



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 4th July 2017

To: All Members of the Environment & Services Committee:
Councillors Bartlett (Chair), Lacey (Vice Chair), Burke, Davies, Herschy,
Marsh, Norman, A Pendleton R Pendleton, Preece 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 10th July 2017** 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 22nd May 2017.



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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. 2017-18 WORK PROGRAMME

Please see the attached Work Programme for 2017/18 in line with the recently adopted Corporate Strategy and the update report outlining the development of items identified within the Corporate Strategy.

8. OPEN SPACES/PLAY AREA/BYELAWS REPORT

Please see the attached report for consideration and decision.

9. COMMITTEE UPDATE REPORT

Please see the attached report for consideration. This includes an update on Leominster in Bloom

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".

(a) Public Convenience Update Report – A verbal update will be provided at the meeting.

(b) Draft Tender – To consider the draft tender. Please see attached.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 11th September 2017 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 22nd May 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Bartlett, Burke, Davies, Herschy, Lacey, Marsh, Norman, A Pendleton, R Pendleton and Thomas.

OFFICERS PRESENT: Town Clerk and the Environmental Supervisor.

ES01/17 ELECTION OF CHAIR

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

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

ES02/17 ELECTION OF VICE CHAIR

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

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

ES03/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece.

ES04/17 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

ES05/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES06/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES07/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 13th March 2017 be agreed and signed as a correct record.

It was confirmed that the damage to the tree in Broad Street following the May Fair was currently being investigated and that a response was still awaited from Herefordshire Council.

With regard to the rubbish on the market, a wheelie bin was being provided for traders to dispose of their rubbish. It was further noted that the responsibility for the market had now been transferred to the Communications & Events Committee.

ES08/17 CLERK'S REPORT

The Clerk had nothing to report.

ES09/17 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That issues raised regarding the Leominster to Ivington footpath be raised with the relevant Balfour Beatty/Herefordshire Council Officer;
- That the issue be raised at the Walkers Welcome meeting being held on 23rd May 2017;
- That grant funding for the war memorial would be applied for following the full assessment of works required by the appointed contractor;
- That the development of the Verdun Oak seedlings be actioned in the Autumn;
- That the Priory steps be repaired as soon as the appointed contractor is available;
- That the siting of the replacement tree to the rear of the Bingo Hall be ascertained;
- That the issues highlighted regarding the potential removal of trees in this area be monitored;
- To note that there were 9 vacant allotments and 10 current plot holders who had yet to pay rent for 2017/18;
- That a Byelaw Task & Finish Group be appointed to develop byelaws for the Council's open spaces. Cllrs Burke, Lacey and Thomas were appointed;
- That a Community Asset/S106 Task & Finish Group be appointed to develop a full list of community assets. Cllrs Bartlett, Davies and Thomas were appointed. It was noted that the responsibility for this project would be transferred to the Planning & Highways Committee.

ES10/17 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) **Public Convenience Update Report** – Committee considered the report presented at the meeting regarding the future refurbishment of the public toilets at Grange and Central car park. Following discussion it was agreed

to obtain a quotation to refurbish both units in the same format as existing from the Town Council's preferred building contractor. Costs would be reviewed when received.

ES11/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 10th July 2017 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 8.07pm.

CHAIR:

DATE:

WORK PROGRAMME 2017/18

10 th July 2017		Report Deadline: 4 th July 2017		
Item	Objective	Officer	Outcome	
Part 1				
Annual Work Plan Programme	<ul style="list-style-type: none"> To review the draft annual work plan programme To formally adopt the plan 	Clerk/RFO, Office Manager.	<ul style="list-style-type: none"> Amend and agree the draft work programme for 2017 Agree timelines and targets Agree implementation programme 	<ul style="list-style-type: none"> July 17 July 17 July 17
Develop a computerised recording system to record all issues, accidents and damage reported within the town.	<ul style="list-style-type: none"> Develop a simple format; Confirm essential details required to be recorded; Develop categories of incident; Discuss computerised recording system with Microshade; Trial system; Amend system as required; Implement. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> To have in place a standard form/database to report, record and action incidents and issues reported. 	<ul style="list-style-type: none">
To continue to negotiate with the Herefordshire Council regarding public realm improvements, parking issues and further asset transfers.	<ul style="list-style-type: none"> Continue negotiations for the improvement of the town centre public realm; Develop a timetable for improvements to be delivered; Carry out relevant public 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> Improved public realm infrastructure; Asset transfer of at least one car park; Improved parking within the town; Additional asset transfers 	<ul style="list-style-type: none"> 2020

	<ul style="list-style-type: none"> consultation; • Assess resident parking zone schemes; • Negotiate transfer of one town centre car park to LTC; • Agree further asset transfers 		completed	
Improve all gateway features and entrances into the town.	<ul style="list-style-type: none"> • Review existing gateway provision; • Agree revised gateway signs; • Review options for various gateways; • Improve planting schemes; • Develop an implementation plan; • Implement. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Improved gateway and signage at all entrances to the town 	<ul style="list-style-type: none"> • 2018
To continue to try to improve the townscape of the town	<ul style="list-style-type: none"> • Linked to improvements to the public realm; • Continue to identify townscape improvements; • Work with communications & events committee on improvements, interpretation, trails etc. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Improved townscape delivered. 	<ul style="list-style-type: none"> • 2019
To refurbish the public toilets at The Grange, Central Car Park and the Bus Station.	<ul style="list-style-type: none"> • Develop options for each public convenience; • Develop costed refurbishments of each public convenience; 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Refurbishment of 3 public conveniences 	<ul style="list-style-type: none"> • 2018

