



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Tuesday 10<sup>th</sup> January 2017

To: All Members of the Environment & Services Committee:  
Councillors Bartlett (Chair), Lacey (Vice-Chair), A Pendleton, Davies, Evans,  
Marsh, Norman, R Pendleton, Rumsey 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 16<sup>th</sup> January 2017** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

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 14<sup>th</sup> November 2016 (**attached**).
- 6. CLERK'S REPORT**  
To receive the Clerk's Report.



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

**7. FRIDAY MARKET**

The Market Officer will present a report on the development of the Market.

**8. LEOMINSTER IN BLOOM**

Please see the attached report for consideration and decision.

**9. COMMITTEE UPDATE REPORT**

Please see the attached report for consideration and decision.

**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) Play Area Tender Proposals** – Please see the attached report.

**(b) Public Convenience Update Report** – Please see the attached report.

**11. DATE OF NEXT MEETING**

The next meeting will be held on Monday 13<sup>th</sup> March 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 14<sup>th</sup> November 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Bartlett (Chair), Lacey (Vice-Chair), A Pendleton, Davies, Marsh, Mifflin, Norman, R Pendleton and Thomas.

**OFFICERS PRESENT:** Town Clerk and the Market Officer.

**ALSO PRESENT:** Cllr Rumsey.

### **ES24/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Evans (illness).

### **ES25/16 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr Lacey: Allotment plot holder.

### **ES26/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **ES27/16 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **ES28/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 12<sup>th</sup> September 2016 be agreed and signed as a correct record.

It was noted that work had not yet been completed on the audit of the existing dog and litter bins and the identification of underused bins. An update would be provided at the 16<sup>th</sup> January 2017 meeting.

### **ES29/16 CLERK'S REPORT**

Committee noted that the following two items would be considered under the Committee report agenda item:

- An update on the ground rent for the allotment site;
- An update on asset transfers from the Town Council Solicitor.

### **ES30/16 FRIDAY MARKET**

The Market Officer presented his report, updating Members on the operation of the Leominster Market. Following discussion it was

**RESOLVED:**

- That the report be noted;

- That Quarter Three Income (to date) of approximately £3,650.50 be noted;
- That the year to date income of £12,291, a £1,137 reduction from the previous year, be noted;
- That the decline in income equated to the income from approximately two stalls per week;
- That road closures for Farmers' markets and specialist markets would be applied for en-bloc;
- The St Edfrith Indoor Market had been a success, with the majority of traders submitting positive feedback;
- The Christmas Lights Switch On would take place on Saturday 26<sup>th</sup> November 2017 at 4.30pm, following the Nativity Service at the Priory. Members were invited to attend both events;
- The Christmas Window competition would be judged by the Mayor and Miss Teen UK on Saturday 10<sup>th</sup> December 2016, following the opening of the Victorian Street Market at 11am in Corn Square. Once again Members were invited to attend the opening of the VSM. It would be a robed event.

Concern was expressed regarding parking provision for both permanent and market traders in the town. It was agreed that this matter should be considered at a future meeting and potential solutions developed.

#### **ES31/16 LEOMINSTER IN BLOOM**

Committee considered the Leominster in Bloom report in detail. Following discussion, it was **RESOLVED**:

- That the report be noted;
- That Leominster in Bloom and Green Spaces Sub-Committee Terms of Reference be adopted subject to the following amendments;
  - The Sub-Committee would not have any devolved powers and would submit all its recommendations to the main committee for consideration and approval;
  - Only Town Council members of the sub-committee would have voting rights;
  - Up to five members of the Town Council and up to four representatives from local organisations would sit on the sub-committee;
- That the revised Terms of Reference be submitted to Full Council for adoption;
- That options to replace the pebbles under the Lady Baa Baa statue be considered

Committee noted that there was currently no officer capacity to service the sub-committee at present but this deficit should be rectified following the completion of the 11 Corn Square project.

It was formally requested by the Mayor, and agreed by Committee, that a request be submitted to Leominster in Bloom to remove all the shrubs from Mr Granger. The shrubs would be replanted in Sydonia.

