



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Tuesday 6<sup>th</sup> September 2016

To: All Members of the Environment & Services Committee:  
Councillors Bartlett (Chair), A Pendleton, Davies, Evans, Lacey (Vice-Chair),  
Marsh, Mifflin, Norman, R Pendleton and Thomas.  
(Copies to other Councillors for information)

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Environment & Services Committee** to be held on **Monday 12<sup>th</sup> September 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

Paul Russell  
TOWN CLERK

### AGENDA

- 1. APOLOGIES FOR ABSENCE**  
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**  
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**  
To consider requests for dispensations (must be notified in writing).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**  
To receive questions and statements from members of the public as provided for in Standing Orders
- 5. MINUTES OF PREVIOUS MEETING**  
To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 11<sup>th</sup> July 2016 (**attached**).
- 6. CLERK'S REPORT**  
To receive the Clerk's Report.



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

- 7. FRIDAY MARKET**  
The Market Officer will present a report on the development of the Market.
- 8. LEOMINSTER IN BLOOM**  
Please see the attached report for consideration and decision.
- 9. COMMITTEE UPDATE REPORT**  
Please see the attached report for consideration and decision.
- 10. COMMUNITY ASSET & S106 WISH LIST**  
Please see the attached report for consideration and decision.
- 11. 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”.
- 12. TRAVELLER POLICY**  
Please see the attached draft policy regarding the way the Town Council will deal with Travellers on its sites in future.
- 13. YOUTH UPDATE REPORT**  
Please see the attached update report from HVOSS regarding the Youth Provision project.
- 14. PUBLIC CONVENIENCE UPDATE REPORT**  
Please see the attached update report regarding this project.
- 15. DATE OF NEXT MEETING**  
The next meeting will be held on Monday 14<sup>th</sup> November at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 11<sup>th</sup> July 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Bartlett (Chair), Lacey (Vice-Chair), Evans, Gibson (7:25pm), Mifflin, Norman, and Thomas.

**OFFICERS PRESENT:** Town Clerk and the Market Officer.

**ALSO PRESENT:** One member of the public.

### **ES01/16 ELECTION OF CHAIR**

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

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

### **ES02/16 ELECTION OF VICE CHAIR**

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

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

### **ES03/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (ill), Marsh (holiday), A Pendleton (holiday) and R Pendleton (holiday).

### **ES04/16 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

### **ES05/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **ES06/16 QUESTIONS FROM THE PUBLIC**

The following representation was received:

- (a) **Footpath ZC93** – The Town Council was asked what was being done by the local authorities to address the alleged unsafe environment around the Cockcroft Lane access next to footpath ZC93.

BBLP had undertaken an investigation into this footpath in March 2016 and had responded comprehensively to issues raised.

Concern regarding the visibility splays would be forwarded to the Locality Steward to investigate. If required, the Town Council's Lengthsman would be instructed to cut back the hedge to improve visibility.

The Locality Steward would also be asked to investigate the trees which were interfering with the overhead cables. It was indicated that the responsibility to cut the trees was the relevant utility company but that permission was required from the landowner to access the area.

**ES07/16 MINUTES OF PREVIOUS MEETING**

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

**ES08/16 CLERK'S REPORT**

The Clerk had nothing to report.

**ES09/16 FRIDAY MARKET**

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

**RESOLVED:**

- That the report be noted;
- That Quarter One Income of £4,676 be noted;
- That efforts continue to attract additional quality traders to improve the market offer;
- That the opportunity for charities and voluntary organisations to rent space during the week continue to be promoted;
- That negotiations continue regarding the future management and promotion of the Farmers Market, including the linking of a community market;
- That a revised rental structure be developed for the Farmers Market once the Town Council takes control;
- That the launch of the Farmers and Community Market takes place on Saturday 10<sup>th</sup> September 2016.

Concern was expressed regarding the proposal by BBLP to commence charging for road closures for community events. It was acknowledged that this would have a serious impact on many events within Leominster by significantly increasing costs and threatening many of the events' sustainability. Following discussion it was **RESOLVED:**

- That Herefordshire Council be contacted to register the Town Council's concerns regarding the new pricing regime for road closures;
- That the policy to charge for road closures be challenged from a legal perspective;
- That the point be reiterated that six events held annually in Leominster will be potentially under threat;
- That Herefordshire Council and BBLP be urged to reconsider this policy.