	<ul style="list-style-type: none"> • Agree priorities and timescale for implementation; • Identify funding to enable the works to proceed. 			
Continue to develop Leominster in Bloom in partnership with the LIB Committee and other relevant organisations	<ul style="list-style-type: none"> • Continue to support this initiative; • Identify additional improvement opportunities; • Regular updates provided. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Gold Award achieved. 	<ul style="list-style-type: none"> • 2017 • 2018 • 2019
Continue to implement a rolling programme of improvements for all parks, recreation areas and open spaces within Leominster.	<ul style="list-style-type: none"> • Complete Sydonia improvement programme by end of 2017; • Develop proposals for Grange with implementation target date in 2018; • Assess remaining play areas and identify funding and improvements • Continue to seek the transfer of play areas within the town to LTC 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • All play areas in Leominster to be managed and maintained by LTC • Completed improvement programme to all play areas 	<ul style="list-style-type: none"> • 2017 • 2018 • 2019
Focus on play provision and enhancement of play facilities at The Grange and Sydonia in 2017 and 2018.	<ul style="list-style-type: none"> • Complete Sydonia improvements already under way; • Tender for Grange to be adopted and sent to design companies; • Identification of funding for Grange 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Completion of Sydonia project by December 2017 • Completion of Grange OpenSpace by December 2018 • Parish wide improvements 	<ul style="list-style-type: none"> • 2017 • 2018 • 2019

	<ul style="list-style-type: none"> • Consultation and implementation to be completed by 2018 		undertaken.	
Introduce effective signage and notice boards within the town and on all Council owned/managed land	<ul style="list-style-type: none"> • Assess potential notice board sites • Submit report with full costings to E&S Committee • Purchase and install new notice boards • Purchase and install new Byelaw boards • New signage to be identified, designed and costed; • Signage locations to be identified; • New signage strategy to be developed and implemented. 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 2018
Develop a high quality open space at The Grange	<ul style="list-style-type: none"> • Comprehensive management and investment programme for the area; • Tree works and maintenance schedule to be developed; • Investment in toilet block and pavilion; • New/improved signage; • Additional car parking to be 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • High quality improved open space with signs of investment. • Good management control and high quality maintained area. 	<ul style="list-style-type: none"> • 2019

	<ul style="list-style-type: none"> reviewed; • Aim for green flag award 			
Work toward securing a Green Flag Award for an open space in Leominster.	<ul style="list-style-type: none"> • Identify criteria for achieving a green flag award; • Identify investment requirements; • Identify maintenance priorities; • Identify suitable space(s); • Apply. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Secure a Green Flag Award 	<ul style="list-style-type: none"> • 2018
Continue to promote Best Kept Allotment Competition.	<ul style="list-style-type: none"> • Develop the competition with the Allotment Association; • Invest in the competition; • Promote the competition; • Annual improvements 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> • Good quality, valued competition in place and sustainable 	<ul style="list-style-type: none"> • 2017
Actively pursue the creation of additional formal and informal public open spaces.	<ul style="list-style-type: none"> • Identify existing sites suitable for consideration • Monitor future planning applications • Carry out cost implication projections • Develop basic investment plan for each area • Identify potential S106 funding • Identify community assets • Submit requests as the opportunity arises. 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Additional asset transfers from HC and other organisations • Improved access to formal and informal open space 	<ul style="list-style-type: none"> • 2018
Consider taking over the	<ul style="list-style-type: none"> • Continue initial 	Clerk/RFO, Office	<ul style="list-style-type: none"> • Take over the 	<ul style="list-style-type: none"> • 2019

<p>management of Leominster Cemetery</p>	<p>negotiations with Herefordshire Council</p> <ul style="list-style-type: none"> • Carry out cost implication review • Develop a business plan • Submit final report with recommendations to Committee 	<p>Manager, Environmental Supervisor.</p>	<p>management, maintenance and ownership of Leominster Cemetery.</p>	
<p>Develop proposals and identify funding for a new skate park at Sydonia.</p>	<ul style="list-style-type: none"> • Continue to liaise with Herefordshire Council fund raising department • Carry out initial consultation • Setup working group • Develop proposals and designs • Identify funding requirements • Source funding and deliver project 	<p>Clerk/RFO, Office Manager, Environmental Supervisor.</p>	<ul style="list-style-type: none"> • New improved skate park facility at Sydonia or another suitable location 	<ul style="list-style-type: none"> • 2019
<p>Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future.</p>	<ul style="list-style-type: none"> • Current contract with contractor ends in 2018 • Option to extend for a further 2 years • Begin review in September 2017 • Identify cost implications • Identify machinery and depot requirements • Identify staffing 	<p>Clerk/RFO, Office Manager, Environmental Supervisor.</p>	<ul style="list-style-type: none"> • Fully informed decision to be made on setting up a direct labour force • Potential employment of a direct labour force team 	<ul style="list-style-type: none"> • 2020