**ES32/16 COMMITTEE UPDATE REPORT**

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

- That the report be noted;
- That quotations for various projects at Sydonia were currently being sought;
- The following update on the asset transfers was noted:
  - The applications to register Sydonia Park, land at the Priory, land at Linear Park (Ginhall Green) and 11 Corn Square was still with the Land Registry;
  - The execution of the purchase of the public convenience in Central car park was agreed;
  - A sum of £450 be agreed to commence the purchase of the public conveniences at Westbury Street.
- That the completion of The Grange Open Space on 10<sup>th</sup> June 2016 be noted, which included the Grange toilet block and the Pavilion. It was further noted that no lease for the Pavilion was disclosed prior to completion and no lease has been registered with the Land Registry. Further investigation into this matter was agreed;
- That further legal advice be sought from NALC regarding the demand to backdate from 2005 and 2008 respectively the ground rent increases for the two Allotment sites from the executors of the RMS Enterprises estate;
- That a meeting to discuss Footpath ZC137 was being held on Tuesday 15<sup>th</sup> November 2016 at 10am at the site;
- That a sum of £1,250 be allocated from this year's budget to purchase the equipment requested;
- That a sum of £4,500 for equipment and £1,200 for training be included in the 2017/18 budget;
- That replacement bollards at The Grange be purchased at a cost of £864.57;
- That the works to the trees in the Priory be carried out under the Lengthsman scheme;
- That the Community Asset submissions for the Hop Pole, Chequers, Barons Cross, Grape Vaults, Bell Inn and White Lion be ratified.

Committee **RESOLVED** to adopt the following timetable to undertake works to the War Memorial:

- Commence works on this project in March 2017;
- Confirm the works required to clean and repair the War Memorial;
- Confirm that the works required will attract funding from the War Memorials Trust. The Trust can fund up to 75% of the cost up to a maximum of £30,000;
- To obtain up to three quotations to carry out the works from approved suppliers;
- To assess the overall cost of the works required.

**ES33/16 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.

**ES34/16 PLAY AREA PROPOSALS**

Committee considered the Play Area Proposals Report in detail and, following discussion, it was **RESOLVED**:

- That the report be noted;
- That the proposals as outlined in the report for The Grange be agreed in principle;
- That the proposals to develop the play area and other elements at Sydonia be agreed in principle.

Committee **RESOLVED** to adopt the following timescale for The Grange project:

- Initial discussions with Herefordshire Council and preliminary public consultation (December 2016, January/February 2017)
- Project agreement by Full Council – March 2017
- Invitation to tender – April 2017
- Commencement of initial designs and costings – June/July 2017
- Public consultation – September 2017
- Final design October/November 2017
- Installation of car park and new play area – March 2018
- Completion – April 2018

Committee **RESOLVED** to invite quotations from suitably qualified companies to help design and project manage the development of the site. The following work would be included:

- Assessment of the site;
- Drawing 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;
- Completion and sign off.

With regard to Sydonia, Committee **RESOLVED** that the following elements be included in the redevelopment of the site:

- Refurbishment of the play area;
- Refurbishment of the footpaths identified;
- New goal ends on the football field;
- Transfer of asset and refurbishment of the small garden area by the Leisure Centre;
- Outdoor gym;
- In the future, a refurbished skate park.

Committee noted that a sum of £30,229.22 was available from S106 funding, subject to agreement by Herefordshire Council. It was agreed that the entire sum be allocated to Sydonia so that the project could be fully developed. It was further agreed that additional funding be sought to enable additional works such as an outdoor gym to be delivered.

Committee **RESOLVED** to adopt the following timetable:

- Agree draft scheme and appoint contractor for play area on 16<sup>th</sup> January 2017;
- Public consultation to be carried out in February 2017
- Final design and costs submitted to Committee for approval on 13<sup>th</sup> March 2017
- Implementation of scheme – April 2017
- Completion – May 2017

**ES35/16 COMPLAINT**

Committee considered the Complaint Report in detail and, following discussion, it was **RESOLVED** that the report be noted.

**ES36/16 YOUTH UPDATE REPORT**

Committee noted that the meeting scheduled with HVOSS to discuss the youth project and the Service Level Agreement on Thursday 10<sup>th</sup> November 2016 had been postponed but was being rescheduled. It was noted that 50% of the 2016/17 fee amounting to £4,340 had been paid.

**ES37/16 PUBLIC CONVENIENCE UPDATE REPORT**

Committee noted that no further update was available. Quotations were awaited to refurbish The Grange and Central car park public conveniences.

