



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Tuesday 15<sup>th</sup> January 2019

To: All Members of the Environment & Services Committee:  
Councillors Norman (Chair), Herschy (Vice Chair), Bartlett, Davies, Mr P  
Davies, Lacey, Marsh, Murdoch, Sutcliffe and Thomas. (One vacancy)  
(Copies to other Councillors for information)

## NOTICE OF MEETING

You are hereby summoned to attend the meeting of the Environment & Services Committee which will be held on Monday 21<sup>st</sup> January 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell  
TOWN CLERK

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

### 2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

### 3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

### 4. 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 19<sup>th</sup> November 2018.



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

**6. CLERK'S REPORT**

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

**7. ENVIRONMENTAL SUPERVISOR REPORT**

Please see the attached report for consideration.

**8. COMMITTEE UPDATE REPORT**

Please see the attached report for consideration.

**9. CONFIDENTIAL ITEMS**

Certain items are expected to include the consideration of exempt information and the Environment & Services Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

**10. STAFFING UPDATE**

To receive a staffing update. Please see attached report.

**11. DATE OF NEXT MEETING**

The next meeting will be held on Monday 18<sup>th</sup> March 2019 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 19<sup>th</sup> November 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Norman (Chair), Bartlett, Mr P Davies, Lacey, Marsh, Murdoch, Sutcliffe and Thomas.

**OFFICER PRESENT:** Town Clerk and the Environmental Supervisor.

Cllr Mrs Murdoch was formally appointed on to the Committee.

### **ES32/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (illness) and Herschy (personal).

### **ES33/18 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Lacey: Ginhall Lane Allotments;
- Cllr Murdoch: Ginhall Lane Allotments;
- Cllr Norman: Tree Forum;
- Cllr Sutcliffe: Orchard pruning volunteer.

### **ES34/18 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensation.

### **ES35/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **ES36/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 17<sup>th</sup> September 2018 be agreed and signed as a correct record.

### **ES37/18 CLERK'S REPORT**

Committee noted that the Clerk had nothing to report.

### **ES38/18 ENVIRONMENTAL SUPERVISOR REPORT**

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

- To note the contents and updates contained within the report;
- To carry out the proposed works to cover over and mound to the correct depth using topsoil to provide a safe surface under the multi-play unit retained as part of the recent refurbishment. The estimated costs to undertake this work would be in the region of £1,380 plus the cost of the Terram safety surfacing;

- In addition to the safer surfacing works, additional benches and new signage would be installed at the play area.

The following updates and concerns were noted:

- A Friends of Sydonia Group would be set up in 2019 to build on the Heart of England Silver Award achievement;
- The cleaning of the public conveniences was still being undertaken in-house. Quotations are still being sought from suitable contractors to undertake this service;
- Works were required to some of the trees on the Grange Open Space to improve CCTV sight lines. The Herefordshire Council Tree Officer would be consulted;
- Concern was expressed regarding works to trees and hedges on the Ginhall Road allotment site. This matter was currently being investigated;
- Staff had completed a two day First Aid training course and were about to undertake fire safety training;
- An extension to the current Footpath ZC137 closure had been granted up until July 2019. It was hoped that the footpath would be reopened sooner than this date.

**ES39/18 COMMITTEE UPDATE REPORT**

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

- To note the contents and updates contained within the report;
- To note the update regarding the Bridge Street Depot and continuing discussions with the junior football club.

**ES40/18 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information the Environment & Services Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**ES41/18 GRANGE OPEN SPACE MASTERPLAN TENDERS**

Committee considered the Grange Master Plan Tender Report in detail and, following discussion, it was proposed by Cllr Lacey, seconded by Cllr Norman and **RESOLVED**:

- To note the contents and updates contained within the report;
- To recommend that Red Kite be appointed to undertake the Grange Open Space Master Plan project and consultation at a cost of £9,820 + VAT;
- That work commences once ratified by Full Council at its meeting on Monday 26<sup>th</sup> November 2018 in line with the agreed timetable;

- That a quotation to undertake a topographical survey be obtained and considered in due course.

**ES42/18 DATE OF NEXT MEETING**

Committee noted that the next Committee meeting would be held on Monday 21<sup>st</sup> January 2019 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8:15pm.

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**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENTAL REPORT – JANUARY 2019