	<p>requirements</p> <ul style="list-style-type: none"> • Submit initial report as part of 2018/19 budget review • Decision to progress to be made in January 2018 			
<p>Investigate further opportunities to recycle non domestic waste and become a greener Town</p>	<ul style="list-style-type: none"> • Investigate potential contractors • Investigate costs • Investigate practicality and time commitment • Submit report to committee for consideration • Implement recommendations 	<p>Clerk/RFO, Office Manager, Environmental Supervisor.</p>	<ul style="list-style-type: none"> • Significantly improved recycling at all Town Council sites • Reduction of rubbish to landfill by the Town Council 	<ul style="list-style-type: none"> • 2017
<p>Seek opportunities to facilitate older people's provision and investigate the opportunities to support more healthy lifestyle and physical activities for all residents.</p>	<ul style="list-style-type: none"> • Identify need • Identify opportunities • Identify funding • Develop an initial report • Consider whether to continue to progress 	<p>Clerk/RFO, Office Manager, Environmental Supervisor.</p>	<ul style="list-style-type: none"> • Improved access to local facilities indoor and outdoor for senior citizens. 	<ul style="list-style-type: none"> • 2020
<p>Pursue and support the refurbishment of the town centre public realm</p>	<ul style="list-style-type: none"> • To be developed as part of strategy related to public realm improvements 	<p>Clerk/RFO, Office Manager, Environmental Supervisor.</p>	<ul style="list-style-type: none"> • Improved public realm in the town centre 	<ul style="list-style-type: none"> • 2019
<p>Invest in high quality street furniture and public art</p>	<ul style="list-style-type: none"> • Develop investment plan • Identify requirements • Identify suitable designs for each area • Identify budget and funding 	<p>Clerk/RFO, Office Manager, Environmental Supervisor.</p>	<ul style="list-style-type: none"> • Improved street furniture provided • Old street furniture replaced • New works of art in the 	<ul style="list-style-type: none"> •

	<ul style="list-style-type: none"> • Adopt investment and replacement plan 		town	
Continue to address the issues of dog fouling within the town	<ul style="list-style-type: none"> • Review existing scheme; • Identify additional investment • Identify additional requirements • New bins • Better promotion • Dog bag provision • Develop initiatives • Byelaws if appropriate 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Reduce dog fouling • Reduce complaints 	<ul style="list-style-type: none"> • 2017



Environment & Services Committee

Date: 4th July 2017

Title: Open Spaces/Play Area/Byelaws Report

Purpose of the Report: To provide Members with an update relating to progress on improving open spaces, upgrading play areas and the implementation of Byelaws.

Contact Officers: Paul Russell

1. RECOMMENDATIONS

- 1.1 That the report be noted;
- 1.2 That delegated authority be given to the Byelaw Task & Finish Group as outlined in 4.4.

2. BACKGROUND

- 2.1 In June and July 2016 the asset transfers for Sydonia, The Grange, Pinsley Mead and Ginhall Green were finally completed and the freehold of the land was formally transferred from Herefordshire Council to Leominster Town Council.
- 2.2 Leominster Town Council has been maintaining the areas for over two years and following the official transfers began to implement a series of improvements.
- 2.3 8 new litter bins have been installed at Ginhall Green and The Grange. Inspection processes have also been improved and improvements to Sydonia Play Area are currently undergoing consultation.
- 2.4 This report outlines the next stages of development for the open spaces.

3. THE WORK PROGRAMME

- 3.1 The Work Programme outlines the various initiatives that have been adopted by the Town Council to implement improvements right across the Council estate.
- 3.2 Much of the focus is on the improvement and increase of quality open space within the town.

3.3 In 2017 the main focus will be the implementation of the play area investment in Sydonia, the adoption of byelaws for all open spaces, the identification of assets the Town Council would like to request asset transfers on so that they can receive further investment and the improvement of play spaces.

3.4 Agenda Item 7 outlines the specific projects and provides an initial indicative timescale for implementation.

4. BYELAWS

4.1 At its meeting on 22nd May 2017 the Committee appointed a new Task & Finish Group to develop Byelaws for all the play areas and open spaces. A copy of the amended byelaws is included at the end of this report.

4.2 There have also been requests to create dog free areas within the Grange open space and dog walking areas at Sydonia.

4.3 Legal advice is currently being sought from NALC on the legal options relating to byelaws and dog control orders. It is hoped that this will be available by the meeting.

4.4 It is recommended that delegated authority be given to the Byelaw Task & Finish Group to implement the advice received from NALC, draft control orders as required, oversee the required public consultation exercise and report back to Committee at its next meeting on 11th September with recommendations and a final version of the byelaws.

4.5 The formal adoption of the Byelaws will then be consider by Full Council at its meeting on Monday 25th September 2017.

5. PLAY AREAS

Sydonia Play Area

5.1 An initial consultation on proposals for the play area has been undertaken with help, advice and materials from the successful contractor, HAGS/SMP.

5.2 An update will be provided to the meeting on the evening. The Contractor will collate the results of the consultation, revise the proposals as required and submit a fully revised scheme to Committee for adoption.

5.3 Grant funding applications will then be submitted to various organisations, including the Lottery Awards for All, to secure the additional £15,000 required to complete the scheme in full.

5.4 The final scheme will also be submitted to Herefordshire Council for approval alongside a request to release the S106 funding that will make this project possible.

5.5 A final timeline for the construction of the new play area will be presented to Committee at its next meeting in September 2017.

