



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 10th March 2020

To: All Members of the Environment & Services Committee:
Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies,
Murdoch, Norman, Parris, Rumsey, Sutcliffe, Thomas and Williamson.
(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 16th March 2020** 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 January 2020.



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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

To receive a report from the Grounds & Environmental Supervisor. The 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".

- (a) Draft Lease –** To receive an update on the finalisation of the lease for the new depot unit.

10. DATE OF NEXT MEETING

The next meeting will be held on Monday 11th May 2020 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 January 2020 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

ALSO PRESENT: Ward Cllr Marsh, Philippa Roberts (BINIT Ltd)

OFFICERS PRESENT: Town Clerk Designate.

ES45/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Sutcliffe.

ES46/19 DECLARATIONS OF INTEREST

Cllr. Bartlett declared an interest as a member of Zero Carbon Leominster.

ES47/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES48/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present. No matters were raised.

ES49/19 MINUTES OF PREVIOUS MEETING

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

ES50/19 WASTE RECYCLING PRESENTATION

An update from Philippa Roberts of Binit Ltd regarding the current business Waste recycling initiative being rolled out in association with Leominster Town Council.

- The businesses were surveyed one year ago regarding business waste requirements. The survey highlighted a need for cardboard recycling.
- Seven bins are currently located around the town for participating businesses to use at a cost of £25 per annum to use the service.
- The cardboard weight collected/monitored by the Town Council Environmental Team up until December was 2.62 tonnes.
- Recycling payment for cardboard is low at present but the price achieved is covering the administration costs.
- Binit Ltd were unable to negotiate a more economical General Waste contract for businesses at this time.
- Aluminium is currently worth £500 tonne and the feasibility of recycling cans was discussed.

- Binit agreed to provide a new press release with a view to relaunch the service in April 2020.

ES51/19 CLERK'S REPORT

Committee noted the Clerk's Report.

- (a) **Legionella Training** – it was **RESOLVED** that Leominster Town Council should arrange for one member of staff to attend training and approach two other organisations within the Town to share the cost.
- (b) **VE & VJ Day Tree Planting** – It was resolved to plant a tree to commemorate each event and provide a plaque.
- (c) **Flood Meeting Notes** - These were distributed and noted.
- (d) **Grounds Report** – The grounds report was noted.

ES52/19 COMMITTEE UPDATE REPORT

Committee considered the update report and **RESOLVED:**

- To note the report;
- To note the Allotment Drainage Report and seek advice from a local drainage contractor regarding the flooding of the allotment site.
- To contact Kington Town Major and Zero Carbon Leominster to pool resources to develop a Climate Change Action Plan.
- A Verges Task and Finish Group was appointed consisting of Cllrs. Herschy, Bartlett, Williamson and Smith-Winnard. They will meet at 10am on 12th February at Grange Court.
- It was noted that the Deeds to the Millennium Green had been located and that a meeting of the Task and Finish Group consisting of Cllrs. Herschy, Thomas, Murdoch and Davies would meet to discuss a prioritised action plan.
- To note that a report regarding the diversion of footpath ZC135 was received from a member of the public and that this had been reported to Balfour Beatty by the Clerk Designate.

ES53/19 GROUNDS TEAM UPDATE

Committee noted the update report and **RESOLVED:**

- To approach a local school to help with the additional tree planting proposal at the Priory.
- To leave piles of dead wood stripped from the tree surgery work in The Priory to encourage new insect habitats.

ES54/19 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) **Draft Lease** – It was noted that Lloyds Cooper LLP Solicitors had forwarded a draft lease and that some amendments had to be made.

ES55/19 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 16th March 2020 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 20:15 hours.

CHAIR:

DATE:



Environment & Services Committee

Date: 10th March 2020

Title: Committee Update Report

Purpose of the Report: To provide Members with an update relating to the responsibilities of the Environment & Services Committee, to identify further actions and outline any decisions required.

Contact Officer: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider joining Herefordshire Green Network at a cost of £50 per annum;
- 1.3 To consider arranging a meeting of the Millennium Green Trust.

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces and play areas in Leominster.
- 2.2 Herefordshire Council does not now provide funding for either the Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force and carry out a small range of Lengthsman duties in-house.
- 2.4 This report provides background information for the Committee to consider on new and existing projects, updates members on progress to date and identifies any further actions that may be required.

3. FOOTPATH MAINTENANCE

- 3.1 A programme of footpath maintenance has been drawn up for 2019/20 and has been delivered as part of the Grounds & Environmental Team's responsibilities.
- 3.2 Works to clear footpaths have been undertaken throughout the Parish during the summer and further works have been scheduled to be undertaken during the winter. The Environmental Team will carry out maintenance to the priority footpaths in the next two months in time for the new season.

4 COMMITTEE MATTERS

Allotments

- 4.1 The Environmental Supervisor is currently seeking advice from a local drainage contractor to discuss a possible solution for the flooding issue on the allotment site. An update will be provided at the meeting.