### 1. RECOMMENDATION

#### 1.1 That the report be noted.

### 2. MAIN REPORT

- (a) The Environmental Team planted wild daffodil bulbs on Southern Avenue roundabout with Leominster in Bloom.
- (b) We currently have only 5 vacant plots on the Allotment site. We have installed a new swap table, made from a recycled table frame and old picnic bench slats. Plot holders can use this to leave plants, equipment and produce for other plot holders to make use of.
- (c) Western Power carried out some work to the cables and accessed the site without permission causing damage to the grassed access roads. This is currently being addressed with their Ludlow office.
- (d) The borders at the rear of The Priory have been pruned and cleared where necessary.
- (e) I attended the Stop the Drop Litter Forum at The Kindle Centre in November where I contributed with a talk on how we deal with issues in the town. I have since been asked to join the steering group at their January meeting.
- (f) I attended the Verdun Oak Event and accepted a sapling on behalf of Leominster Town Council. This will be planted in Sydonia when it matures.
- (g) The Community Orchard at the bottom of The Grange has now been completely cleared of debris left by the tree pruning last year.
- (h) The toilets have continued to be cleaned and checked by the Environmental Team but we have now recruited a cleaner to service the public and 11 Corn Square toilets over 16 hours per week.
- (i) The Environmental Team has supported the Small Business Bus Wednesday Event by putting out barriers along the parking area and sweeping the kerb with our electric sweeper before guiding the bus into position, Small Business Saturday Market by erecting the market stalls and labelling them, the Christmas Light Switch On by organising the fair to attend and providing stewarding and first aid coverage, the Narnia Event by preparing the garden and attending on the night and the Victorian Street Market with extra street cleaning and erection of market stalls/barriers and signage.

- (j) The Environmental Team installed the town Christmas tree in the Square and removed it again after Christmas. The tree was kindly donated by a resident of Broad Street. There have been numerous issues with the Christmas lights and these will be discussed at a debrief meeting with our contractor, Lite, at the end of January.
- (k) Team Leominster meetings continue weekly and I have visited the Team Hereford Meeting to see how it works for them. I have also visited the Herefordshire Council CCTV office to assess visibility around The Grange. Work has been carried out to the hedge to ensure improved visibility down Grange Walk.
- (l) Fire Safety training has taken place and has been attended by myself and office staff. Also Ellis Whittam Health and Safety Consultant has now carried out our annual inspection and we are currently waiting for his report.
- (m) James Bissett, from Herefordshire Council, carried out some fruit tree pruning training in the Community Orchard at Ginhall Green on 30<sup>th</sup> November. The event was very informative and approximately 15 people attended and carried out work to the trees. A Summer pruning event and celebration is to be organised later this year. Many thanks to James Bissett for his time and enthusiasm.
- (n) Before Christmas, I went for a drive around the Parish with our Lengthsman to identify various PROW issues. The Locality Steward has now raised jobs for various sundry items that are needed.

Julie Debbage, Environmental Supervisor, Leominster Town Council



## Environment & Services Committee

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**Date:** 15<sup>th</sup> January 2019

**Title:** Committee Update Report

**Purpose of the Report:** To provide Members with an update relating to previous decisions made by the Committee, identify further actions and decisions required.

**Contact Officer:** Paul Russell

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### 1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider entering into the Licence Agreement with Herefordshire Council to manage and maintain all the open spaces and verges within Leominster;
- 1.3 To consider allocating up to £15,600 from the PWLB to purchase equipment to undertake open space maintenance;
- 1.4 To commence the recruitment of a Full Time Grounds Person to enable the Town Council to be in a position to deliver on the open spaces maintenance programme on 1<sup>st</sup> April 2019;
- 1.5 To consider submitting a recommendation to the Town Council regarding the proposed upgrading of the CCTV infrastructure in the Market Towns, which will be subject to a commitment to continue to be part of the scheme for a further nine years;
- 1.6 To note the update regarding the Grange Open Space Masterplan and consultation.

### 2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster.
- 2.2 Herefordshire Council has confirmed that it will only fund the P3 Scheme footpath maintenance programme scheme until 31<sup>st</sup> March 2019. The Lengthsman scheme funding has already been discontinued. DC Gardening Services is the Council's current contractor and is a qualified Parish Lengthsman. He is also trained to fill in potholes on C and U roads.

- 2.4 This report provides background information to Committee on new and existing projects, updates members on progress to date and identifies any further actions required.

### **3. THE P3 AND LENGTHSMAN SCHEME**

- 3.1 The following P3 works have been carried out in in Quarter Three (October, November and December) alongside general footpath maintenance undertaken by the Environmental Team:

- Strimming of footpath leading from Sydonia to Caswell Crescent ZC97;
- Strimming of footpath leading from car park at the Skateboard Park behind Battlebridge Close leading to John Able Close ZC97b (part);
- Strimming of footpath on Industrial Estate leading from Border Scaffolding to Silurian Close ZC100 (part);
- Strimming of footpath leading from Silurian Close and running behind Caradoc Drive around the edge of Earl Mortimer Playing Field ZC102;
- Strimming and cutting back of overhanging vegetation from footpath running along the river from white metal bridge past B&Q to Booth Memorial Garden on ZC141;
- Strimming of footpath leading from main road and behind Dales Factory ZC143 @ 499506;
- Cutting up of large Ash tree which had fallen over footpath and removal from site off Oldfields Close on ZC5;
- Cutting of all shrubs overhanging neighbouring houses and cutting all vegetation overhanging the start of footpath ZC6 to including hire of chipper and all rubbish chipped on site and blown;
- Site meeting with Julie Debbage to look at footpath work on ZC104 and drive around Ivington and Aulden to look at various signs.