Grange Play Area

- 5.6 Committee will recall that the following timeline was adopted for improving this play area at its meeting in January 2017:
- Set up a Task & Finish Group to develop an initial tender document – Week commencing 6th March 2017;
 - Carry out initial discussions with Herefordshire Council and some preliminary public consultation (March/April/May 2017)
 - Project agreement by Full Council – 24th July 2017
 - Send out invitations to tender – August/September 2017
 - Open tenders by T&F Group – 6th November 2017
 - Commencement of initial designs and costings – December 2017
 - Public consultation – January 2018
 - Final design – March 2018
 - Installation of car park and new play area – May 2018
 - Completion – July 2018
- 5.7 Unfortunately, due to other pressures and the delayed completion of 11 Corn Square, this timeline has slipped. However, under Agenda Item 10(b) a draft tender document has been drawn up to begin the development of this play area and open space in general.
- 5.8 The area has also been slightly delayed due to the potential proposals put forward by Herefordshire Council regarding the future retail opportunities on Broad Street car park. It seems that these plans have not progressed as no further update has been received from Herefordshire Council.
- 5.9 One of the main challenges for the redevelopment of the play area at Grange is funding. A report was considered by Committee under Confidential Items in November 2016 outlining some initial ideas for the play area.
- 5.10 In December 2016 a very informal consultation was carried out whilst 11 Corn Square was being refurbished. The map below was displayed alongside general proposals. Although no formal responses were received it is now recommended:
- That the draft tender be considered and agreed;
 - The Tender will invite design companies to tender for a contract to develop ideas for The Grange, consult on those proposals, identify funding options, develop income generating ideas and develop a Destination Play Area and Park;
 - Funding will be required to develop the initial designs, negotiate with Herefordshire Council regarding the potential of a car park at The Grange and draw up a final design ready for implementation. That level of funding to develop the project, the Feasibility and Design Study, will become clear once tenders have been received;
 - The implementation of the final design will be dependant on attracting or raising funding. However, the design will be phased to enable short, medium and long term options to be implemented.
- 5.11 The map and general proposals were as follows:



5.11.1 The Grange play area is sited next to the Old Priory church wall with the Millennium Green to the East and the main Grange green space to the west. To the south is Grange Court and some residential properties and to the north is the Priory Church and churchyard.

5.11.2 The play area covers an area of 2,300 square metres (24,750 square feet). It is all tarmacked with a range of old equipment and safer surfaces.

5.11.3 The recommendations for a Local Equipped Area for Play (LEAP) is a play area equipped for children of early school age (mainly 4-8 year olds). The activity zone should have a minimum area of 400m², with grass playing space and at least five types of play equipment with appropriate safety surfacing. There should also be seating for accompanying adults.

5.11.4 The Grange is unsuitable for a Neighbourhood Area for Play (NEAP) as this recommends ball play, a youth shelter and wheeled sports. Due to the close proximity to housing and the sensitivity of this area it is strongly recommended that such activities are sited elsewhere. An activity zone of at least 1,000m² is recommended.

5.11.5 The current status of equipment, safer surfacing and other related furniture is in a poor state with little or no investments having been made over the last eight to ten years. This in itself would not have been an issue if a better level of maintenance had been in place. There is

little play value provided in the park, the equipment is coming to the end of its life and the safer surfacing is dangerous in places.

5.11.6 Leominster Town Council is developing a proposal to invest in the area. The first element of the proposal is to turn part of the existing play area into a pay and display car park. Income from this will potentially fund a loan to help refurbish the new play area, as well as funding the works required to turn the area into a car park. Depending on the area allocated for a potential car park, between 60 and 90 spaces could be provided.

5.11.7 This would help mitigate the potential loss of car parking spaces at Broad Street Car Park if part of it is sold for development. It would also discourage parking in Pinsley Road, which it is subject to resident parking restrictions.

5.11.8 The area is already tarmacked with some safer surfacing interspersed, so a quality design to reduce visual impact, soften the edges and green the space up might well be a better option than the current use.

5.11.9 The site has a significant historical context, as well as being a minute or two from the small town centre. In addition to accessible car parking the proposal would provide a fully refurbished play area and picnic area.

5.11.10 Play companies are to be invited to submit proposals for the site and the successful company will be charged with the following:

- Assessment of the site;
- Draw up initial proposals with zones for car parking, play areas (various ages) and picnic area;
- Assist with obtaining relevant planning permissions;
- Provide initial cost estimates for the work;
- Assist in a full public consultation with the town;
- Identify potential funding streams;
- Assist in development of the car park business plan income projections;
- Following consultation to draw up final design, obtain costs for equipment, safer surfacing and installation of the play area;
- Project manage the installation;
- Sign off.

Ginhall Green Play Areas

5.12 The Town Council is responsible for two sites in this area. At present there are no plans to invest in these two areas although an assessment will be made during budget considerations in September 2017 and proposals put forward for consideration.

Other Play Areas

5.13 The Town Council has requested the transfer of Ropewalk Avenue play area from Herefordshire Council. This is being considered.

- 5.14 As part of the community asset review additional play areas will be identified and assessed as to whether they should be transferred to the Town Council. A full report will be presented to Committee in due course.
- 5.15 Current Town Council policy is to request the transfer of new play areas and open spaces which are linked to new developments. It is intended to continue to pursue this policy.