Response to Climate Emergency

- 4.2 A response has been received from The Great Collaboration regarding the next steps to supporting organisations in Herefordshire to tackle the climate emergency.

- 4.3 It has been suggested that the Town Council join as members of the Herefordshire Green Network to keep up to date with progress. The cost is £50 per annum and benefits can be found by visiting the Network's website: <https://hgnetwork.org/network-links/>

- 4.4 Those interested can access all of the resources previously sent and new ones as they are added. The following free workshops are also available:
- 11/03/2020 Engaging the Public on Environmental Issues
 - 18/03/2020 Social Media and Working Online
 - 25/03/2020 Social Media and Working Online
 - 08/04/2020 Small Funds for Small Groups
 - 22/04/2020 Engaging the Public on Environmental Issues

Verges

- 4.5 The Task & Finish Group has now met and their report is annexed to this update. Contact is being made with the local schools by the Grants and Projects Officer to help plant additional trees at the Priory as well as dead wood being left to encourage new insect habitats.

Grange Master Plan

- 4.6 An initial catch-up meeting was held with Red Kite to discuss the development of this project. The Grange is central to the development of Leominster and progress will depend to some extent on the High Street Heritage Zone initiative, which has as yet not been confirmed. There are also a number of other projects that are inextricably linked to the development of the Grange. A further verbal update will be provided at the meeting.

Winter Maintenance/Staffing

- 4.7 Benches have now been installed in Sydonia, hedge cutting has been undertaken and the waste is in the process of being shredded. A further update is provided under the Environmental Supervisor's report.

Legionella Training

- 4.8 This is currently being organised. Unfortunately no other local organisations wished to partner in the training so those trained will only be employees of Leominster Town Council.

Millennium Green

- 4.9 The Deeds of the Millennium Green currently owned by the Millennium Green Trust have been located. The Governing Document was amended in 2008 to include the Mayor and Deputy Mayor as members of this Trust. It is recommended that a meeting of the Trust is organised to formally consider the future of the Millennium Green land.

LEOMINSTER TOWN COUNCIL

VERGES TASK AND FINISH GROUP MEETING 4th March 2020

MEMBERS PRESENT: Councillors Williamson, Bartlett, Hershy.

OFFICERS PRESENT: Environmental Services Supervisor, Town Clerk Designate.
Notes from previous meeting:

Vision

- To improve biodiversity
- To protect pollinators
- To react to the councils Declaration of a Climate Emergency by investigating ways to sequester CO2
- To improve the water retention in soil especially in high flood risk areas
- To counter the effects of air pollution
- To reduce the cost of maintenance in the longer term

Issues surrounding public complaints were considered and the role that education and information will have. We looked at the possibility of utilising the phone box on Hengrave Green, Ivington, for this purpose as well as electronic information packs for the public. It was felt that complaints could be minimised with outreach and engagement.

A careful review of verges managed by the local authority will undoubtedly reveal a selection of verges that could be cut less without compromising road safety.

Meeting Notes 4th March

Rural Verges – these are the road verges that are maintained by Balfour Beatty and are normally subject to two cuts per year. A trial has been set up with parishes wishing to miss the first cut on some of their verges (excluding visibility splays). It appears that this was only open to parishes in a defined area in the south of the county. This is something that we could ask to participate in going forward depending on how the pilot goes for Balfour Beatty.

Town Verges – these are the verges maintained by Leominster Town Council Grounds Team. They are cut up to eight times per year. As this is the first year for the project, it was decided to identify trial areas (marked on attached map). It was agreed that these areas should have a mowed border to make it clear to the general public that they haven't been missed. It was also discussed that signage and promotion, via Leominster News and TIC social media, of the identified sites is crucial. The sites will be sown with yellow rattle (source and costings required) and have bulbs planted, which would be an excellent opportunity for community engagement as several businesses have indicated that they would like to be involved in projects that involve bio diversity around the town.

Sites to be investigated

- Worcester Road near cycle track opposite BPI
- Verge near Southern Avenue roundabout (not HC verge but could look into who owns it.
- Steep verge near Ginhall Lane cycle track.
- Steep verge next to Ginhall Green terraced park (TC land)
- Extending existing wildflower meadow on Ginhall Green (TC land)

Actions identified

- Investigate cultivation licence with Balfour Beatty, for Worcester Road site - JD
- Inform Spencer Grogan at Herefordshire Council about project –JD
- Draw up management plan for project – MC
- Investigate businesses that want to be involved in project eg. BPI – JB
- Investigate signage/educational options – Councillors
- Funding options – JD
- Investigate seed/plant options/costs (Suzanne Noble, Plant it Wild) - MC/Cllrs
- Speak to the Locality Steward to register rural verge interest for next year – JD/MC

Next Meeting

To be confirmed.