**ES38/16 DATE OF NEXT MEETING**

Committee noted that the next meeting will be held on Monday 16<sup>th</sup> January 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 9:26pm.

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**CHAIR:**

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



## Environment & Services Committee

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**Date:** 10<sup>th</sup> January 2017

**Title:** Leominster in Bloom Update Report.

**Purpose of the Report:** To provide Members with an update relating to Leominster in Bloom.

**Contact Officers:** Paul Russell

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### 1. RECOMMENDATION

1.1 That the report be noted.

### 2. BACKGROUND

- 2.1 Leominster Town Council has agreed to proactively support the Leominster in Bloom initiative to help brighten up the town.
- 2.2 Regular meetings are held with Leominster in Bloom and the Environmental Supervisor, who attends most of the Committee's meeting, to ensure that both organisations are updated on progress.
- 2.3 A Silver Gilt Award was presented to Leominster in 2016.

### 3. IN BLOOM UPDATE

- 3.1 The Leominster In Bloom Committee held its Annual General Meeting in December 2016. Fund raising continued and projects commenced would be consolidated.
- 3.2 Additions to the 2017 In Bloom entry would be developed in the next months with the Town Council, although 17 hanging baskets had been stolen. The replacement of these would be claimed on insurance.
- 3.3 The Environmental Supervisor, Julie Debbage, has continued to attend LIB meetings to ensure a co-ordinated approach to the works needed. The Town Council will once again provide assistance in keeping the annual plantings watered.
- 3.4 The colour scheme for 2017 had been agreed. It will be yellow, white and lime green, the tubs will blue, white and lime green.



## Environment & Services Committee

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**Date:** 10<sup>th</sup> January 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

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### 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.

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 A meeting with the P3 Footpath Walkers will be held on Monday 16<sup>th</sup> January 2017.

3.2 The following P3 works have been identified following a drive around the Parish with the Locality Steward on 9<sup>th</sup> December 2016:

- Previous works identified include marker posts and stiles. These will be ordered as a job lot which will be more cost effective and the works undertaken early 2017;
- A kissing gate will be erected at the start of footpath ZC85 located at Broadward Bridge;

- There were reports that the bridge on the ZC85 at the junction of ZC89 had been broken/damaged. On inspection it has been noted that it is sitting very high off the ground due to the ditch having been dug out. It is not a priority but at some point in the future work will be undertaken to lower the bridge;
- An inspection of footpath ZC88 where it borders the U93600 road has been undertaken. There is no marker post apparent and the hedge has been laid in later years, and there is no entry/exit point marked at all through the hedge. It would appear to have been like this for many years. The area has been marked off with tape but prior to any further remedial works being undertaken a discussion with the landowner will be required as any works would have a significant impact on his hedgerow.
- Regarding the kissing gate at Brightwells, this is not in fact ZC160 but KB50 which is within Kimbolton Parish boundary and not Leominster Parish boundary. Kimbolton Parish Council or the Footpaths Officer will need to be notified regarding any works required.

3.3 The following matters were brought to the attention of the Town Council and the following actions have been agreed:

- Footpath leading from Leominster Railway footbridge along the side of the railway line in field ZC135 – this is severely overgrown so this has been identified as works requiring attention. It appears that the footpath has been diverted into a corrale behind a fence leading along the side of the railway line to a gate at the other end which has resulted in footpath clearance works/expense due to what has been done.
- The stiles adjacent to this footpath leading over the A49 on ZC135 are severely blocked and this has been identified as works requiring attention.
- Regarding the wooden pedestrian gates adjacent to the A44 on ZC103, the one has been screwed shut due to the latch being broken. The latch can be replaced and the Lengthsman has arranged to order this and install, and the screws can be taken off to enable the gate to be opened. Adjacent to this there should be another wooden gate, the posts are there and the gate is missing and the farmer has put a hurdle across the gap and nailed 2 rails across the top. The Lengthsman will order one new wooden gate and fittings to address this.
- Regarding the collapsed stile in the old lane at Broadward Lane on ZC159 where it meets the ZC149, the Lengthsman will replace this stile and footplate.
- Regarding the collapsed stile on ZC91, the Lengthsman will replace this stile and footplate.
- Regarding the collapsed stile on the road leading from Newtown back to the A44 at the junction of ZC26 and ZC27, the Lengthsman will replace this stile and footplate.
- As previously discussed relating to a dangerous footbridge crossing a ditch leading up to Brierley Woods on ZC86 no further action is required as the footpath appears to have been legally diverted and the bridge in questions has been taken away. The ditch has been dug and a more than sufficient bridge has been put in its place in another location.