6. OPEN SPACES

Sydonia Open Space

- 6.1 Initial approaches have been made to Halo leisure to transfer/licence the two areas at Sydonia which are currently not being managed or maintained. Further progress on these discussions will be reported to the meeting.
- 6.2 Additional CCTV coverage in this area is also being discussed and an update on progress will be presented to the meeting.
- 6.3 Halo Leisure has been made aware of the £850 contribution agreed by the Town Council towards a height Barrier on to the overflow car park. This is to help prevent unwanted access. A further update will be provided at the meeting.

Grange Open Space

- 6.4 It is recommended that as part of the play area review that a master plan for this important open space is also developed. The Plan will include the Millennium Orchard and Pinsley Mead.
- 6.5 The Master Plan will include plans for continued maintenance and investment in the infrastructure of the Park. This will include the pavilion and the public conveniences.
- 6.6 Additional trails and walks including interpretation will form part of the Plan as well with the aim that the area achieves a Green Flag award by 2019.

Ginhall Green Open Space

- 6.7 New litter bins have been installed in this area and there are plans to replace the old goals which were removed.
- 6.8 A Master Plan for the area will be developed in due course but this will probably not commence until 2018.

Other Open Spaces

- 6.9 The Town Council is trying to identify additional open spaces. Currently these include land at the new development in Westcroft and the new Barons Cross proposal for 414 new homes.
- 6.10 The Southern Urban Expansion, when developed, will provide plenty of additional opportunities to develop additional accessible open spaces in Leominster.

7. BYELAWS DRAFT

MODEL BYELAWS – SET 2

LEOMINSTER TOWN COUNCIL
BYELAWS FOR PLEASURE GROUNDS, PUBLIC WALKS
AND OPEN SPACES

ARRANGEMENT OF BYELAWS

PART [1]

GENERAL

1. General interpretation
2. [Application]
3. [Application]
4. Opening times

PART [2]

PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC

5. Protection of structures and plants
6. Unauthorised erection of structures
7. Climbing
8. Grazing
9. Protection of wildlife
10. Gates
11. Camping
12. Fires
13. Missiles
14. Interference with life-saving equipment

PART [3]

HORSES, CYCLES AND VEHICLES

15. Interpretation of Part [3]
16. Horses [- Horse riding permitted but must not cause danger]
17. Horses [- Horse riding prohibited except in certain grounds (subject to bridleway, etc)]

18. Horses [- Horse riding prohibited (subject to any bridleway, etc)]
19. Horses [- Horse riding prohibited except on designated route (subject to bridleway, etc)]
20. Cycling
21. Motor vehicles
22. Overnight parking

PART [4]

PLAY AREAS, GAMES AND SPORTS

23. Interpretation of Part [4]
24. Children's play areas
25. Children's play apparatus
26. Skateboarding, etc [- Skateboarding, etc permitted but must not cause danger or annoyance]
27. Skateboarding, etc [- Skateboarding, etc permitted only in designated area]
28. Ball games [- Prohibition of ball games]
29. Ball games [- Ball games permitted only in designated area]
30. Ball games [- Ball games permitted throughout the ground but designated area for ball games also provided]
31. Ball games [- Rules]
32. Cricket
33. Archery
34. Field sports
35. Golf [- Prohibited [except on golf course]]
36. Golf [- Permitted where part of ground is set aside as a golf course]

PART [5]

WATERWAYS

37. Interpretation of Part [5]
38. Bathing
39. Ice skating
40. Model boats
41. Boats [- To prohibit use of boats [, etc] without permission [except in designated area]]
42. Boats [- In areas where use of boats is common]
43. Fishing
44. Pollution
45. Blocking of watercourses

**PART [6]
MODEL AIRCRAFT**

- 46. Interpretation of Part [6]
- 47. Model aircraft [- General prohibition]
- 48. Model aircraft [- Model aircraft permitted in certain grounds [on specified days and at specified times]]
- 49. Model aircraft [- Model aircraft permitted in designated areas]
- 50. Model aircraft [- Model aircraft permitted if subject to certain control]
- 51. Model aircraft [- Some quieter types of model aircraft permitted]

**PART [7]
OTHER REGULATED ACTIVITIES**

- 52. Provision of services
- 53. Excessive noise
- 54. Public shows and performances
- 55. Aircraft, hang-gliders and hot air balloons
- 56. Kites
- 57. Metal detectors

**PART [8]
MISCELLANEOUS**

- 58. Obstruction
- 59. Savings
- 60. Removal of offenders
- 61. Penalty
- 62. Revocation [- General]
- 63. Revocation [- Limited to preserve byelaws relating to dogs]
- SCHEDULE [1] - Grounds to which byelaws apply generally
- SCHEDULE [2] - Grounds referred to in certain byelaws
- SCHEDULE [3] - Rules for playing ball games in designated areas

Byelaws made under [section 164 of the Public Health Act 1875/section 15 of the Open Spaces Act 1906/sections 12 and 15 of the Open Spaces Act 1906] by the Leominster Town Council with respect to all its pleasure grounds, public walks and open spaces.

**[PART 1]
GENERAL**

General Interpretation

1. In these byelaws:

“the Council” means *Leominster Town Council*;

“the ground” means any of the grounds listed in the Schedule;

“designated area” means an area in the ground which is set aside for a specified purpose, that area and its purpose to be indicated by notices placed in a conspicuous position;

“invalid carriage” means a vehicle, whether mechanically propelled or not,

- (a) the unladen weight of which does not exceed 150 kilograms,
- (b) the width of which does not exceed 0.85 metres, and
- (c) which has been constructed or adapted for use for the carriage of a person suffering from a disability, and used solely by such a person.

