



LEOMINSTER TOWN COUNCIL

ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Tuesday 5th April 2016

To: All Members of the Estates, Markets and Environment Committee
Councillors Bartlett (Chair), A Pendleton (Vice-Chair), Barton, Davies,
Freedland, Gibson, Lacey, Mifflin, Norman, Rosser, Rumsey and Thomas.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Estates, Markets & Environment Committee** to be held on **Monday 11th April 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 Estates, Markets & Environment Committee meeting held on 7th March 2016 **(attached)**.



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6. FRIDAY MARKET

The Market Officer will present a report on the development of the Market.

7. LEOMINSTER IN BLOOM

Please see the attached report for consideration and decision.

8. COMMITTEE UPDATE REPORT

Please see the attached report for consideration and decision.

9. ALLOTMENTS

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 Estates, Markets and Environment 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".

(a) Toilets Upgrade – An update will be provided if available.

(b) Asset Transfers – An update will be provided if available.

LEOMINSTER TOWN COUNCIL

ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Minutes of the Estates, Markets & Environment Committee meeting held on Monday 7th March 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

OFFICERS PRESENT: Town Clerk, the Market Officer and the Deputy Clerk.

ALSO PRESENT: Ward Cllr McCaull and one member of the public.

EM77 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (work), Rosser (work) and Rumsey (work).

EM78 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey – Allotments

EM79 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

EM80 QUESTIONS FROM THE PUBLIC

Concern was expressed regarding the access on to Footpath ZC93 off the Hereford Road in particular the wall which was allegedly in a state of collapse. Herefordshire Council was aware of the issues. It was suggested that a grant be sought to improve the access and an application would be submitted the Kingspan grant fund by residents.

It was agreed to contact Herefordshire Council and Balfour Beatty to raise the issues relating to ZC93.

It was also agreed to establish the procedure in place to allow BT Openreach to carry out works to the junction box and to request that permission is granted by Herefordshire Council.

EM81 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Estates, Markets & Environment Committee meeting held on 15th February 2016 be agreed and signed as a correct record subject to the agreed amendment.

EM82 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;

- Attendance at the Friday Market was now stable with a register of 19 regular traders in place;
- Concern had been expressed regarding the cycle racks being obstructed under the Millennium clock by traders and stalls. It was agreed that the Market Officer would deal with this matter and report back to Committee in due course;
- The first Home and Garden Market scheduled to take place on 22nd March was to be postponed following poor take-up;
- Various options related to the market and its future development were discussed including the possible use of Broad Street in the future;
- It was agreed to obtain costings for traffic management signage to manage future road closures.

EM83 LEOMINSTER IN BLOOM

Committee **NOTED** that a meeting between Leominster in Bloom and the Task & Finish Group had taken place on Friday 4th March 2016. A verbal update was presented and a written report would be distributed in due course.

It was agreed to investigate the development of a Public Houses in Bloom competition for Leominster especially with regard to entry costs to the main Britain in Bloom competition.

EM84 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That the impact of the future of the Lengthsman and P3 Schemes be noted and included in future budget preparations;
- That the Police be asked if the mobile CCTV camera was available once Butchers Row had been cleaned by BBLP to monitor use and possible fly tipping. The cleaning of Butchers Row would be undertaken once the scaffolding had been removed;
- That the Tranquil Place proposal be developed and the use of volunteers through the Re-greening Leominster Voluntary Group be secured;
- That the byelaws developed should include prohibition of flying drones from public spaces.

EM85 ALLOTMENTS

Committee considered the Allotment Report and following discussion it was **RESOLVED** that the report be noted.

EM86 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information the Estates, Markets and Environment 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) Toilets Upgrade –** Committee noted the report from the recent Task & Finish Group meeting and **RESOLVED:**
- That the Committee continued to support the negotiation of the transfer as outlined in the report;
 - That the Committee continues to support the Task and Finish Group in its efforts to develop a final costed proposal for the upgrading of the three toilet blocks at Central car park, the Grange and Westbury Street. The proposed upgrades should include the investigation of solar panels and water recycling opportunities.

It was further agreed to investigate potential funding sources including the Co-op Community Awards Scheme.

There being no other business the Chair thanked members for their attendance and closed the meeting at 20:47pm

CHAIR:

DATE:



Estates, Markets and Environment Committee

Date: 5th April 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

1. RECOMMENDATION

1.1 That the report be noted.

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 This report provides an update of the recent meeting held on 4th March 2016.