**ES10/16 LEOMINSTER IN BLOOM**

Committee considered the Leominster in Bloom report in detail. Judging had taken place on Friday 8<sup>th</sup> July 2016. Following discussion, it was

**RESOLVED:**

- That the report be noted;
- That a Service Level Agreement be drafted to formalise the relationship between Leominster Town Council and Leominster in Bloom;
- That businesses and organisations be encouraged to become involved in 2017;
- That additional funding sources be investigated to help fund In Bloom related projects.

The Committee thanked the Environmental Team for all its continued efforts in making the town look clean and attractive.

**ES11/16 COMMITTEE UPDATE REPORT**

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

- That the report be noted;
- That the proposal to set up a sub-committee to formalise liaison with Leominster in Bloom and Re-greening Leominster be deferred until the September Committee meeting;
- That Cllrs Lacey and Thomas be appointed to the Task & Finish Group which will oversee the development of the Byelaws for the open spaces recently transferred to the Town Council from Herefordshire Council;
- That additional quotations be sought for the development and improvement of the play areas at The Grange and Sydonia;
- That schemes developed for the two play areas be developed and consulted upon in due course;
- That two additional quotations be sought for the Festive Lights and that the Task & Finish Group reports back to the September meeting with recommendations;
- That investigations be undertaken regarding the Council's commercial waste and recommendations be submitted to Committee for consideration at its November meeting;
- That action be taken to try to address the current spate of anti-social behaviour being experienced at The Grange and Sydonia;
- That proposals to help address the increase in dog mess being experienced be developed and an update be provided the Committee at its September meeting.

**ES12/16 CONFIDENTIAL ITEMS**

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

Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) Toilets Upgrade** – Committee noted that documentation to transfer the Central and Grange toilet blocks had been received by the Council's solicitor.

Committee noted that whilst the transfers were being completed, quotations would be sought for the refurbishment of the two blocks as previously recommended.

Committee also noted a brief verbal update regarding the progress of identifying a tenant/purchaser of the property known as 17 West Street. A full report would be submitted to Full Council for consideration at its meeting to be held on Monday 25<sup>th</sup> July 2016

There being no other business, the Chair thanked members for their attendance and closed the meeting at 20:40pm

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**CHAIR:**

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



**Environment & Services Committee**

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**Date:** 6<sup>th</sup> September 2016

**Title:** Initial Market Update Report.

**Purpose of the Report:** To provide Members with an update with regard to the decisions made at the meeting held on 11<sup>th</sup> July 2016.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

**1.1 That the report be noted.**

**2. BACKGROUND**

2.1 This report provides an update following the decisions reached at the previous meeting held on 11<sup>th</sup> July 2016.

2.2 A further report will be provided by the Market Officer at the meeting with regard to the development and current trading on the market.

**3. DECISION UPDATE**

3.1 The Market Officer will provide an update regarding the following matters:

- Rental of the charity and voluntary organisations space;
- Progress on the negotiations to take over the management of the Farmers Market;
- Confirmation that the Farmers and Community Market will launch on Saturday 10<sup>th</sup> September 2016.

*Road Closure Charges*

3.2 A letter was sent to both Cllr Rone and Mr Hughes dates 20<sup>th</sup> July 2016. The letter outlined the Town Council's concern at the new charges being levied by Balfour Beatty, Herefordshire Council's main contractors, to arrange road closures on behalf of both the Town Council and community organisations.

3.3 It was pointed out that Leominster's local economy was already suffering from the effects of car parking charges in the town and a downturn in the national and global economy. Footfall was down, spending had suffered and businesses, which were already in a precarious situation, were now facing closure. The number of empty shop units had increased over the past six months and there were now empty shop units in every retail street in the centre of Leominster.

- 3.4 In addition, the Town Council had taken over many local services from Herefordshire Council including grass cutting, management of public conveniences, town centre street cleaning, the subsidising of local bus services, the Tourist Information service and play areas. The cost implication of taking over these services was well in excess of £150,000 per annum.
- 3.5 In an effort to help stem the downward trend in visitor numbers, the Town Council and many local organisations have been working together to put on events to attract visitors to the town. The Leominster Food Festival, the Christmas Lights Switch-On, the Leominster Festival, the Leominster Medieval Pageant and the Victorian Street Market will all be affected by these changes. Charges have gone up from zero to between £125 and £250 per event. Such charging levels will significantly affect the viability of these events.
- 3.6 None of the events were commercial enterprises. They were all run by volunteers, who used the income to reinvest into the event.
- 3.7 As yet a reply has not been received, nor an acknowledgement of the letter despite it being sent by both email and hard copy and delivered by hand to Plough Lane.



