipping down the bank onto a barbed wire fence. The quotation for the Town Council to get a contractor to repair the path was a considerable amount so the job was raised to be carried out by Balfour Beatty but it could take sometime to get to the top of their schedule. In the meantime it has been agreed to provide a handrail to guide footpath users away from the edge.
- Footpath ZC101 from Southern Avenue to St Botolphs and Glendower Road has benefitted from a scrape, litter pick and foliage trim. Each end has been tarmacked leaving the middle section very narrow. A new section may be a possibility with s106 funding.
- I have received a compliment about the contractor's clearing of the footpath network around Summergalls Farm.
- I have had a meeting with our contractor regarding several footpath issues in the more rural areas of the parish. Most of them involve the Locality Steward liaising with Landowners over the issues. A report has been sent to Balfour Beatty for action and I am awaiting a response.
- Pruning in the Millennium Orchard by The Grangers has now been completed. We will be clearing the brash in the coming week.
- Looking back over my spraying records, I can inform you that by this time last year, I had used 45 litres to spot spray weeds in the town centre. As a result of using the new Stihl Sweeper to brush debris from the kerbs when dry, I have only used 10 litres over the same period of time this year. Another factor may have been the snow restricting some growth but regularly lifting the debris that the weeds grow into from the kerbs has made a considerable difference.

5. ADDITIONAL MATTERS

Additional Salt/Grit Bins

- 5.1 Committee is requested to consider the provision of 3 new salt/grit bins at Bargates (on the corner of Ashfield Lane), Caswell Crescent/Terrace (halfway up the hill) and Blue Gate Avenue (on the corner of Farmeadow).
- 5.2 The Council is currently checking to see whether Balfour Beatty will fill them if the Town Council provides them

Allotments

- 5.3 The Committee is requested to consider the matter of keeping livestock on the allotments following an issue with a plot holder keeping chickens.

- 5.4 There was an issue with rats which was dealt with quickly and efficiently by the Town Council's contractor. It appears that this winter has been particularly bad for outbreaks of rats. Committee is requested to consider whether livestock should continue to be allowed on the allotments.
- 5.5 There has also been an enquiry regarding the keeping of bees which will need consideration. Once again, Committee is requested to consider whether bee keeping should be allowed on the allotments.

Loop Walks

- 5.6 A member of the public has asked about creating some loop walks around Leominster, similar to the Bromyard Loop walks. This has been discussed with the Footpath Officer and there are already three loop walks ready to be implemented:

- The Priory History Trail;
- Bridges of Leominster Walk;
- A Parish Heritage Walk.

- 5.7 Council has been given to understand that in the past, Echo has made waymarkers for certain walks at a reasonable cost and Committee is requested to give authority to investigate further.

World War One Bench

- 5.8 This bench is expected to be installed in the next 4-6 weeks. Permission has been granted to place the bench and a bin by the railings outside the TIC from Balfour Beatty.

Leominster Parish Annual Maintenance Plan 2018 - 19

Annual Maintenance Plan for the Parish of Leominster Town Council. This plan is for the financial year that commences on the 1st April 2018.

Statement of Objectives

It is **Herefordshire Council's** objective that the public realm throughout the county should consist of places where the people who live there are increasingly satisfied that those places reflect what matters to them. It is our objective to ensure that:

- **The Public Realm is accessible, safe, clean and well-maintained** Service should be achieved effectively and our customers should recognise and value the investment decisions that are made, the improvements that follow and see that waste that has been removed from the process of delivery.

Correspondingly it is our objective to ensure that we are:

- **Maintaining the delivery of essential services;**
- **Achieving value for money; and that**
- **The service is efficient and responsive to local needs and priorities.**

In achieving what matters, recognised and valued contributions will also be made to improving outcomes for our communities and the economy. Accordingly it is our objectives that:

- **The Public Realm Services contribute to the regeneration of the economy and social capital in Herefordshire.**

It is Leominster Town Council's objective to:

- Support the maintenance and upkeep of the public realm in Leintwardine to encourage tourism, support local businesses and provide a reasonable level of local maintenance for local residents
- Maintain accessibility and C & U roads within the Parish
- Be responsive to the needs of the parishioners
- Ensure all public rights of way are well maintained and accessible
- Ensure public rights of way infrastructure is maintained and improved.