3. MEETING UPDATE

- 3.1 The meeting had been called to update each organisation on progress to date. The following matters were discussed:
- Green Lane Planter: This had been sponsored and planted by the Baptist Church but they were unable to water it regularly. It was agreed that this be removed from the 2016 In Bloom;
 - Market Stalls: It was confirmed that LTC had purchased 24 market stalls. Leominster in Bloom requested the use of them for May 2017 for its garden fair. Subject to delivery and confirming means of erection this was agreed;
 - In Bloom had purchased £2,350 worth of plants for 2016 and had received a further £600 worth of plant donations;
 - A further 10 tubs had been added to the list of planters but it was confirmed that these would be planted, maintained and watered by LiB.
- 3.2 An update was provided regarding the maintenance being carried out by volunteers at Sydonia and Millennium Green. Maintenance was also going to be carried out at various other locations including Ginhall Green.

- 3.3 LTC was responsible for Sydonia and Ginhall Green and was also appointed through the Trust to maintain Millennium Green. Therefore, all volunteers undertaking works in these three areas would be covered by the Town Council's insurance.
- 3.4 Prior to any voluntary works being carried out three criteria needed to be met:
- A list of volunteers working on the day which must be submitted to LTC for its records;
 - A brief overview of the Risk Assessment and Method Statement to be provided to all volunteers prior to commencement of work;
 - The correct safety clothing must be worn at all times
- 3.5 The Council had prepared a volunteer pack for Millennium Green and would create one for the other areas in the next few weeks.
- 3.6 Maintenance work was nearly completed at Millennium Green and it was agreed that LTC would organise a chipper to chip all the wood on site.
- 3.7 Funding had been secured for the Tranquil Place, Pinsley Mead, and volunteers were requested to help bring this area back into a good state of repair.

4. ADDITIONAL INFORMATION

- 4.1 The Leominster 2016 entry was part of the Heart of England in Bloom competition which feeds into the national competition. Further information can be found at <http://www.heartofenglandinbloom.co.uk/>
- 4.2 There is a category for pub and hotel gardens. The closing date for entries is 30th April 2016. Cost per entry is £25, judging time is one hour and this cost would have to be met by the individual entrant.
- 4.3 There is always the option for the Town Council, in partnership with LiB, to develop town categories. This could be promoted via the website and Leominster News and some category options are as follows:
- Best Front Garden
 - Best Hanging Basket
 - Best Special Feature
 - Best Business Premises/Best Shop Front
- 4.4 Prizes for each category winner could be either provided by the Town Council or sought from a local sponsor.



Estates, Markets and Environment Committee

Date: 5th April 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

1. RECOMMENDATION

- 1.1 That the report be noted;**
- 1.2 To consider acceptance or rejection of the £1,000 discount offered by Gala Lights regarding the 2015 invoice;**
- 1.3 That consideration be given to allocating capital funding to purchase the new equipment outlined in 4.12.**

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of open spaces in Leominster. Asset transfers are currently being finalised for four open spaces that 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 need to be developed to enable their delivery. This includes the revised Festive Lights provision for 2016, Leominster in Bloom and the maintenance of Open Spaces. There is also a need to investigate potential income streams from the open spaces and identify additional grants to help upgrade and maintain all the areas.
- 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 Final works are being undertaken for the 2015/16 Lengthsman and P3 schemes by the Council's Lengthsman, D C Gardening Services.
- 3.2 Completion of the relevant paperwork will be undertaken now that the final invoices have been received and will be submitted no later than the second week of May 2016.
- 3.3 Funding remains the same in 2016/17 as in 2015/16. A revised plan has been submitted for both the Lengthsman and P3 schemes to BBLP.

4. UPDATE OF ITEMS AGREED AT THE PREVIOUS MEETINGS

Pigeons and Environmental Health

- 4.1 The scaffolding is still in situ in Butchers Row. Once this has been removed a full clean will be undertaken.
- 4.2 A request for the use of the mobile CCTV unit has been submitted to monitor this and other back alleys in Leominster and an update will be provided at the meeting.

Byelaws

- 4.3 Model Draft byelaws will be completed once the asset transfers have been completed.

Asset Transfers and Improvements

- 4.4 At its meeting on Monday 29th February 2016 Council resolved to complete the asset transfers for Sydonia, Ginhall Green, The Grange and Pinsley Mead. The asset transfers are currently being pursued by both Herefordshire Council and the Town Council and an update will be provided at the meeting. Copies of the contracts have been received and it is hoped that these can be signed fairly soon.
- 4.5 Mowing of all areas will commence within the next week and following completion of the asset transfers a formal contract will be entered into with DC Gardening Services for the next 3 years.

Festive Lights

- 4.6 An initial scheme has now been received from Blachere Ltd and will be forwarded to the Task & Finish Group to consider. Further schemes will be invited in due course. There will be a requirement to invest in the lights infrastructure to ensure that future schemes can be operated reliably.
- 4.7 Gala Lights has offered a reduction of £1,000 regarding its 2015 invoice. The response received is as follows:

"We have carried out a thorough investigation to try and establish why your lights failed in the 2015/16 Christmas period. This involved speaking with the

installers who visited site to rectify issues and testing of any lights that went out during the period.