**Environment & Services Committee**

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**Date:** 6<sup>th</sup> September 2016

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

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

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That Committee considers the proposal to set up a Leominster in Bloom Sub-Committee;
- 1.3 To adopt the draft Service Level Agreement between Leominster Town Council and Leominster in Bloom.

**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 Judging of the Leominster entry was held on Friday 8<sup>th</sup> July 2016 and the awards presentation will be held on Thursday 15 September 2016 at Aldridge Parish Church, The Green, Walsall WS9 8NH at 10.30 am. The event is being supported by Walsall Council

**3. IN BLOOM UPDATE**

- 3.1 The Environmental Team has been providing significant support to Leominster in Bloom, and have watered all the town centre tubs twice a week during the summer period. All the floral displays have also been fed.
- 3.2 Bunting was been erected throughout the town along with banners in Broad Street. Some has collapsed and this has been re-erected. Unfortunately, some has sustained damage especially along Drapers Lane.
- 3.3 Towards the end of the school holidays a number of planters have suffered vandalism and damage. Efforts have been made to replant the tubs and

planters but it is getting towards the end of the season and soon the tubs will require emptying ready for the winter plantings.

- 3.4 A number of compliments have been received from as far away as Litchfield. The displays have held up well and looked very attractive.
- 3.5 Cllr Norman will be representing Leominster Town Council at the awards ceremony this year.
- 3.6 One member of the Environmental Team has successfully passed the safe use of herbicides examination (PA1 & PA6) and the second assessment will be in August (PA6). This will enable the Team to carry out its own, carefully planned spraying when the town needs it. It will ensure that the weeds are kept under control and do not harbour litter and pests, as well as aiding highway drainage.
- 3.7 The Environmental Supervisor, Julie Debbage, has continued to attend LIB meetings to ensure a co-ordinated approach to the works needed.
- 3.8 As yet the Town Council Officers have not pursued the proposal to encourage more businesses and organisations to become involved. However, this will be pursued through Destination Leominster and the new Business Committee.
- 3.9 A variety of grant funds have been identified, including the Tesco Bag fund, which has just been revamped. However, specific projects need to be identified in order to submit grant applications. A further verbal update will be provided if available.

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

- 4.1 Members may recall that a proposal to set up a Leominster in Bloom Sub-committee was proposed at the previous meeting.
- 4.2 The sub-committee would provide a forum for effective and timely communication between Leominster Town Council, volunteer gardeners and the Environmental Operatives and will help ensure the continued management and maintenance of Leominster's green and floral spaces.
- 4.3 Traditionally there has been liaison with the Town Council and Leominster in Bloom via its main committee. Two members are nominated to sit on the LIB Committee at the Annual Town Council Meeting.
- 4.4 The attached report outlines the benefits of setting up such a sub-committee.
- 4.5 The Committee is requested to consider the proposal. If it is supported, Terms of Reference will be drawn up, which will include some level of delegated authority.

**5. DRAFT SERVICE LEVEL AGREEMENT**

- 5.1 The following draft SLA has been drawn up to formalise the relationship between the Town Council and the LIB Committee. It sets out what each organisation is responsible for.
- 5.2 Subject to discussion and amendment, it is suggested that the SLA is submitted to LIB for comment prior to agreement.

**DRAFT SERVICE LEVEL AGREEMENT BETWEEN LEOMINSTER IN BLOOM AND LEOMINSTER TOWN COUNCIL**

This agreement is between Leominster in Bloom and Leominster Town Council to formalise the level of In Bloom services to be provided by the Town Council in Leominster town centre.

1. Leominster Town Council will provide a watering and feed service for all tubs, planters, baskets, barrels and other public plantings, a minimum of twice a week at the following streets and roads:
  - The Priory;
  - Church Street;
  - Pinsley Road;
  - Broad Street
  - Burgess Street;
  - Rainbow Street;
  - West Street;
  - High Street;
  - Etnam Street;
  - School Lane;
  - Corn Square;
  - All pavements, footways and walkways within the curtilage of the above roads;
  - The six entrance planters.
  
2. Leominster Town Council will:
  - Ensure that all the relevant insurance cover is in place;
  - Ensure that its operatives have received suitable training and are aware of relevant health and safety legislation;
  - Ensure that its operatives wear a uniform and relevant PPE;
  - Ensure suitable equipment is used;
  - Contribute towards the Leominster in Bloom Portfolio;
  - Remove litter and rubbish as part of its street cleaning service.
  
