



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 14th May 2019

To: All Members of the Environment & Services Committee:
Councillors Bartlett, Davies, Herschy, Murdoch, Norman, Rumsey, Smith-
Winnard, 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 20th May 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **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.
4. **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.
5. **REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
6. **QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

7. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 18th March 2019.

8. CLERK'S REPORT

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

9. COMMITTEE UPDATE REPORT

Please see the attached report for consideration.

10. 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.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 15th July 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 18th March 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Norman (Chair), Herschy (Vice-Chair), Bartlett, Mr P Davies, Lacey, Murdoch and Sutcliffe.

OFFICER PRESENT: Town Clerk and the Environmental Supervisor.

ES54/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Marsh (personal) and Thomas (holiday).

ES55/18 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Lacey: Ginhall Lane Allotments;
- Cllr Murdoch: Ginhall Lane Allotments.

ES56/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

ES57/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES58/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 21st January 2019 be agreed and signed as a correct record.

ES59/18 CLERK'S REPORT

Committee noted the Clerk's report presented:

- (a) **Sydonia Lighting Scheme** – Committee noted that an initial design had been developed to improve the street lighting for Sydonia. Funding for the delivery of the scheme was now being sought and it was agreed that this project be made a priority with delivery prior to the end of year.
- (b) **Litter Pick** – Committee noted that a litter pick was being held at Barons Cross on 7th April 2019 from 10am to 1pm.

Concerns were expressed regarding flytipping in this area and it was agreed to continue to pursue a resolution to this issue. It was further noted that a pedestrian crossing to improve safety and access for existing residents was still being pursued.

Committee noted that the rubbish reported at Hill View was currently being dealt with, although confirmation of the land ownership was still awaiting confirmation.

- (c) **Initial Consultation** – Committee noted that an initial consultation was going to be held at Barons Cross on Monday 15th April 2019 as part of the Silver Team Leominster project. Wildplay would be holding a play session and the Town Council would be providing a BBQ.

ES60/18 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 organise signage for the two public conveniences at The Grange and Central Car Park indicating opening hours and alternative facilities outside opening hours;
- To carry out the remedial works outlined in the report including the placement of safety tiles under the outdoor gym equipment to reduce wear to the ground.

ES61/18 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 ensure that the public consultation regarding the Grange was fully promoted and publicised;
- To note that the waste recycling scheme would commence at the end of March 2019;
- To purchase the required grounds equipment now that the grant of £10,000 from Herefordshire Council had been confirmed;
- To continue to monitor the issues relating to footpath ZC93. There was concern that the path was being diverted and it was agreed to request an update from Herefordshire Council and inform the Ramblers of the issue.

ES62/18 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.

ES63/18 STAFFING UPDATE

Committee noted that interviews were being held for an Environmental Supervisor, a Grounds Operative and a Seasonal Operative.

Interviews for the Grounds Operative had been held on Monday 18th March 2019 and a suitable candidate for the position had been identified and a job offer would be made by the end of the week. A further update would be provided at the Full Council meeting.

ES64/18 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 20th May 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 8:11pm.

CHAIR:

DATE:



Environment & Services Committee

Date: 14th May 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.

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 COMMITTEE MATTERS

Grange Open Space Master Plan Project

- 3.1 As part of its commitment to invest in Leominster the Town Council secured a Public Works Loan Board loan to help towards improvements in the Grange Open Space, Millennium Green and Pinsley Mead. A sum of approximately £90,000 has been allocated to this project.
- 3.2 The funding will be supplemented by grant funding and will be used to complete the Master Planning exercise, refurbish the public conveniences and commence refurbishment of the play area.
- 3.3 Council ratified the releasing of the £4,350 funding to carry out the topographical survey of The Grange Open Space and surrounding area as part of the Master Plan Exercise.

- 3.4 A number of reports have been developed by the consultants, Red Kite. They are:
- The Site Appraisal and Assessment Report – February 2019
 - The Phase 1 Consultation Report – May 2019
 - Initial Sketch Proposals and Options – May 2019

3.5 The initial sketch proposals is for consideration by the Town Council and will be used as a basis of an agreed finalised brief for the concept and masterplan for the area.

3.6 The next stage of the project will include more resolved sets of ideas and proposals that will be directed by discussions emanating from this initial document.

Licence to Manage the Open Spaces in Leominster

3.7 The management of the majority of open spaces and roadside verges in Leominster is now being undertaken by the Town Council. Two mowers have been purchased from T H White, a grant of £10,000 has been secured from Herefordshire Council and a new Grounds Team has been recruited.

3.8 As with all new initiatives there have been a number of teething issues that have needed to be addressed. This has included the recruitment of a new team following the departure of the previous Environmental Supervisor, the sourcing and purchase of equipment, clarification on the agreement with Herefordshire Council and familiarisation of not just this element of service, but all the other elements undertaken by the Town Council.

3.9 April, May and June are the months when the Leominster in Bloom displays are planned and planted. Maintenance of the displays is undertaken by the Town Council and there is always a requirement to address issues as they arise.

3.10 The allotment tenancies are renewed annually and this occurs on 1st April of each year. The majority of plots continue with the same plot holder year on year but there are always new plot holders, others giving theirs up and the collection of rents.

3.11 Matters have not been helped by the significant water leak which is affecting part of the allotment site. The matter has been investigated by Welsh Water twice and it has now been passed on the Balfour Beatty assets team to investigate. Currently it is unclear as to whether this is progressing or not. The matter will continue to be pursued as the Town Council has had to provide refunds for some plot holders who have had crop damage.

3.12 Grass cutting is progressing well but has been hampered by a number of issues. Since the commencement of the Licence on 1st April 2019 there have been three bank holidays resulting in three of the six weeks to date being four day weeks. There have been issues with the new mower which has caused some delays. T H White has sent out mechanics on a number of occasions and the issues are almost resolved.

- 3.13 A zero turn mower was purchased but needed to be registered and taxed prior to use. Due to the bank holidays there has been a delay at DVLA but this should be resolved in the next few days.
- 3.14 The weather has encouraged significant growth and all the areas now require a second cut. Staff are now familiar with the round and a second cut will begin week commencing 20th May 2019.
- 3.15 Finally, the team is now up to full strength with the new Grounds Operative who commenced employment on 13th May 2019.

Public Conveniences

- 3.16 Work will commence on the Central Toilets by the end of May following the completion of the Holiday Flat. Some initial Health & Safety work has been undertaken to the cowl on the roof, which has fallen apart.
- 3.17 The Grange toilets will be part of the Masterplan works.
- 3.18 Signage will be procured in the next two weeks as requested at the previous meeting. This has been delayed until the internal team has settled into a routine schedule and confirmation of the opening times of the conveniences has been confirmed.

Sydonia Lighting Scheme

- 3.19 This project is currently on hold until a grant fund has been identified. Initial designs have been completed and costs will be obtained in the next two months.
- 3.20 Safer surfacing under the gym equipment will be undertaken prior to the commencement of the school holidays. This has been delayed due to capacity issues. It is not a health and safety issue.

Waste Recycling

- 3.21 The implementation of this initiative has had to be delayed. No notification has been received regarding the procurement of the 1100 litre bins that were being sourced to contain the cardboard. The implementation of this initiative will be pursued with Binit Ltd.