Our investigation showed that we were called out 4 times during the Christmas period to rectify issues with lights. 3 out of 4 of these call outs were attended in a timely fashion. When the string of light came down from the Ceiling of Light due to high winds we did not attend site for 2 days as we did not have operatives available due to switch on commitments elsewhere. This is outside our response time policy for such failures and for that we would like to apologise and, as a gesture of goodwill, would like to offer a £750 credit.

The light failures for the other 3 call outs were caused by a mixture of severe weather and failure of your infrastructure, for which we are not responsible. There were 7 large storms during the Christmas period and the lights failures were caused by strong winds and rain causing your RCD's in your power supplies to trip. This is a safety feature within the device and it requires a technician to flip the switch to power back on. The lights that were connected to these power supplies were thoroughly checked and no fault were found.

Our technician also found 3 faulty timers; one in the Corn Square, one at the Iron Cross and one at the Christmas tree. We are not responsible for your timers but these were replaced these at a total cost to Gala Lights of £660. We have not passed this cost onto Leominster Town Council.

We have also found that one crossing did not go up by the Chemist in the High Street. For that we would like to refund you £250 and would like to apologise for this oversight from our installers.

In conclusion, we are offering a total of £1000 credit for the issues that occurred last year. With the extreme weather we had across the country during November and December, 2015 was a very challenging year. We do fully understand the frustrations having lights out causes, but we feel we responded to the reported faults in a timely manner with the exception of the ceiling of light fault. Previous to this we had 2 very successful years in Leominster and we hope that these will be remembered when choosing your new Christmas Light supplier in 2016."

Winter Programme

- 4.8 Final works are to be undertaken on the allotments week commencing 4th April 2016. The Team will construct the new composters and complete fencing works.

The Tranquil Place

- 4.9 As previously reported a grant has been secured from the Herefordshire Public Green Spaces Community Grant Scheme of £750 to carry out improvement works to the Tranquil Place, Pinsley Mead.
- 4.10 The volunteers who have carried out works at both the Nut Grove, Sydonia and on Millennium Green will commence work within the next two weeks

clearing the site and planting. The Team will carry out remedial works to the gravel path. An interpretation panel will also be developed.

Training

- 4.11 To note that both members of the Team have successfully completed the chainsaw course training at Hereford College.

Equipment Purchase Proposals

- 4.12 A sum of £2,000 has been allocated in the 2016/17 budget for equipment, £2,000 for repairs and renewals and a further £10,000 in Capital Projects for equipment. The following purchases have been requested from the Team to help undertake the additional duties identified in 2016/17:

4.12.1 Flatbed Van: A sum of £6,000 is requested to be allocated to purchase a second hand flatbed van to install the watering system on for the season as well as other works which will be required throughout the year including additional bin emptying at Ginhall Green. The vehicle will complement the existing vehicle and enable the team, which will increase to 3 in number, to operate effectively and efficiently. An additional vehicle, especially during the summer months, is essential to improve efficiency, cover the additional tasks identified and reduce potential lost hours.

4.12.2 Wood Chipper: A sum of £2,000 is requested to be allocated for the potential purchase of a second hand wood chipper. This will help chip waste wood, use wood chippings in the new composter and on various flower beds in the town and reduce hire costs.

4.12.3 Storage Unit: A small secure storage unit may be required to help store the wood chipper and other equipment in at the allotments. A sum of £1,000 is requested.

Footpath ZC93

- 4.13 Following the issues raised regarding this footpath at the previous Committee meeting support has been provided for the funding application developed by a local resident, a full risk assessment has been undertaken by the Footpath Co-ordinator and BBLP PROW Officer, Shaun Hancock, is currently looking into the matter.



Estates, Markets and Environment Committee

Date: 5th April 2016

Title: Allotment Report

Purpose of the Report: To provide Members with an update on Allotment Matters.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That the Composting Workshop be supported.

2. INTRODUCTION

- 2.1 Leominster Town Council leases the Ginhall Allotment site from Caldicotts.
- 2.2 The lease has approximately ten years left to run. Requests have been made to discuss the extension of that lease but the Caldicott Estate is not in a position to discuss this matter at present.
- 2.3 There is a vibrant Allotment Association based on the Allotments and there is a good working relationship between the two organisations.

3. ALLOTMENT UPDATE

- 3.1 Allotment rents are currently being collected. Rent collection is being supported by members of the Allotment Association which has proved invaluable. Thanks are extended to the Association for all its help and support.
- 3.2 A composting Workshop is currently being organised to help compliment to provision of the new composter. The Committee is requested to fully support this initiative with a funding commitment if required.
- 3.3 The construction of the bins will commence week commencing 4th April 2016. This new facility will help provide a specific area for all compostable rubbish collected both on and off site.
- 3.4 As at the publication of the agenda there were three half plots available.