3. Leominster Town Council will be responsible for the:
  - Erection of bunting on an annual basis in Leominster Town Centre as appropriate;
  - Erection of banners on an annual basis in Leominster Town Centre as appropriate.





## Environment & Services Committee

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**Date:** 6<sup>th</sup> September 2016

**Title:** Committee Update Report

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

**Contact Officers:** Paul Russell

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### 1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 (Item 4.5) Consider allocating funding from balances to replace bins on the Grange;
- 1.3 (Item 4.9) An allocation of funding will be required for the provision of a height barrier at Sydonia. Location has yet to be decided and will be agreed once HALO has renegotiated its lease of the overflow car park with Herefordshire Council;
- 1.4 (Item 5.1) To agree a meeting date for the Byelaw Task & Finish Group to draw up draft byelaws for all open spaces;
- 1.5 (Item 5.3) To agree a meeting date for the Festive Lights Task & Finish Group to recommend a contractor to Full Council for consideration at its meeting on 26<sup>th</sup> September 2016;
- 1.6 (Item 5.6) To allocate funding of £4,235.83 + VAT from Cost Centre 260/4027 for the purchase of a ride-on mower;
- 1.7 (Item 5.9) To consider allocating funding from balances to help meet the cost of refurbishing the War Memorial. A grant will be applied for, but match funding will be required;
- 1.8 (Item 6.19) To consider the allocation of £247.84 to purchase dog parking hooks and signs on behalf of the Leominster Business Group;
- 1.9 (Item 7 & 8) To consider funding allocation of approximately £1,000 to fund a campaign to address dog fouling.

## **2. BACKGROUND**

- 2.1 Leominster Town Council is responsible for the maintenance of open spaces in Leominster. Asset transfers have been finalised for three of the four open spaces, which include a number of play areas.
- 2.2 As part of the Herefordshire Council's Lengthsman's and P3 Scheme, funding has been made available from Herefordshire Council to help address other responsibilities, such as potholes and footpath maintenance. DC Gardening Services is the Council's current contractor and is a qualified Parish Lengthsman. He is also trained to fill in potholes on C and U roads.
- 2.3 Following the adoption of the budget for 2016/17, a number of projects are being developed. This includes the revised Festive Lights provision for Leominster for 2016.
- 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 works have been undertaken under the P3 scheme:
- Cutting back of overgrown hedge running between Sydonia and Eaton Close on Eaton Close side on footpath ZC97A to include removal of all rubbish
  - Clearance of vegetation from stiles and fingers posts adjacent to roads around Newtown, Ivington, Aulden and road leading to Upper Hill to boundary
  - Cutting back of overhanging hedge and strimming of nettles/brambles on footpath ZC97 leading from Caswell Crescent to Sydonia
  - Cutting back of overhanging tree branches and vegetation growing through fence into neighbouring garden at rear of Caradoc Drive on footpath ZC100 (part)
  - Cutting back of nettles/overhanging vegetation from footpath leading from Mappenors Lane/The Rugg on footpath ZC156
  - Strimming of footpath at Cold Harbour Lane, Ivington ZC39
  - Strimming of footpath at Highfield House, Newton ZC23
  - Cutting back of brambles and overhanging ivy from footpath leading from Etnam Street to Sydonia on footpath ZC96
  - Strimming of footpath on Industrial Estate leading from Border Scaffolding to Silurian Close ZC100 (part)
  - Removal of damaged fencing (approximately 35 m) from footpath ZC141 and replacement with half round D-rail fencing - section leading from Paradise Court to white metal bridge completed - other section to be completed during August
  - Removal of damaged fencing (approximately 35 m) from footpath ZC141 and replacement with half round D-rail fencing - section leading from white metal bridge towards the Booth Memorial garden.

- 3.3 The following works have been undertaken under the Lengthsman scheme during July and August 2016:
- Clearance around various road signs in Newton, Ivington, Aulden and road leading to Upper Hill;
  - Clearance of overgrown vegetation around bus stop at bottom of Cockcroft Hill.

#### **4. ENVIRONMENTAL UPDATE**

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

##### *Street Cleaning*

- 4.2 Vacuuming is still being carried out 3 times per week if weather permits. On wet days the Town is litter picked instead. Butcher's Row is vacuumed at least once per week and washed at the Corn Street end with the equipment used for watering the flowers. There is an on-going issue with rubbish and fly tipping being left here but Waste Management have asked that the bags remain so that they can investigate and address the issue. They were operating on Wednesday 31<sup>st</sup> August and Thursday 1<sup>st</sup> September, removing evidence from bags presented at the incorrect time and putting stickers on bags.