P3 Parish Path Partnership

P3 - PROW		
Activity	Level of Service or Frequency	Budget
Maintain Access	Strim and clear footpaths as required. Improve surfaces where necessary. Clear	£2,500

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	vegetation as required.	
Replace Infrastructure	Replace gates, kissing gates, stiles and fingerposts as required	£1,000
Community Events	Undertake a community event and walk	£250
Footpath Resurfacing	Resurface footpaths as required	£3,120

Performance Measures		
Measure	Definition	Result
Percentage of planned activities completed	Total number of planned tasks completed in the financial year divided by total number of tasks planned multiplied by 100%	92%
HC Funding	Total funding provided by both organisations to help deliver this plan	£5,285
LGPC Funding	Total funding provided by both organisations to help deliver this plan	£1,585

Total Funding Requirements			
Parish	HC Allocated P3 funding	Mandatory Contribution from Parish P3	Total overall budget

Nominated Tasks (as agreed with locality steward)		
Activity	Level of Service or Frequency	Budget
Strim the main footpaths at least twice a year. Litter pick footpaths, remove storm damage and clear undergrowth	Monthly strimming of footpaths every month during the season. Average number undertaken per month will be 10.	£2,500
Replace infrastructure	Replace the following: <ul style="list-style-type: none"> • 3 x pedestrian gates (£450) • 6 x hanging posts (£100) • 5 x Stiles (£250) • 20 x Stile cross/upright (£100) • 10 x waymarker posts (£100) 	£1,000
Community event	Deliver one community event which will include a walk and equipment	£250
Footpath resurfacing	Resurface up to 156m footpaths @ £20 per square metre	£3,120

P3 PROW 26.2km			
Leominster Parish	£5,285	£1,585	£6,870

	Grant available from Herefordshire Council	Mandatory Contribution from Parish Council
Lengthsman	£0 per km	£0 per km
P3	£50 per km	£15 per km

Parish Employed Lengthsman

Lengthsman Planned Activities		
Activity	Level of Service or Frequency	Budget
Verge Cutting	Lengthsman to cut back visibility splays on C & U roads when required.	£1,000
Hedge and Fence Management	Lengthsman on a reactive basis.	£1,000
Ditching & Drainage works	Clearing grippers and gulleys throughout the parish as required.	£500
Clean all road signs and clear away vegetation	Lengthsman to carry this out during April and May	£600
Street Cleaning	Clean town centre 3 times a week throughout the year	£6,000
Salt Bins	Check and fill salt bins as required	£100
Clearing weed growth	Lengthsman to spray kerbs and remove all vegetation in May/June	£800
Winter gritting	Carry out winter gritting as required.	£200
Works to trees	Lengthsman as and when required	£1,000
Minor storm debris	Lengthsman - reactive	£300

Enhanced Element – Potholes (As agreed with Locality Steward)		
Activity	Level of Service or Frequency	Budget
Pothole repair (non-safety defects) on minor roads – including materials	Fill in potholes as agreed with the Lengthsman. Target for 2018/19 is 100 potholes @ £15 per pothole	£1,500

Performance Measures		
Measure	Definition	Result
Number of potholes filled and cost of repair	Number of potholes repaired in the parish. Total cost of repair divided by number of potholes repaired	100 potholes @ £15 per repair
Percentage of planned activities completed	Total number of planned tasks completed in the financial year divided by total number of tasks planned multiplied by 100%	92%
HC Funding	Total funding provided by both organisations to help deliver this plan	£0
WPC Funding	Total funding provided by both organisations to help deliver this plan	£13,000

Parish Allocated Budget	£13,000
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It is the responsibility of the Parish Council to ensure any persons employed to work on the network hold valid Public Liability Insurance for a minimum of £5 million. Parishes must also ensure any persons employed to work on the network are suitably trained and competent to do so, for example Streetworks T1 and T2 training are recommended as a

Any grant applied for will need to be on a pro rata basis to include the parish contributions. For every £15 the parish contributes for P3 activity they can apply for £50 of grant up to