



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 7th November 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 13th November 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 11th September 2017.



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

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

To receive an update on progress regarding the Work Plan.

8. OPEN SPACES AND PLAY AREA 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) Direct Labour Force Report – Please see the attached report.

(b) Public Convenience Update Report – A verbal update will be provided.

11. DATE OF NEXT MEETING

The next meeting will be held on Monday 22nd January 2018 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 11th September 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk and the Environmental Supervisor.

ES23/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece (holiday).

ES24/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Lacey: Leominster Allotment Association.

ES25/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

ES26/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

ES27/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 10th July 2017 be agreed and signed as a correct record.

ES28/17 CLERK'S REPORT

Committee was informed that a pre-order consultation regarding a diversion to Footpath ZC100#1 had been received. Following discussion it was agreed to request a site visit with the applicant to take place week commencing 25th September 2017.

ES29/17 2017-18 WORK PROGRAMME

Committee reviewed the Work Programme for 2017/18 which had been developed from the Corporate Strategy. Following consideration it was **RESOLVED:**

- That the revised 2017/18 Work Programme be noted;
- That a report be submitted to committee at its November 2017 meeting outlining draft proposals to develop a direct labour force along with initial cost estimates;
- That, subject to the initial report findings, Committee would aim to implement the setting up of a direct labour force for April 2019;
- That the investigations into recycling of non-domestic waste continues with a renewed focus on providing economic benefit to the town;

- That the possibility of developing income generation through the tree maintenance programme be investigated;
- That funding to help towards the cost of the tree maintenance programme be investigated.

ES30/17 OPEN SPACES/PLAY AREA/BYELAWS REPORT

Committee considered the report presented. Following discussion it was **RESOLVED:**

- That the report be noted;
- That the development of implementing Byelaws for all the open spaces and play areas under the control of the Town Council be deferred at present as both dog control and alcohol control orders were being developed under the Public Spaces Protection Orders legislation by Herefordshire Council;
- That the revised play area proposals for Sydonia be formally adopted and implemented at a cost of £54,000, subject to securing the S106 funding from Herefordshire Council and attracting additional external funding;
- That £10,000 capital funding towards the Sydonia Play Area provided for the 2017/18 budget be released;
- That a Task & Finish Group be appointed to oversee the Grange Open Space tender process;
- That Cllrs Bartlett, Burke and Thomas be appointed to the Grange Open Space Task & Finish Group;
- That a licence agreement be developed and entered into with Halo to manage the two unmanaged areas at Sydonia, which were currently not being maintained;
- That CCTV provision in this area continued to be developed.

It was noted that extensive consultation had taken place whilst developing the proposals for Sydonia including provision of DDA compatible equipment.

It was further noted that a winter programme of works would be undertaken in Sydonia over the following months.

ES31/17 COMMITTEE UPDATE REPORT

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

- That the report be noted;
- That options to attract sponsorship funding for community litter picks be investigated;
- That consideration be given to purchasing litter picking equipment by the Town Council so that it could be loaned to local voluntary groups;
- That Herefordshire Council be contacted expressing the Committee's concern regarding the recent works along Ginhall Lane to cut back vegetation;
- That clarification as to whether special dispensation could be included in the Public Spaces Protection Order for alcohol restrictions being

developed by Herefordshire Council to enable community events to be held in open spaces covered by the PSPO provided they were controlled.

It was noted that the Town Council had supplies of salt if any local community group required any. The Committee also wished to extend its thanks to Mr McEwan for the works he had carried out on the Priory steps.

ES32/17 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) Youth Report – Committee considered the Youth Report and, following discussion, **RESOLVED:**

- That the report be noted;
- That the youth initiative project, as outlined in the report, be developed;
- That the £9,000 allocated in the 2017/18 budget to provide youth services be released to help towards the funding of this initiative;
- That external funding opportunities continued to be identified and applied for to help fund youth projects in the town;
- That capacity be allocated from the Office Manager's role to enable her to manage and develop the youth project;
- That a full data impact assessment is carried out and actioned on this project.