Application

2. These byelaws apply to all of the grounds listed in the Schedule One.

Opening times

3. All the pleasure grounds, public walks and open spaces will be open twenty four hours a day seven days a week.

PART [2]

PROTECTION OF THE GROUND, ITS WILDLIFE AND THE PUBLIC

Protection of structures and plants

4. (1) No person shall without reasonable excuse remove from or displace within the ground:
- (a) any barrier, post, seat or implement, or any part of a structure or ornament provided for use in the laying out or maintenance of the ground; or
 - (b) any stone, soil or turf or the whole or any part of any plant, shrub or tree.

- (2) No person shall walk on or ride, drive or station a horse or any vehicle over:
 - (a) any flower bed, shrub or plant;
 - (b) any ground in the course of preparation as a flower bed or for the growth of any tree, shrub or plant; or
 - (c) any part of the ground set aside by the Council for the renovation of turf or for other landscaping purposes and indicated by a notice conspicuously displayed.

Unauthorised erection of structures

5. No person shall without the consent of the Council erect any barrier, post, ride or swing, building or any other structure.

Climbing

6. No person shall without reasonable excuse climb any wall or fence in or enclosing the ground, or any tree, or any barrier, railing, post or other structure.

Grazing

7. No person shall without the consent of the Council turn out or permit any animal for which he is responsible to graze in the ground.

Protection of wildlife

8. No person shall kill, injure, take or disturb any animal, or engage in hunting or shooting or the setting of traps or the laying of snares.

Gates

9. (1) No person shall leave open any gate to which this byelaw applies and which he has opened or caused to be opened.

(2) Byelaw 10(1) applies to any gate to which is attached, or near to which is displayed, a conspicuous notice stating that leaving the gate open is prohibited.

Camping

10. No person shall without the consent of the Council erect a tent or use a vehicle, caravan or any other structure for the purpose of camping [except in a designated area for camping].

Fires

11. (1) No person shall light a fire or place, throw or drop a lighted match or any other thing likely to cause a fire.

(2) Byelaw 12(1) shall not apply to:

- (a) the lighting of a fire at any event for which the Council has given permission that fires may be lit.

Missiles

12. No person shall throw or use any device to propel or discharge in the ground any object which is liable to cause injury to any other person.

Interference with life-saving equipment

13. No person shall except in case of emergency remove from or displace within the ground or otherwise tamper with any life-saving appliance provided by the Council.

PART [3]

HORSES, CYCLES AND VEHICLES

Interpretation of Part [3]

14. In this Part:

“designated route” means a route in or through the ground which is set aside for a specified purpose, its route and that purpose to be indicated by notices placed in a conspicuous position;

“motor cycle” means a mechanically-propelled vehicle, not being an invalid carriage, with less than four wheels and the weight of which does not exceed 410 kilograms;

“motor vehicle” means any mechanically-propelled vehicle other than a motor cycle or an invalid carriage;

“trailer” means a vehicle drawn by a motor vehicle and includes a caravan.

Horses

15. (1) No person shall ride a horse except in the exercise of a lawful right or privilege.
- (2) Where horse-riding is permitted by virtue of a lawful right or privilege, no person shall ride a horse in such a manner as to cause danger to any other person.

Cycling

16. No person shall without reasonable excuse ride a cycle in the ground except in any part of the ground where there is a right of way for cycles [or on a designated route for cycling].

Motor vehicles

17. (1) No person shall without reasonable excuse bring into or drive in the ground a motor cycle, motor vehicle or trailer except in any part of the ground where there is a right of way [or a designated route] for that class of vehicle.

Overnight parking

18. No person shall without the consent of the Council leave or cause or permit to be left any motor vehicle in the ground between the hours of 6p.m. and 6 a.m.

PART [4]

PLAY AREAS, GAMES AND SPORTS

Interpretation of Part [4]

19. In this Part:

“ball games” means any game involving throwing, catching, kicking, batting or running with any ball or other object designed for throwing and catching, but does not include cricket;

“golf course” means any area within the ground set aside for the purposes of playing golf and includes any golf driving range, golf practice area or putting course;

“self-propelled vehicle” means a vehicle other than a cycle, invalid carriage or pram which is propelled by the weight or force of one or more persons skating, sliding or riding on the vehicle or by one or more persons pulling or pushing the vehicle.

Children’s play areas

20. No person aged 14 years or over shall enter or remain in a designated area which is a children’s play area unless in charge of a child under the age of 14 years.

Children’s play apparatus

21. No person aged 14 years or over shall use any apparatus stated to be for the exclusive use of persons under the age of 14 years by a notice conspicuously displayed on or near the apparatus.

Skateboarding, etc

22. (1) No person shall skate, slide or ride on rollers, skateboards or other self-propelled vehicles except in a designated area for such activities.
- (2) Where there is a designated area for skating, sliding or riding on rollers, skateboards or other self-propelled vehicles, no person shall engage in those activities in such a manner as to cause danger or give reasonable grounds for annoyance to other persons.