##### *Litter*

- 4.3 Sydonia is still litter picked daily and there has been a slight improvement in volume recently. The Grange, Ginhall Green and Pinsley Mead have minimal litter but a cause for concern is the litter produced from the market. After working on a breezy Friday afternoon, I was surprised at the amount of market related waste around Corn Square and believe that the team need to adjust their working week re-hours to accommodate cleaning the Square after the market. This was a service previously carried out by Balfour Beatty. The Community Litter Pickers continue to support by meeting on Sunday Morning and Cllr. Rosser and Val Hickin litter pick Sydonia at the weekend. This is much appreciated by the Environmental Team. Looking forward to next year, I believe that when weekend events are on in the Town, it may be necessary for a 3 hour litter and bin shift to be introduced to enhance the weekday service and keep the town clean for residents and visitors alike.

##### *Litter Bins and Dog Waste Bins*

- 4.4 We have now received our extra bins from Waste Management to accommodate the extra waste collected over the Summer. I believe that a change in staff at Balfour Beatty has led to a decrease in complaints about bins not being emptied. I have also requested that they check The Grange bins over the weekends as they are still registering on Balfour Beatty job tablets! I have managed to acquire 2 small green bins. One has been sited at the bottom of The Grange basketball court and one in the Sydonia children's play area next to the bench. I believe they are making a difference.

- 4.5 Some of the bins in The Grange are in need of replacing as they are extremely rusty and don't lock. There are 9 of these old style bins. The ones on the children's play area are of most concern, being rusty and the ones that don't lock are subject to having household waste put into them.

*Leominster in Bloom*

- 4.6 We are still carrying out watering twice weekly and have fed all the plants twice. Unfortunately the displays have been subject to considerable vandalism over recent weeks. It has been reported to the police but CCTV was not clear enough for any convictions. The Balfour Beatty operative in the town has cleared up the broken plants on the weekends and LIB wish to acknowledge their gratitude for this. I have now gained Spraying Qualification PA6 and hope to carry out a spray of the Town Centre soon. The refreshing of the street furniture will recommence in the Autumn.

*Allotments*

- 4.7 We have had several new plot holders and I am monitoring the plots near the composter to ensure that they are adequately drained. A trip has been booked to visit the Bisley Community Composting Facility near Stroud, on 8<sup>th</sup> October, with a view to looking at composting more efficiently and whether the Community Composting is something that can be replicated here.

*Toilets*

- 4.8 We have changed light bulbs, cleared the gutters and carried out a cistern repair. Interserve have kindly agreed to open The Grange Toilets free of charge, earlier on Fridays for the market traders to use. I have planned to clear the side border and replant at The Grange toilets as it is overgrown with bindweed.

*Sydonia*

- 4.9 A volunteer day was held on 4<sup>th</sup> September and was attended by 25 volunteers, HVOSS, LCJ, the police, Councillors and even an ice cream van! Feedback was that it was enjoyable and many people want to be involved through The Grangers, in longer term maintenance. I have a meeting with the police about the park on Thursday and the removal of the fence and cleaning of the skatepark will recommence when the children return to school. Also the perimeter hedges will be trimmed starting this week. Following the arrival of travellers, quotes are currently being sought for a height restriction barrier for the entrance to the car park.

*The Grange*

- 4.10 Following some vandalism on the play area, a piece of play equipment has had to be made safe with gates from a scaffold company. As the company that supplied the original equipment are no longer in business, two new pieces are being made by a local metal worker.

*Pinsley Mead*

- 4.11 The wooden access gate has now been secured with a padlock and Welsh Water has been notified.

*Ginhall Green*

- 4.12 There have been several instances of green waste fly tipping along the park. It appears that local residents have been cutting back foliage and throwing it into the trees that border Ginhall Lane. This will need to be removed as it could be a fire hazard. I intend to make some signage to address this issue. Tree works will be carried out by the Lengthsman along this area, to restore the views. A gate along Ginhall Lane has also been locked to prevent unauthorised access.

*Other Matters*

- 4.13 Over the coming months the Environmental Team will be carrying out works to the new depot building at the back of Corn Square, helping with the move, clearing the garden and repairing and replenishing benches in the parks.

**5 ADDITIONAL MATTERS**

*Byelaws*

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

*S106, Asset Transfers and Improvements*

- 5.2 Quotations are currently being sought from Mant Leisure, Wicksteed and Proludic to refurbish the Grange and Sydonia play areas. To date no outline proposals have been received. This matter will be followed up during September 2016.