(b) Public Convenience Update Report – Committee considered the report submitted and, following discussion, **RESOLVED:**

- That the report be noted;
- That the draft specifications for the refurbishment of Central and Grange public conveniences be adopted;
- That quotations be sought from local traders to carry out the works.

ES33/17 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 13th November 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 9:07pm.

CHAIR:

DATE:

WORK PROGRAMME 2017/18

13 th November 2017		Report Deadline: 7 th November 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
PRIORITY 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; Agree priorities and timescale for implementation; Identify funding to enable the works to proceed. 	Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.	<ul style="list-style-type: none"> Refurbishment of 3 public conveniences LEADER funding EoI submitted for Bus Station Quotations to be sought for Central and Grange Funding to be identified to fund upgrades. 	<ul style="list-style-type: none"> 2018
PRIORITY Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future.	<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 	Clerk/RFO, Office Manager, Environmental Supervisor.	<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 Initial report and feasibility study provided 	<ul style="list-style-type: none"> 2019

	<ul style="list-style-type: none"> • Identify staffing requirements • Submit initial report as part of 2018/19 budget review • Decision to progress to be made in January 2018 			
<p>PRIORITY 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 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Significantly improved recycling at all Town Council sites • Reduction of rubbish to landfill by the Town Council • Further information being sought from local companies 	<ul style="list-style-type: none"> • 2018
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. • Initial database set up. Now needs to be implemented. 	<ul style="list-style-type: none"> • 2018
To continue to negotiate with the Herefordshire Council regarding public realm improvements,	<ul style="list-style-type: none"> • Continue negotiations for the improvement of the town centre public realm; • Develop a timetable for 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved public realm infrastructure; • Asset transfer of at least one car park; 	<ul style="list-style-type: none"> • 2020

parking issues and further asset transfers.	<p>improvements to be delivered;</p> <ul style="list-style-type: none"> • Carry out relevant public consultation; • Assess resident parking zone schemes; • Negotiate transfer of one town centre car park to LTC; • Agree further asset transfers 		<ul style="list-style-type: none"> • Improved parking within the town; • Additional asset transfers completed • This is under review and beginning to move forward 	
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 • To be actioned 	<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. • Being delivered as part of LiB and other initiatives. 	<ul style="list-style-type: none"> • 2019
Continue to develop Leominster in Bloom in	<ul style="list-style-type: none"> • Continue to support this initiative; 	Clerk/RFO, Office Manager, Environmental	<ul style="list-style-type: none"> • Gold Award achieved. • Investment into town for 	<ul style="list-style-type: none"> • 2017 • 2018

partnership with the LIB Committee and other relevant organisations	<ul style="list-style-type: none"> • Identify additional improvement opportunities; • Regular updates provided. 	Supervisor, TIC Manager.	the forthcoming year	<ul style="list-style-type: none"> • 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 • Additional play areas identified • Awaiting resolution to move forward with asset transfers 	<ul style="list-style-type: none"> • 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 • Consultation and implementation to be completed by 2018 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Completion of Sydonia project by March 2018 • Completion of Grange OpenSpace by March 2019 • Parish wide improvements to be undertaken. 	<ul style="list-style-type: none"> • 2018 • 2019
Introduce effective signage and notice boards within the town and on all Council	<ul style="list-style-type: none"> • Assess potential notice board sites • Submit report with full costings to E&S 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Interpretation and signage plan being developed • LEADER funding to be applied for. 	<ul style="list-style-type: none"> • 2018

<p>owned/managed land</p>	<p>Committee</p> <ul style="list-style-type: none"> • 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. 			
<p>Develop a high quality open space at The Grange</p>	<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 reviewed; • Aim for green flag award 	<p>Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.</p>	<ul style="list-style-type: none"> • High quality improved open space with signs of investment. • Good management control and high quality maintained area. • Initial quotations to develop a management plan for the area has been received. 	<ul style="list-style-type: none"> • 2019
<p>Work toward securing a Green Flag Award for an open space in Leominster.</p>	<ul style="list-style-type: none"> • Identify criteria for achieving a green flag award; • Identify investment requirements; 	<p>Clerk/RFO, Office Manager, Environmental Supervisor, TIC Manager.</p>	<ul style="list-style-type: none"> • Secure a Green Flag Award • Infrastructural work needs to be undertaken initially 	<ul style="list-style-type: none"> • 2019