Ball games

23. No person shall play ball games in the ground except in a designated area for playing ball games.

Cricket

24. No person shall throw or strike a cricket ball with a bat except in a designated area for playing cricket.

Archery

25. No person shall engage in the sport of archery except in connection with an event organised by or held with the consent of the Council.

Field sports

26. No person shall throw or put any javelin, hammer, discus or shot except in connection with an event organised by or held with the consent of the Council or on land set aside by the Council for that purpose.

Golf

27. No person shall drive, chip or pitch a hard golf ball.

PART [5]

MODEL AIRCRAFT AND DRONES

Interpretation of Part [5]

28. In this Part:

“model aircraft” means an aircraft or drone which weighs not more than 7 kilograms without its fuel;

“power-driven” means driven by:

- (a) the combustion of petrol vapour or other combustible substances;
- (b) jet propulsion or by means of a rocket, other than by means of a small reaction motor powered by a solid fuel pellet not exceeding 2.54 centimetres in length; or
- (c) one or more electric motors or by compressed gas.

“radio control” means control by a radio signal from a wireless transmitter or similar device.

General prohibition

29. No person shall cause any power-driven model aircraft to:
- (a) take off or otherwise be released for flight or control the flight of such an aircraft in the ground; or
 - (b) land in the ground without reasonable excuse.

PART [6]

OTHER REGULATED ACTIVITIES

Provision of services

30. No person shall without the consent of the Council provide or offer to provide any service for which a charge is made.

Excessive noise

31. (1) No person shall, after being requested to desist by any other person in the ground, make or permit to be made any noise which is so loud or so continuous or repeated as to give reasonable cause for annoyance to other persons in the ground by:
- (a) shouting or singing;
 - (b) playing on a musical instrument; or
 - (c) by operating or permitting to be operated any radio, amplifier, tape recorder or similar device.
- (2) Byelaw 53(1) does not apply to any person holding or taking part in any entertainment held with the consent of the Council.

Public shows and performances

32. No person shall without the consent of the Council hold or take part in any public show or performance.

Aircraft, hang gliders and hot air balloons

33. No person shall except in case of emergency or with the consent of the Council take off from or land in the ground in an aircraft, helicopter, hang glider or hot air balloon.

Kites

34. No person shall fly any kite in such a manner as to cause danger or give reasonable grounds for annoyance to any other person.

Metal detectors

35. (1) No person shall without the consent of the Council use any device designed or adapted for detecting or locating any metal or mineral in the ground.

PART [7]

MISCELLANEOUS

Obstruction

36. No person shall obstruct:

- (a) any officer of the Council in the proper execution of his duties;
- (b) any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
- (c) any other person in the proper use of the ground.

Savings

37. (1) It shall not be an offence under these byelaws for an officer of the Council or any person acting in accordance with a contract with the Council to do anything necessary to the proper execution of his duty.
- (2) Nothing in or done under these byelaws shall in any respect prejudice or injuriously affect any public right of way through the ground, or the rights of any person acting lawfully by virtue of some estate, right or interest in, over or affecting the ground or any part of the ground.

Removal of offenders

38. Any person offending against any of these byelaws may be removed from the ground by an officer of the Council or a constable or a PCSO..

Penalty

39. Any person offending against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the standard scale.

Revocation

40. The byelaws made by Leominster Town Council on ***insert date*** and confirmed by ***insert name of confirming authority*** on ***insert date of confirmation*** relating to the ground are hereby revoked.

SCHEDULES

SCHEDULE [1]

GROUND TO WHICH BYELAWS APPLY [GENERALLY]

The grounds referred to in byelaw [2]/[3] are:

The Grange Open Space

Pinsley Mead

Tranquil Place

Sydonia Park

Ginhall Green

Millennium Green

Millennium Orchard

Priory Cemetery

Booth Gardens

Ropewalk Avenue Play Area

SCHEDULE [2]

RULES FOR PLAYING BALL GAMES IN DESIGNATED AREAS (BYELAW 23)

Any person using a designated area for playing ball games is required by byelaw 23 to comply with the following rules:

- (1) No person shall play any game other than those ball games for which the designated area has been set aside.
- (2) No person shall obstruct any other person who is playing in accordance with these rules.
- (3) Where exclusive use of the designated area has been granted to a person or group of persons by the Council for a specified period, no other person shall play in that area during that period.
- (4) Subject to paragraph (5), where the designated area is already in use by any person, any other person wishing to play in that area must seek their permission to do so.
- (5) Except where they have been granted exclusive use of the designated area for more than two hours by the Council, any person using that area shall vacate it if they have played continuously for two hours or more and any other person wishes to use that area.
- (6) No person shall play in the designated area when a notice has been placed in a conspicuous position by the Council prohibiting play in that area.



Environment & Services Committee

Date: 4th July 2017

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/Julie Debbage

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 which have been asset transferred from Herefordshire Council to the Town Council.

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. In 2017/18 the funding for the Lengthsman Scheme has been significantly reduced although the P3 scheme retains its current level of funding with some additional funding provided by the Town Council.