*Festive Lights*

- 5.3 Quotations have now been received from Blachere Illuminations, Lite and Millennium Quest. The Task & Finish Group appointed (Cllrs Bartlett, Lacey and Thomas) need to organise a meeting to discuss the proposals and make a recommendation to Full Council as soon as possible.
- 5.4 A further quotation is being obtained for the erection and taking down of the lights only.

*Footpath ZC137*

- 5.5 A site visit regarding the closure of this footpath has been requested. The BBLP PROW Officer, Shaun Hancock, has been contacted and this is currently being followed up.

*New Equipment*

- 5.6 The Environmental Team has requested Committee to consider the purchase of additional equipment. There will be a requirement for a small ride on mower to address some of the areas that require additional cutting and maintenance.

5.7 A quotation for a Husqvarna R320 AWD has been received. Cost would be £4,235.83 + VAT. A further quotation is being obtained and Committee is requested to consider recommending the purchase of this piece of equipment to Full Council.

5.8 Funding will be taken from Cost Centre 260/4027 which currently has a balance of £4,774 remaining in it.

*War Memorial*

5.9 Quotations are currently being sought to refurbish and clean the War Memorial. One local and one other contractor have been approached. Quotations and advice are still awaited.

*Liaison with Police*

5.10 A meeting was held recently with the Police regarding issues experienced recently on the open spaces in Leominster, especially Sydonia.

5.11 It has been agreed to improve communications by having a regular meeting with Gareth Maddox and Julie Debbage to identify the basic underlying problems. Following identification of specific issues further liaison meetings will be set up with relevant organisations to see what actions can be taken to address the issues.

**6. DOG MESS**

6.1 It was requested at the last meeting that proposals be developed to address the issue of dog mess in the town.

6.2 In order to provide support to dog walkers, the Town Council provides and empties dog bins at locations on land it manages that are popular with dog walkers. Due to budgetary restraints, no additional bins have been provided recently.

6.3 It is suggested that a full audit of existing dog bins throughout the Town Council's estate is carried out to update records and to identify where additional multi-use bins could be provided.

6.4 As part of the audit the popularity and suitability of location will be reviewed, as well as the condition of the existing bins. Recommendations to relocate bins as appropriate will be considered and, if required, public consultation will be carried out to encourage feedback and engagement. Some replacement bins may also be required.

6.5 The location of each dog bin will be recorded on the Council's mapping system and copies retained at the depot and in the Council Offices. Each dog bin will be allocated a number to make maintenance easier.

6.6 It is possible that additional dog bin provision may be required which will have a future budget implication. Each bin with a fixing kit will cost approximately £250.

- 6.7 The provision of dog waste bins is an important element of overall provision and action plan to help reduce dog fouling on open and public spaces.

*Community Engagement*

- 6.8 There are a number of community engagement options Committee may wish to consider. Some will have budgetary implications whilst others focus on partnership development and education.
- 6.9 Committee is requested to consider developing a partnership with local veterinary practices to help educate pet owners about the value of picking up after their pets and some of the health issues if they do not.
- 6.10 The partnerships could involve some sponsorship funding from the veterinary practices to help meet the costs of leaflet printing and the development of stickers to be placed on all Town Council dog bins. The proposed stickers would give details of bin management, a contact telephone number if the bin is full, possibly some health information (e.g. Don't forget to worm your dog) and sponsor logos.
- 6.11 Leaflets would be available throughout the Town, at the veterinary practices, the library, council properties, local supermarkets etc. The information would also be posted on the Town Council's website and a Facebook/Twitter campaign could be considered.
- 6.12 As part of the educational focus Committee may wish to consider the provision of Dog Bags which would be available free of charge.
- 6.13 There is an option to print the Town Council's logo on to the free dog bags but this will be subject to overall costs. Whilst there is no evidence that the inclusion of a logo has any beneficial advantages it would provide an opportunity to promote the identity of the Town Council and the fact that the Town Council is proactively addressing the matter.
- 6.14 In order to further encourage dog owners to clear up after their pets, additional signage could be installed especially at park entrances and on play area fencing. There are a number of options available from adding "no dog fouling" logos to entrance signs, to specific signage attached to play area fencing near all access points. Costs to add logo stickers to entrance signs start at £3, with specific signage for the entrances starting at approximately £10 for a 300mm by 400mm rigid plastic sign.
- 6.15 Signage could be as simple as a logo or backed up with wording such as "Please pick up after your dog". Dog bin stickers/signage may include details such as "This bin is managed and maintained by Leominster Town Council" and provide contact numbers if the bin is damaged or requires emptying.
- 6.16 It is suggested that consideration be given to organising a series of Community Engagement Events. These events could range from stand-alone events to setting up a market stall promoting the Town Council, giving away

some freebies including dog bags and answering queries relating to the administration of the area.