	<ul style="list-style-type: none"> • Identify maintenance priorities; • Identify suitable space(s); • Apply. 			
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 • Currently being delivered 	<ul style="list-style-type: none"> • 2017 and on-going
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 • Currently being pursued 	<ul style="list-style-type: none"> • 2019
Consider taking over the management of Leominster Cemetery	<ul style="list-style-type: none"> • Continue initial negotiations with Herefordshire Council • Carry out cost implication review • Develop a business plan • Submit final report with recommendations to 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Take over the management, maintenance and ownership of Leominster Cemetery. • No further update at present. 	<ul style="list-style-type: none"> • 2020

	Committee			
Develop proposals and identify funding for a new skate park at Sydonia.	<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 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • New improved skate park facility at Sydonia or another suitable location • No work currently being undertaken. • Funding options are being investigated 	<ul style="list-style-type: none"> • 2020
Seek opportunities to facilitate older people's provision and investigate the opportunities to support more healthy lifestyle and physical activities for all residents.	<ul style="list-style-type: none"> • Identify need • Identify opportunities • Identify funding • Develop an initial report • Consider whether to continue to progress 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved access to local facilities indoor and outdoor for senior citizens. • No work currently being undertaken 	<ul style="list-style-type: none"> • 2020
Pursue and support the refurbishment of the town centre public realm	<ul style="list-style-type: none"> • To be developed as part of strategy related to public realm improvements 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Improved public realm in the town centre 	<ul style="list-style-type: none"> • 2020
Invest in high quality street furniture and public art	<ul style="list-style-type: none"> • Develop investment plan • Identify requirements • Identify suitable designs for each area • Identify budget and funding 	Clerk/RFO, Office Manager, Environmental Supervisor.	<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"> • 2020

	<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 on-going
Tree Maintenance Programme	<ul style="list-style-type: none"> • Carry out a full assessment of all trees on Town Council owned land; • Assess trees that are the responsibility of the Town Council not on its land • Assess all other trees within the town • Develop a planned maintenance programme • Identify and include an annual tree maintenance budget • Annual inspection of trees • Identification of TPOs • Identification of new TPOs and registration 	Clerk/RFO, Office Manager, Environmental Supervisor.	<ul style="list-style-type: none"> • Asset register of all Town Council trees • Adopted tree maintenance plan • Annual tree maintenance schedule • Initial amount included in the 2018/19 budget 	<ul style="list-style-type: none"> • 2018



Environment & Services Committee

Date: 7th November 2017

Title: Open Spaces and Play Areas Report

Purpose of the Report: To provide Members with an update relating to progress on improving open spaces, upgrading play areas and potential future asset transfers from Herefordshire Council.

Contact Officers: Paul Russell

1. RECOMMENDATIONS

- 1.1 That the report be noted;**
- 1.2 That The Grange Master Plan Tender be reviewed and one further tender be sought;**
- 1.3 That a request to asset transfer the play areas identified within the report be submitted to Herefordshire Council;**
- 1.4 That the proposal to manage all the green spaces within the town under licence be considered and approved.**

2. BACKGROUND

- 2.1 In June and July 2016 the asset transfers for Sydonia, The Grange, Pinsley Mead and Ginhall Green were completed and the freehold of the land was formally transferred from Herefordshire Council to Leominster Town Council.
- 2.2 Leominster Town Council had been maintaining the areas for the previous two years and, following the official transfers, began to implement a series of improvements.
- 2.3 Eight 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 It should be noted that the Sydonia transfer did not include the Battlebridge play area or the land surrounding it. This is currently being reviewed.

- 2.5 This report outlines the next stages of development for the open spaces including the potential development of byelaws, subject to them meeting legal requirements.