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 P3 works have been carried out during May & June 2017:

- Strimming of footpath at Cold Harbour Lane, Ivington ZC39 @ 457558-560
- Strimming of footpath at Highfield House, Newton ZC23 @ 481578
- Strimming of footpath on Industrial Estate leading from Border Scaffolding to Silurian Close ZC100 (part)
- Strimming of footpath leading from main road and behind Dales Factory ZC143 @ 499506

- Strimming of all sections of footpaths from start of footpath going into wood from tarmac road to section where it runs into a farmer's field just past the telephone mast on Eaton Hill ZC131 @ 507594
- Strimming of footpath leading from Sydonia to Caswell Crescent ZC97W
- Strimming of footpath leading from car park at the Skateboard Park behind Battlebridge Close leading to John Able Close ZC97b (part)
- Strimming of footpath running from near the Leisure Centre along the wall of the Hospital out to the car park ZC96 (part)
- Strimming of section of footpath near to Marches Vets off Ryelands Road ZC93
- Strimming of footpath behind the Accident & Repair Centre leading out to Tallis Amos (ZC101)
- Strimming of footpath at Cockcroft leading behind the school (2 sections) on ZC94
- Cutting back brambles and nettles at end of path leading into Sydonia from Caswell Crescent on ZC97W

3.3 The following Lengthsman works have been carried out during May & June 2017:

- Cutting up of large damaged tree at Ginhall Green, chipping of rubbish and chipping of designated rubbish at The Allotments Plus hire of chipper;
- Strimming of nettles from around black guards around fruit trees at the bottom of The Grange;
- Collection of 3 new bins, removal of old bins and installation of 3 new bins at The Grange, delivery of old bins back to Council Depot
- Collection of 4 new bins from Council depot, removal of old bins and installation of 4 new bins at Linear Park, old bins left in designated area ready for collection by scrap man and removal of 2 existing red dog bins, delivered back to Council Depot
- Supply of materials :Reinforced slab, sand, cement and fixings

4. ENVIRONMENTAL UPDATE

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

- The Environmental Team has welcomed a new member of staff, Martin Nutt, who has many years of experience working in grounds maintenance around the Leominster area for the local authority.
- We have collected our new vehicle. This will help us with our grounds maintenance work as it is a tipper and has a large lockable enclosed cab in which to store tools and chemicals safely.
- The public consultation on the improvements to the play facilities at Sydonia has now ended. I hope to have the results available for viewing at the meeting. We have received a positive response from local residents when we had a stand with a representative from HAGS, at the Leominster Festival Family Fun Day on The Grange, the stand on Sydonia on 24th June and we have received feedback from 3 schools, members of the Scout Association, some residents of Eaton Close and the display in 11

Corn Square. I have also printed the feedback from the Leominster Eyes and Ears Facebook page which is also very positive.

- The Environmental Team have been supporting Leominster in Bloom by carrying out the watering, disposing of spent compost into our composter at the allotments, planting in Broad Street making use of galvanised inserts from old Town Council bins and an old cattle drinker. Two of the Town entry planters have been planted with bedding and all of the planters will be planted with appropriate, low growing, low maintenance plants in the Autumn.
- A number of planters were vandalised on Broad Street, Drapers Lane, Corn Square and School Lane and were found by myself on Saturday 17th June at 5.30am. I reported the offence to the police and Debbie Stringer at Herefordshire Council CCTV and they were able to see the offence being committed at 4.44am. They are currently trying to identify the offenders.
- Kevin Price from Markets and Fairs at Herefordshire Council has had a meeting with the May Fair organisers regarding damage to the tree and Christmas lighting at the bottom of Broad Street. They are going to contact me directly about the damage.
- Weed control continues around the Town and on our greenspaces to keep the footways clear.
- The Environmental Team are currently supporting the work of Westfield 6th Form and The Grangers at The Pavilion by clearing the waste from the back of the site. This will be chipped and put onto our compost bin at the allotments.
- The overgrown shrubs have been removed from 'Mr Granger' and the soil will be levelled with new topsoil and reseeded when the dry spell is over.
- New litter bins have now been installed on Ginhall Green. The two old red dog waste bins will be re-used in other locations.
- The garden at 11 Corn Square is being tidied ready to receive the In Bloom Judges at 9am on 14th July.
- A new flagpole and flag has been installed on the roof and we are currently waiting for a delivery of a new loft ladder to enable easier access to the roof.
- The Pest control contractor has removed several wasp nests from the allotment site.
- The street furniture in Town has been painted and window boxes installed on the upstairs windows at 11 Corn Square.
- A number of repairs have been carried out on The Grange play area where some of the equipment has either rotted or become detached. The play areas are currently inspected weekly by ourselves and will be inspected by a professional inspector next month.
- There are currently 11 vacant plots at Ginhall Lane Allotments. We have let 3 plots recently but another 3 have become available as the plot holder's have left without notifying the Town Council. There are another 2 people interested in renting plots and I will be meeting them this week.

5. ADDITIONAL MATTERS

Community Asset/S106 Wish List

5.1 The Community Assets/S106 Task & Finish Group has now been appointed and met on Monday 12th June 2017 to discuss the way forward. The following projects aims and timetable were agreed:

- Identify a list of community assets;
- Identify a list of S106 investment requirements;
- Identify all the play areas in the parish. A list would be obtained from Herefordshire Council;
- Develop an initial report which will include all the information above;
- The next T&F meeting to be held towards the end of July to revise the report with a further meeting if required in September 2017;
- A full report to be presented to Committee at its meeting in September or November. This will be dependant on the finalisation of the report.

5.2 It is suggested that this Group considers meeting on Monday 24th July 2017 at 6pm prior to the Full Council meeting.

Public Conveniences

5.3 An update will be provided under Confidential Items..