



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

May 4<sup>th</sup> May 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 11<sup>th</sup> May 2020** commencing at 19:00 hours remotely via Zoom.

**Meeting ID:** 844 4807 9084

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [townclerk@leominstertowncouncil.gov.uk](mailto:townclerk@leominstertowncouncil.gov.uk) in advance for the meeting password.

Julie Debbage  
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



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**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> March 2020.

**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.
- (b) **Proposed Sewer Pipe route across Ginhall Green** – to receive a report on the proposed link with the main sewer.

**10. DATE OF NEXT MEETING**

The next meeting will be held on Monday 11<sup>th</sup> May 2020 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 16<sup>th</sup> March 2020 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies, Murdoch, Norman (19.10), Parris, Rumsey, Sutcliffe, Thomas and Williamson (19.25).

**OFFICERS PRESENT:** Town Clerk Designate and Environmental Services Supervisor.

**ES56/19 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**ES57/19 DECLARATIONS OF INTEREST**

Cllr. Williamson declared an interest as Secretary to the Herefordshire Green Network.

Cllr. Murdoch declared an interest as a volunteer at Grange Court.

Cllrs. Norman, Herschy and Sutcliffe declared interests as Trustees of LARC.

**ES58/19 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**ES59/19 QUESTIONS FROM THE PUBLIC**

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

**ES60/19 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 20<sup>th</sup> January 2020 be agreed and signed as a correct record.

**ES61/19 CLERK'S REPORT**

Committee noted the Clerk's Report.

(a) **COVID-19 response** – the committee had a briefing on measures already being taken in response to the outbreak of the virus and the proposals to help support a local charity to run a co-ordination telephone line for residents wishing to volunteer services to the elderly and vulnerable. It was **RESOLVED** that Leominster Town Council would support this telephone line and that the Town Clerk Designate could redeploy the staff to support the volunteer services.

(b) **Allotment flooding** – the quote for camera investigations into the flooding issue has now been accepted and should be actioned next week.

- (c) **Verges** – Local Authority Officers have been contacted regarding the creation of a wild flower verge on Worcester Road near the cycle track. It was also discussed that subject to permission, it would be good to encourage wildflower growth along the river on footpath KB50. It was **RESOLVED** to contact Kimbolton Parish Council and Brightwells to discuss this further.
- (d) **Grange Masterplan** – A meeting has taken place with Red Kite to discuss the development of the masterplan. They suggested creating a visual mind map of projects within the town to show how they interconnect
- (e) **Safety equipment for mowers** – It was **RESOLVED** to purchase a tilt sensor and indicator unit for the mower.

**ES62/19 COMMITTEE UPDATE REPORT**

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

- To note the report;
- To join Herefordshire Green Network at a cost of £50 per annum;
- To note that there is an ongoing Public Rights of Way maintenance programme;
- To note the update provided by Environmental Services Supervisor regarding drainage issues at the allotment site;
- To note the Verges report attached;
- To note the recommendations of the initial catch-up meeting with Red Kite;
- To note that additional benches have been installed in Sydonia and that hedge cutting has been completed and the arisings shredded;
- To note that Legionella training will be booked;
- To arrange a meeting of the Millennium Green Trust, LARC and Leominster Town Council to discuss the future of the Millennium Green land.

**ES63/19 GROUNDS TEAM UPDATE**

Committee noted the update report.

**ES64/19 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 made draft amendments and subject to receiving confirmation that the amendments were agreed by the landlord, the lease would be signed.

**ES65/19 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 11<sup>th</sup> May 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 20:07 hours.

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**CHAIR:**

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



**Environment & Services Committee**

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**Date:** 4<sup>th</sup> May 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:** Julie Debbage

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**1. RECOMMENDATION**

**1.1 That the report be noted;**

**1.2 To arrange a meeting of the Millennium Green Trust.**

**1.3 To have a survey of C&U road drainage issues in the parish, co-ordinating with the neighbouring parish lengthsman, so that a plan may be submitted to Balfour Beatty for the new lengthsman drainage funding.**

**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 no longer provides funding for 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.

2.3 Herefordshire Council have introduced a new initiative where funding can be obtained for parishes that have continued funding the Lengthsman Scheme, to carry out works to improve highway drainage on C & U roads.

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 Works to clear footpaths have been delayed slightly because of the COVID-19 pandemic. Staff are prioritising open space maintenance and fitting in footpath maintenance around this when time allows. This will be regularly assessed as many more residents are using local footpaths at present.

**4 COMMITTEE MATTERS**

***Allotments***

- 4.1 Drainage issues continue to affect the allotment site and a contractor will be on site as soon as possible. Allotment invoices will be sent out at a later date as this is difficult to carry out remotely due to the amount of plot holders that are not on email and the difficulty with accepting payment. Training to use the new allotment software is being investigated so that all the records, including inspections can be stored on one piece of software.

***Verges***

- 4.2 Verge cutting has commenced as if left any longer, visibility issues may occur.

***Staffing***

- 4.3 Grounds staff are currently working to maintain public open spaces and verge maintenance. They are working within the social distancing guidelines and only two members of staff are working at any time.

***Legionella Training***

- 4.4 This is currently being discussed with the training provider to see if there is a video conferencing option to train staff working from home because of social distancing restrictions.

***Millennium Green***

In order to consider the future of the Millennium Green Land, a meeting needs to be scheduled either remotely via Zoom or as soon as social distancing restrictions are lifted.

***11 Corn Square***

The building is still currently in use, usually two days per week by a member of staff or one day per week by tenants. The caretaker has created a Leominster Town Council risk assessment for COVID-19 and carries out a partially unoccupied building checklist and a security risk assessment. Emergency works have been carried out as required and sanitising takes place to ensure staff and tenant safety.

***Depot***

A short report on the next steps for the depot will be available at the meeting.

4.8 ***Lengthsman***

An Expression of interest form has been returned to Balfour Beatty and our lengthsman has agreed to return for drainage works. We are awaiting the instructions for commencing the new scheme but already have some areas that we have highlighted as needing work