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 2017/18 Council will continue to implement plans to invest in the Sydonia Play Area, identify assets the Town Council would like to have transferred and the development of a Master Plan for The Grange play area and open space.
- 3.4 Three priorities have been identified in the Work Programme:
- To refurbish the public toilets at The Grange, Central Car Park and the Bus Station;
 - Investigate the possibility of setting up a directly employed grounds team to undertake open spaces maintenance in the future;
 - Investigate further opportunities to recycle non domestic waste and become a greener Town.
- 3.5 The proposed refurbishment of the three toilet blocks are still subject to receiving quotations, allocation of funding and securing external grant funding. At present this is still a work in progress whilst the final elements to the refurbishment of 11 Corn Square are completed.
- 3.6 The development of a directly employed grounds team will be undertaken as part of the budget development process and a full report forms part of this meeting's agenda
- 3.7 Some initial work has been undertaken to identify opportunities to recycle waste and, once again, as part of the budget development proposals, a full report will be available in January 2018 for consideration.

4. PLAY AREAS

Sydonia Play Area

- 4.1 Grant funding to enable this project to be completed has been applied for. A Lottery Awards for All grant has been secured but there is still a further £5,500 being sought.
- 4.2 An update will be provided to the meeting and drawings of the revisions will be available for review.

- 4.3 The final scheme has been submitted to Herefordshire Council for approval alongside a request to release the S106 funding that will make this project possible. It has been confirmed that approximately £30,000 will be released.
- 4.4 Subject to obtaining some final funding, the scheme should commence in February 2018.

Grange Play Area

- 4.5 The Grange Play Area Tender has now officially closed. Two tenders have been received and three companies declined to tender.
- 4.6 It is suggested that the tender document be reviewed and amended and at least one further tender be secured prior to a decision being made.
- 4.7 In the meantime it is proposed that grant funding of up to £10,000 be sought to help undertake the feasibility study and Master Plan.

Ginhall Green Play Areas

- 4.8 The Town Council is responsible for two sites in this area. There are no proposals to carry out any investment into this area in 2018/19.

Additional Play Areas

- 4.9 The following observations regarding the play areas currently being managed by Herefordshire Council has been drawn up. It is recommended that a formal request be submitted to Herefordshire Council to commence asset transfer negotiations subject to the basic improvements outlined below being addressed:

Oldfields Close Open Space

- The perimeter fencing and gate on this play area is completely missing
- 3 pieces of dated toddler equipment (2 rockers and swing)
- Large gaps on the safety surface causing trip hazards
- 1 wooden bin and a wooden bench covered in algae need attention
- Hedges well maintained except at the roadside, visibility issue
- Grass cut appropriately short

Ridgemoor Road Open Space

- Two dead trees near the play area need to be removed
- 5 gates, all with faulty springs
- Logs for sitting on are slimy with algae and rotting and need to be removed
- Bridge missing from junior multiplay leaving 2 exposed drops – this was reported as an emergency to Balfour Beatty on the day of inspection
- A quantity of Heras Fencing without bases supported on perimeter fence, hazard. Presumed that it should be around the faulty equipment but has been damaged and moved away
- Several willow trees on site that need to be pollarded
- Two metal litter bins and a dog waste bin on site
- Mowing on the river bank will need a separate risk assessment

Ropewalk Avenue Open Space

- The rungs on the slide need attention
- 2 benches appear to be missing
- The trees in the play area will need attention
- The safety surface has shrunk leaving a trip hazard
- 1 metal litter bin on site

Mowbray Close/Far Meadow Road Open Space (combined as they are adjacent)

- Protruding manhole cover causing trip hazard at main entrance
- Multiple fly tips on site
- Path completely grown over in parts
- Equipment good but needs lichen removing
- Some repairs needed eg. Zip wire
- Offensive graffiti on equipment
- Former BMX circuit sunken leaving uneven surface and grass too long

- 4.10 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.

5. OPEN SPACES

Sydonia Open Space

- 5.1 A request has been made to Halo for the Town Council to manage the two currently unmanaged areas at Sydonia. An update will be provided at the meeting.

