



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Monday 8th July 2019

To: All Members of the Environment & Services Committee:
Councillors Herschy (Chair), Murdoch (Vice-Chair), Bartlett, Davies, Norman,
Rumsey, Smith-Winnard, Sutcliffe, Thomas and Williamson. (1 Vacancy)
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend the meeting of the Environment & Services Committee which will be held on Monday 15th July 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 20th May 2019.



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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. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

8. GROUNDS TEAM UPDATE

A report will be presented at the meeting.

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".

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

9. DATE OF NEXT MEETING

The next meeting will be held on Monday 16th September 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 20th May 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICER PRESENT: Town Clerk.

ES01/19 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Herschy was proposed by Cllr Bartlett and seconded by Cllr Sutcliffe. There being no other nominations, Cllr Herschy was formally elected Chair of the Environment & Services Committee.

ES02/19 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Murdoch was proposed by Cllr Norman and seconded by Cllr Thomas. There being no other nominations, Cllr Murdoch was formally elected Vice-Chair of the Environment & Services Committee.

ES03/19 APOLOGIES FOR ABSENCE

There were no apologies to receive.

ES04/19 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Murdoch: Ginhall Lane Allotments.

ES05/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES06/19 QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

There were no members of the public present.

ES07/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 18th March 2019 be agreed and signed as a correct record.

ES08/19 CLERK'S REPORT

The Clerk had nothing to Report.

ES09/19 COMMITTEE UPDATE REPORT

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

- To note the contents and updates contained within the report;
- To note progress with the Grange Open Spaces Master Plan;
- To note the ratification of the release of £4,350 to fund a topographical survey as part of the Master Planning process;
- To appoint Cllrs Herschy, Murdoch and Williamson to sit on the Grange Master Plan Task & Finish Group;
- To request an update on progress of the Waste Recycling initiative being overseen by Binit Ltd;
- To note that a volunteer day took place recently to help SHYPP refurbish its outdoor space.

ES10/19 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider

ES11/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 15th July 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 7:49pm.

CHAIR:

DATE:



Environment & Services Committee

Date: 8th July 2019

Title: Committee Update Report

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

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider making decisions related to items 4.8, 4.9 and 4.11.

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster.
- 2.2 Herefordshire Council has not confirmed whether there will be any funding for either the Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force in the short term.
- 2.4 This report provides background information to Committee on new and existing projects, updates members on progress to date and identifies any further actions required.

3. FOOTPATH MAINTENANCE

- 3.1 A programme of footpath maintenance has been drawn up and will be delivered as part of the Grounds & Environmental Team's responsibilities. Delivery will be subject to the capacity of the team.
- 3.2 Some works have already been undertaken by the Primary School and behind B&Q.

4 COMMITTEE MATTERS

Grange Open Space Master Plan Project

- 4.1 There will be a four day public consultation that has been arranged to take place from Wednesday to Saturday 17th to 20th July.

- 4.2 The first three days have adequate staff cover and Red Kite will be on site on the Grange on Saturday. However, Councillor volunteers are requested to help provide cover on the Saturday due to a lack of staff available. The session will take place between 2pm and 4pm.
- 4.3 The topographical survey of The Grange Open Space will take place between 22nd and 24th July 2019. Part of the survey will include the use of a drone, and a risk assessment has been requested.

Management of the Open Spaces in Leominster

- 4.4 The management of the majority of open spaces and roadside verges in Leominster is being undertaken by the Town Council. A full update will be provided at the meeting.

Public Conveniences

- 4.5 Work on the Central Toilets is currently being planned and materials will be purchased in the next few weeks. The Grange toilets will be part of the Masterplan works.

Sydonia Lighting Scheme

- 4.6 This project is currently on hold until a grant fund has been identified. Initial designs have been completed and costs will be obtained in due course.

Waste Recycling

- 4.7 It is expected that the implementation of this initiative will be in place by the end of July 2019 with the first collections being made. Meetings have been held with Binit Ltd and the delivery of the waste bins are expected in the next two weeks.

Verging on Wildlife (VOW)

- 4.8 It has been suggested that consideration be given to designating a number of areas under Town Council control to encourage wildlife. It is suggested that Councillors put forward suggestions for suitable areas. These will then be given due consideration and a report will be submitted to Committee once an assessment of the areas has been undertaken. The implementation of any initiative will not commence until 2020.

Cigarette Bins at the Bus Station

- 4.9 A number of cigarette bins have now been installed at the bus station. However, concern has been expressed that this will encourage people to smoke in areas where passengers congregate. It has been requested that consideration be given to erecting no smoking signs, subject to receiving the relevant permission from Herefordshire Council, to discourage smoking in the shelters themselves.

Public Protection Order

- 4.10 To note that an amendment has been made to include an alcohol control for Leominster Cemetery.

Grange Open Space

- 4.11 Concerns have been raised regarding drug dealing and usage in this open space and outside Grange Court. A request has been made to relocate the bench outside Grange Court as it is not visible by CCTV.

Allotments

- 4.12 Following misuse of the composting bins these have now been removed. A fenced off composting area will be created so that wood chip and other plant material can be composted on site. It will only be accessible by the Town Council's workforce.
- 4.13 The annual Harvest Supper will be held on 4th October 2019 at Grange Court. This event is hosted by the Town Council and annual awards to allotment holders will be presented by the Mayor.
- 4.14 Some basic repairs will be undertaken on the access road to the allotments due to the number of potholes that have appeared.

Depot

- 4.15 An initial email to request a meeting with the letting agent has been sent. An update will be provided at the meeting.