- 3.2 The following Lengthsman works has been carried out in Quarter Three (October, November and December)

- Cutting up of large fallen branch and cutting up of larger leaning branch to make safe at back of Priory Church, to include chipping of rubbish on site;
- Cutting of sides and reducing height on top of long privet hedge running along Worcester Road (where original road used to run) to include chipping of rubbish on site and blown back under hedge.

### **4 ADDITIONAL MATTERS**

#### ***Licence to Cut the Open Spaces in Leominster***

- 4.1 Committee is requested to consider making a recommendation to Full Council with regard to continuing with the current Licence Agreement with Herefordshire Council to manage and maintain the open spaces and verges in Leominster.

#### ***Open Spaces Maintenance Update***

- 4.2 An assessment of the Bridge Street Depot has been undertaken and it has been concluded that it is an ideal site to store equipment such as market stalls, but that it is unsuitable to operate the Grounds Team from. Too great

an investment would be required to bring the building up to an acceptable standard.

- 4.3 The storage of the market stalls at Bridge Street has created space at the depot building to the rear of 11 Corn Square. The depot will be utilised as a workshop for the contractor to deliver the projects at Central Toilets, Grange Toilets and the Secret Garden. In addition, the size of the proposed equipment to be purchased will be smaller units suitable for easy storage in the depot.
- 4.4 An application has been developed and is being submitted to the Herefordshire Council Open Spaces fund for a sum of £10,000 towards the cost of the new equipment required. A sum of £20,000 has also been allocated as part of the PWLB loan application.
- 4.5 The following equipment is currently being recommended by the Environmental Supervisor and will need to be sourced in the next month, subject to Committee and Council agreement. Funding will be sourced from the Open Spaces Fund (£10,000) and the PWLB Loan:
- Zero Turn 4x4 Mower for verges - £5,100 + VAT
  - Compact Tractor with Deck - £6,148 + VAT
  - Chipper - £2,000 + VAT
  - Trailer - £1,500 (second hand)
  - Training - £840 + VAT (for 3 people)
  - Total: £15,588 + VAT

***Recruitment***

- 4.6 As part of the 2019/20 budget a sum has been allocated towards the recruitment of a Full Time Groundsman to oversee the grass cutting in Leominster and to undertake other duties as required.
- 4.7 Subject to the recommendation of the Committee, recruitment will commence following ratification by Full Council.

***CCTV***

- 4.8 Please see the attached report (separate document) regarding the proposal to invest in the current CCTV system in Leominster and the other Market Towns subject to an agreement by the Town Council to continue to support this initiative for a further nine years. The current cost of supporting the CCTV initiative is £10,849.72 (2019/20) This normally increases by the rate of inflation.
- 4.9 The proposal is to upgrade the current system to an IP based system, renew the transmission networks with a wireless network and install new IP cameras.
- 4.10 The continued support of the initiative will include the repayment of the capital fund required to implement the upgrade. A response is required by 15<sup>th</sup> February 2019.

**Grange Open Space Master Plan**

- 4.11 Please see the attached minutes of the initial scoping meeting to commence this project (separate document).
- 4.12 Quotations have been obtained to undertake a topographical survey. The survey would be used to inform the Masterplan. The survey would include the following:
  - All trees - individual or groupings where necessary
  - Hedges, shrubs and borders
  - Paths, roads and areas of hardstanding
  - Outlines of buildings - no further detail required
  - Other features - including benches, fencing, walls, play equipment, lamp posts, bins, signs, steps
  - Levels
- 4.13 An additional quotation has been sought from each company to provide as a separate item an underground utilities survey. The Town Council is currently asking Balfour Beatty whether it can supply the relevant information and research will be carried out on the website <https://www.linerearchbeforeudig.co.uk/>

- 4.14 The table below outlines the quotation costs received. Prices would be plus VAT:

<b>COMPANY</b>	<b>TOPOGRAPHICAL</b>	<b>UTILITY</b>
Company 1	£2,900	N/A
Company 2	£7,445	£8,820
Company 3	£2,695	£4,985
Company 4*	£4,350	Inc

- 4.15 A site appraisal of the Grange is being undertaken on Tuesday 15<sup>th</sup> January 2019. This will include a general site assessment and a Preliminary Ecological Appraisal.

**Public Conveniences**

- 4.16 As previously indicated the PWLB loan application has been successful. A project implementation timetable will now be drawn up to plan the refurbishment the Central Car Park Toilets. A full project plan report will be submitted to the Finance & General Purposes Committee at its meeting on 25<sup>th</sup> February 2019. Permission to draw down the PWLB Loan will be requested from Full Council at its meeting on 28<sup>th</sup> January 2019.
- 4.17 Committee is requested to note that a cleaner has now been found and appointed to undertake the cleaning of the public conveniences. Further details will be provided under the Staffing Update.

**Waste Recycling**

- 4.18 The implementation of this initiative has had to be delayed for a few weeks due to staff shortages, the Christmas break and the lack of a suitable storage site. A further update will be provided at the meeting.