Grange Open Space

- 5.2 Tenders to consult the community and develop a masterplan have been received.

Ginhall Green Open Space

- 5.3 A Master Plan for the area will be developed in due course but this will not commence until 2019.

Green Spaces within the Town

- 5.4 A further meeting has been held with Herefordshire Council and Balfour Beatty to discuss the future management and maintenance of all green spaces under the ownership of HC by the Town Council.

- 5.5 An update will be provided at the meeting.

- 5.6 The Southern Urban Expansion, when developed, will provide plenty of additional opportunities to develop additional accessible open spaces in Leominster.



Environment & Services Committee

Date: 7th November 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;
- 1.2 That the expenditure recommended in 5.1 be ratified;
- 1.3 To adopt the Safeguarding Statement.

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 September 2017:
 - Strimming of footpath at Cockcroft leading behind the school (2 sections) on ZC94

- Strimming of section of footpath near to Marches Vets off Ryelands Road ZC93
- Strimming of footpath leading from car park at the Skateboard Park behind Battlebridge Close leading to John Able Close ZC97b
- 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 footpaths in Brierley Wood Steps ZC86 @ 495555
- Strimming of footpath leading down the side of the White Lion to the footbridge leading over train track
- Cutting up of fallen tree over footpath, strimming of vegetation and supply/installation of new gate spring off Mappenors Lane ZC7(as per email dated 11/09/2017)Works carried out: 18th September

3.2 The following Lengthsman works have been carried out during September 2017:

- Strimming around bottom of fruit trees (completion of works started in August)
- Replacement of rotten/vandalised section of fencing on footpath leading from B&Q to white bridge
- Supply of materials as above: Half-round D-rails and smooth round fencing posts

4. ENVIRONMENTAL UPDATE

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

- Tree works have been carried out in The Priory grounds to remove dead wood and damaged boughs.
- Work continues at the back of The Priory, to cut the hedges and clear the overgrown borders.
- The hedges on Sydonia have all now been cut by the Environmental Team and we are planning to carry out work on all of the borders in the next few weeks.
- The remaining Gingko tree is scheduled to be planted in the Nut Grove to replace a dead tree.
- I have met with the Lengthsman and the Locality Steward and drawn up a job list for the Winter to include removal of Elders from the plums in Sydonia, hedge and path maintenance on Ginhall Green, potholes around the parish and P3 works and the removal of Elders from around the building in Pinsley Mead.
- We have received confirmation of a grant from National Lottery Awards for All for £9,447 to cover the outdoor gym and Junior Football area.
- I have completed two pre-applications for grants from the War Memorials Trust, for the renovation and restoration of the Memorial Wall and Memorial Statue.

- We continue to support Leominster in Bloom with the watering in of Winter planting, attending general and forward planning meetings and the removal of old planters/green waste.
- Weed spraying in the town has been completed for the year and I am about to trial a kerb brush sweeper that will remove the debris that allows weeds to grow, which will cut down the need to spray.
- Quotations have been obtained for the provision of an 1100L mixed recycling bin to allow us to recycle waste from 11 Corn Square, some of the market waste and I am about to trial a litter trolley from a local company, that will allow us to separate our litter waste in the town.
- Moss killing has commenced on the playgrounds and open spaces to prevent the paths becoming slippery.
- The Environmental Team have visited Saltex, the trade show ran by the Institute of Groundsmanship. This has given us many ideas on how to improve our open spaces at low cost.
- I attended the presentation of the Heart of England in Bloom Awards at Warwick Castle, on behalf of the Town Council, and received the Gold Award.
- I attended the Property Marking Event at the Allotment Site with the Police and it is anticipated that this will become a regular event.
- The Harvest Supper and Allotment Awards were successful. Approximately 35 people attended and prizes were given by The Mayor for Best Allotment Plot, Runner -up and Best Newcomer. The judge really enjoyed her new role and has been booked to judge the plots for next year.
- A meeting has taken place with representatives from Herefordshire Council, Balfour Beatty and the Town Council regarding the devolvement of services and the possibility of being given resources by Herefordshire Council to support the Town Council carrying out the extra work.
- An audit of the Corn Square garage has been carried out. The space has now been cleared, the doors repaired and made secure so that the market stall trailer can be kept inside.
- Work continues on the garden at 11 Corn Square.
- Staff Appraisals have been carried out and training needs identified. I am currently investigating courses in brush cutting, small hand tool training, LANTRA small felling and short play inspection. I will be taking an Operational Course in Playground Inspection by ROSPA in January. I will then be qualified to carry out detailed inspections of our equipment and also carry out this service to bring an income to the Council. I will also be attending a Management of Memorials Workshop later this month and a MHFA course in Cheltenham in December.
- Permission has been sought from Balfour Beatty, to site a WW1 Commemorative Bench outside 11 Corn Square where the noticeboard used to be situated. We also have a spare Broxap bin that could be sited there.
- A site visit has been carried out to view the potential diversion of ZC101. Councillors and myself have met with the Architect from RRA and the Office Manager from Zwick Roell to view the proposed diversion. We are currently waiting for images from the architect.