- 6.17 Stand-alone events could include displays at locations in the town such as the library, the market and at community buildings as well as specific events in the open spaces. Slogans such as “Bag It. Bin It!” or “Pick up after your Pet” could be developed.

*Town Centre Initiative*

- 6.18 An initiative called “Park Your Dog” is being developed by the Leominster Business Group (LBG). It is part of becoming known as a dog friendly town to encourage additional visitors and footfall.
- 6.19 A “Dog Parking Facility” sign has been identified by the LBG and costs £8.73 each. For 24 signs the cost, including delivery, would be £247.84 including VAT.
- 6.20 The initiative could provide an opportunity to promote responsible dog ownership, secure free promotional coverage on the local media, include distribution of free dog bags with either Town Council or Destination Leominster branding and so on. Branded water bowls could be added at a later date and the entire initiative would be promoted by LBG via Facebook.

**7. BAG AND FLAG EVENTS**

- 7.1 One campaign that is making a significant difference is the Bag It and Flag It events which has been particularly successful in the West Kent area.
- 7.2 The national ‘Big Scoop’ campaign is led by UK dog welfare charity Dogs Trust in partnership with Keep Britain Tidy and the aim is encourage everyone to pick up after their dogs to create a safer and nicer environment for everyone locally.
- 7.3 Series of events are organised by parish and town councils and encourage members of the public and dog walkers to participate. Any dog mess found is bagged in brightly coloured bags and left along with a flag to highlight the unwelcome deposits and hopefully encourage dog owners to reflect on their behaviour and pick up after their dog.
- 7.4 Volunteers are provided with dog bags, gloves and badges. The key message is that the community has to take some responsibility to address the issues and be proactive to bring about a behavioural change rather than relying on enforcement as a reactive solution.
- 7.5 The events are supported by The Dog Trust and Keep Britain Tidy campaign. Resources can be obtained from either group either by email to order dog bags, badges and The Big Scoop Posters by emailing [TheBigScoop@dogstrust.org.uk](mailto:TheBigScoop@dogstrust.org.uk) or by visiting <https://www.dogstrust.org.uk/news-events/issues-campaigns/the-big-scoop/>

- 7.6 Initial draft budget costs to run such an event are as follows. However, if Council is minded to trial one of these events, firm costs would be obtained from the Dog Trust:

<b>ITEM</b>	<b>COST</b>
Flags	£100.00
Stickers	£200.00
High visibility dog bags	£75.00
Posters/A boards	£75.00
<b>TOTAL</b>	<b>£450.00</b>

- 7.7 Reports and feedback available following Bag It and Flag It events suggests that dog fouling can reduce by between 40%-60%. A clear message that enforcements are in place underpins the continued reduction of fouling and the “any bin will do” message will contribute towards further tackling the problem.

**8. ADDITIONAL FINANCIAL IMPLICATIONS**

- 8.1 There are a number of potential financial implications which will depend on the direction the Council wishes to take. Listed below are some potential costings for various initiatives outlined in the report:

<b>ITEM</b>	<b>QUANTITY</b>	<b>ESTIMATED COSTS</b>
Polythene dog bags (plain)	10,000	£150.00
Polythene dog bags (printed)	10,000	£350.00
Leaflet design and print	2,000	£400.00
Signage	1	From £2.99
No dog fouling sticker	50	£60.00
Stickers	100	£50.00 - £75.00

- 8.2 There is currently no budget allocation but if Committee is minded to allocate funding to supporting the above campaigns then it is suggested that funding is allocated from balances.

**9. CONCLUSION**

- 9.1 In order to help reduce the instances of dog fouling in Council maintained recreational areas a proactive campaign will be necessary. Should Committee be minded to approve action, it is anticipated that initial proposals can be implemented as soon as practicable in order to begin to address the issues identified.



## Environment & Services Committee

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**Date:** 6<sup>th</sup> September 2016

**Title:** Community Asset & S106 Wish List Report

**Purpose of the Report:** To provide Members with background information on the development of a Community Asset and S106 wish list to be submitted to Herefordshire Council.