5. ADDITIONAL MATTERS

Quotations Requiring Acceptance

5.1 The following quotations received require acceptance and ratification:

- WW1 Bench - £609.50 + VAT
- Kerb Brush Sweeper - £500 + VAT
- Bee and Butterfly Bench - £709.50 + VAT
- Delivery charges - £145 + VAT

Alcohol Public Spaces Protection Order (PSPO)

5.2 At the previous meeting a request was made regarding dispensations under this Order. The following explanation of a PSPO and its enforcement has been taken from the Herefordshire Council's website:

A PSPO can be used to restrict the consumption of alcohol in a public space where the above conditions have been met.

The PSPO for alcohol consumption will replace the existing Herefordshire (Alcohol Consumption in Designated Public Places) orders. In summary the proposed PSPO for alcohol consumption would:

- Require a person(s) not to consume alcohol in a designated area
- Require a person(s) to surrender alcohol in his/her possession

The PSPO for alcohol consumption gives the police and other designated officers additional powers within a designated area to tackle street drinking where it is having a detrimental effect to those in the locality. The PSPO is designed to be broader than the existing order. However, the PSPO does not represent a ban on public alcohol consumption; it allows for greater control of alcohol consumption where it is of a problematic nature.

The criminal offence of failing to comply with an officer's request within the restricted area of the PSPO to stop drinking and/or surrender alcohol can be dealt with by issuing a fixed penalty notice or a summons to court.

The penalties for this offence are as follows:

- Liable on summary conviction to a fine not exceeding £1,000, level 3 on the standard scale or a Fixed Penalty Notice (FPN) of £100 can be issued, reduced to £50 if paid within 10 working days. Failure to pay may lead to prosecution.

Public Conveniences

5.3 An update will be provided under Confidential Items.

Youth Update

5.4 The Town Council had previously applied for grant funding from the Community Connect Fund and the Kingsland grant scheme.

- 5.5 Funding of £5,250 has been secured from the Community Connect Fund to help develop a report identifying youth provision in Leominster.
- 5.6 The goal of the Mapping Leominster's Youth project is to produce a comprehensive picture of youth needs and services in Leominster and to create an informed and sustainable blueprint for the future development of youth provision in the town. The project will:
- Collate existing data outlining the town's needs, resources and assets. This will utilize accurate information collated by organisations such as Herefordshire Council and the Police, to produce a clear picture of the resources currently being invested in the town and an indication of where there are gaps in provision;
 - Connect directly with young people in Leominster via focus groups, social media outreach, and utilizing existing connections with organisations currently providing youth services in the town;
 - Identify local leaders in the community who are in a position to assist with addressing areas of need and to discuss directly with them how they can help support the town's youth;
 - Create a costed plan of action for ensuring the on-going provision of youth support in the town, with key milestones capable of inspiring wider participation and attracting funding.
 - Establish a network of local organisations (including schools), residents and businesses who can help provide opportunities to deliver the finalised action plan.
- 5.7 The Office Manager will oversee and deliver the project and an allocation of 16 hours per week has been made. In order to cover these hours in the office recruitment for short term cover in the office will commence as soon as possible, once the formal offer letter has been received.
- 5.8 Please see the attached Safeguarding Statement which Committee is requested to adopt. A full Safeguarding Policy is currently being finalised for consideration and adoption.
- 5.9 It is further recommended that the Office Manager be appointed the Town Council's Safeguarding Officer.
- 5.10 Confirmation has also been received that some grant funding has been awarded to the Town Council from Kingspan to help fund some boxing sessions and activities at the Skate Park. The amount has yet to be confirmed but an update will be provided at the meeting.