**Contact Officers:** Paul Russell

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### 1. RECOMMENDATION

1.1 That the report be noted;

1.2 That a Task & Finish Group be appointed to oversee the development of this initiative;

1.3 That a list of infrastructural requirements be developed for submission to Herefordshire Council to form part of future S106 and CIL negotiations.

### 2. INTRODUCTION

2.1 As part of future infrastructure requirement negotiations it has been proposed that a full Community Asset and S106 wish list be developed for Leominster, to ensure that future needs and requirements are provided for through development.

2.2 This report commences that process, which will be overseen by a specific Task & Finish Group appointed for the purpose.

### 3. COMMUNITY ASSETS

3.1 The Localism Act 2011 included the provision of an opportunity for local communities to identify and register community assets.

3.2 The Localism Act was enacted on 15 November 2011, and the Assets of Community Value provisions in Part 5 Chapter 3 were commenced for England at the same time as the Regulations made under those provisions came into force, both on 21<sup>st</sup> September 2012. A non-statutory advice note entitled Community Right to Bid: Non-statutory advice note for local authorities has been published.

- 3.3 The provisions give local groups a right to nominate a building or other land for listing by the local authority as an asset of community value. It can be listed if a principal (“non-ancillary”) use of the asset furthers (or has recently furthered) their community’s social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future. When a listed asset is to be sold, local community groups will in many cases have a fairer chance to make a bid to buy it on the open market.
- 3.4 Facilities up for nomination must be of community value: the building furthers the social wellbeing or social interests of the local community (or has done in the recent past). Social interest uses can include cultural, recreational and sporting interests. Examples include village pubs, shops, schools, community centres, library buildings.
- 3.5 Assets of community value cannot be:
- Residential properties and associated land
  - Land licensed for use as a caravan site
  - Operational land used for transport, and other infrastructures
- 3.6 Further information can be obtained from Herefordshire Council as follows:
- Telephone: 01432 261711 Mobile: 07792 880417
  - Email: [pbodenham@herefordshire.gov.uk](mailto:pbodenham@herefordshire.gov.uk) or [afeatherstone@herefordshire.gov.uk](mailto:afeatherstone@herefordshire.gov.uk)
  - Address: Strategic Asset Manager, Herefordshire Council, PO Box 167, Plough Lane, Hereford HR4 0XH
- 3.7 The Leominster Area Neighbourhood Plan has nominated the following community assets:
- The Grange
  - Sydonia
  - Bridge Street Recreation Ground
  - Community Centre
  - Grange Court
  - The Priory
  - Cinema/Bingo Hall
  - Leisure/Sports centres
- 3.8 Further assets should be identified by the Task & Finish Group. Following agreement of which assets need to be registered, application forms need to be completed and submitted. There is no charge for submitting applications.

#### **4. S106 WISH LIST**

- 4.1 In order to ensure that adequate infrastructure is provided for the future in Leominster, bearing in mind that there is projected development in the town of over 2,300 new homes, a Section 106 wish list needs to be drawn up.
- 4.2 The list will include additional play areas, improvements to play areas and open spaces, additional open spaces, highway and footpath infrastructure.

- 4.3 The LANP identifies important landscapes, views, areas, assets and so on. It also outlines the way future development should proceed, what type of development should be encouraged and so on.
- 4.4 Destination Leominster is currently compiling a list of projects to improve local facilities for both residents and visitors. These include new trails, improvements to footpaths, improvements to open spaces and so on.
- 4.5 Leominster Town Council is currently developing an improvement programme for its open spaces and play areas. This work will include provision not under its control, but managed by housing associations and Herefordshire Council.
- 4.6 The development of a S106 wish list will need to be based on a full review of existing assets, the state of repair and current usage of those assets and the additional requirements of the growing population.
- 4.7 Leominster Town Council will need to decide:
- What additional assets it wishes to manage;
  - Involvement in negotiations for the ownership and management of open space and other community assets (community halls etc) on the SUE;
  - Its future financial commitment in the P3 and Lengthsman scheme initiatives;
  - How it will manage those assets;
  - The inclusion of projects from the Destination Leominster project.
- 4.8 Initial additional asset investment should include:
- New play equipment;
  - New formal and informal recreational spaces;
  - Additional footpath opportunities;
  - Highway infrastructure (lighting, crossings etc);
  - Public art;
  - Public realm investment;
  - Town and parish trails;
  - Entertainment and activity venues;
  - Heritage investment.
- 4.9 The project will need further significant further development and additional funding to enable much of the infrastructure provision to meet the needs of the town.