LEOMINSTER TOWN COUNCIL SAFEGUARDING STATEMENT

In the interests of child protection and the safeguarding of adults at risk* Leominster Town Council is committed to ensuring that children, young people and those adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

Statement Objective:

- To ensure that where possible all facilities and activities offered by this Council are designed and maintained to limit risk to children, young people and adults at risks.
- To promote the general welfare and health of children, young people and adults at risk by being aware of local safeguarding procedures and to be able to respond appropriately as a local government organisation.
- To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse.
- As this Council does not directly provide care or supervision services to children, young people or adults at risk, it expects all those using its facilities to do so with the consent and the necessary supervision of a parent, carer or other responsible adult.

Aims

The aim of this statement is to guide members of (insert name here) Council should any safeguarding issues arise during their work.

Responsibilities & Procedures

A Designated/Nominated Person responsible for Safeguarding will be appointed from within the Council and his/her responsibilities will include:

- Ensuring all new Councillors are familiar with the Safeguarding Boards Safeguarding Policies and gain assurance that they will abide by them.
- Ensuring that whilst Council members are unlikely to be involved directly with children, young people or adults at risk during the performance of their duties they are mindful of the risk they face
- Reporting any incidents of abuse against a child, young person or adult at risk in accordance with Herefordshire's Safeguarding Boards procedures.
- Reporting any allegation made against anyone who works with children in a paid or unpaid capacity this includes for example teachers, social workers, police officers, care workers, voluntary workers, church group volunteers or those working in sports clubs a referral should be made to the Local Authority Designated Officer following the process as defined in the West Midlands procedures. <http://westmidlands.procedures.org.uk/ykpyz/statutory-child-protection-procedures/allegations-against-staff-or-volunteers>
- Reporting any allegation made against anyone who works with adults at risk in a paid or unpaid capacity this includes for example social workers, police officers,

care workers, voluntary workers, church group volunteers or those working in sports clubs a referral should be made to the Adults Safeguarding Lead using the process as defined in the West Midlands Adults Position of Trust Framework. <https://herefordshiresafeguardingboards.org.uk/media/2116/wm-adult-pot-framework-v10-toolkit.pdf>

- Sharing information about safeguarding and good practice with partner organisations, councillors, employees, volunteers, parents and carers.
- Deciding whether any person conducting activities on behalf of the Council should be DBS checked after consultation with the Chairman following a risk assessment
- Ensuring that before any volunteers or paid members of staff are recruited to work with children, young people or adults at risk they are interviewed and two references taken up
- Ensuring any contractors working directly for this Council working in any area where children, young people or adults at risk may be at risk, then that contractor will be asked to provide their Safeguarding Policy.
- Ensuring any organisation which may make contact with children, young people or adults at risk shall be required to show proof of its own appropriate Safeguarding Policy before being allowed to participate in the use of any council owned facilities.

Declaration

Leominster Town Council is fully committed to safeguarding the well-being of children, young people and adults at risk by protecting them from any form of abuse.

All members of Leominster Town Council should read Herefordshire's Safeguarding Policies. Having read those they should be proactive in providing a safe environment for children, young people and adults at risk who are involved in Council activities.

This Statement and will be reviewed annually at the Annual Council meeting in May each year.

Date: 13th November 2017

*An adult at risk is one who:

- a) has needs for care and support (whether or not the authority is meeting any of those needs),
- b) is experiencing, or is at risk of, abuse or neglect, and
- c) as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.