- 3.4 The following works have been identified following a drive round the Parish with the Locality Steward:

*Ditching Works*

- It is estimated that there is approximately one week of ditching works to be carried out in the Parish of Leominster. This includes the hire of the digger/diesel and 2 men.
- Also to be included is the ditch outside The Cottage, Newtown Lane on the cut-through to the A44. It was agreed to lightly clear out the ditch and redo the grippers. However, where the ditch runs into the drainage pipes which run parallel with the property, due to the fact that they are only small pipes they are very prone to getting blocked. It is suggested that Council investigates the possibility of a small grille going over the end of the pipes to stop debris going down.

*Potholes*

- The Lengthsman has reviewed the various locations of potholes on the Locality Steward's list. It has been noted that some of these are very large and will take a lot of tarmac. There are some additional potholes to this initial list. It is estimated that approximately 2 days worth of work is required. Tarmac may need to be ordered.

*Repairs to Footpath at Sydonia*

- There is a small section of footpath leading into Sydonia Park from the Leisure Centre Car Park running parallel with the bungalows leading towards the play area. There is a clustering of bindweed that is pushing through the tarmac creating trip hazards. These will need cutting out and refilling of the holes. These works are included within the 2 days potholing identified as above.

*Resurfacing of designated Footpaths*

- A quotation for the footpath at Sydonia Park leading from the car park by the dog waste bin parallel to the Nutgrove to where it joins the old car park for the old swimming pool site has been requested;
- A quotation for the footpath running from the top corner of the Leisure Centre between the Hospital and the Nursery has been requested;
- A quotation for the footpath running from the back of Silurian Close around the edge of Earl Mortimer College and back into Castlefields has been requested.

- 3.5 The following Lengthsman Works have been carried out:

- Removal of rubbish bin from Ropewalk Avenue and re-siting at Westgate opposite the Birdcage utilising existing concrete base and bolts;
- Drive round with Locality Steward on 9<sup>th</sup> December 2016;
- Ditching works (as agreed with Locality Steward) – Re-digging of grippers and parts of ditches where blocked along road leading out of Leominster, through Newtown to Ivington. Redigging/scraping out of ditch and redoing of grippers on Newtown Road, including ditch near The Cottage;

- Cutting of long length of hedge at Sydonia, to finish off works started by Town Council Environmental Team, to include removal of all rubbish as created;
- Tarmac works on Passa Lane U93608 - 8 No. potholes, Newtown Lane U93605 - 8 No. potholes

#### **4. ENVIRONMENTAL UPDATE**

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

- I have had a meeting with Balfour Beatty to look at their recording of Town Centre bins and I have another meeting with the Public Realm Supervisor at the end of w/c 16/1/17 to ensure that their maps are accurate and clarify responsibilities. If anyone has any issues, could you please report them to me so that I can raise them at the meeting? A litter bin on Barons Cross Road has been moved by the Lengthsman to a more suitable spot further along the road by the cycle path.
- Litter is minimal in the green spaces at the moment but the incidence of broken glass in the Town Centre has increased over the festive period and I will be discussing this with the Police at the next monthly meeting.
- Street cleaning – the situation in Butchers Row has improved now that the street lighting has been repaired. The Market Traders have been issued with a letter to remind them to ensure that their rubbish is cleared and taken away after the Friday market. Balfour Beatty are now sweeping the small lanes where our sweeper is unable to reach. Balfour Beatty are now regularly sweeping the town with an HGV sweeper, however, the gritting schedule does impact on this as the same person carries out both operations.
- The Leominster Ore Statue has now had a covering of woodchip around the base to replace the ornamental stones.
- The Grange – the shrubs will be removed from around Mr Granger and replanted in Sydonia when weather permits. I am also planning to spray the moss on footways and the play areas for safety reasons. Quotes are still being sought for work to clean and repair the War Memorial. The new removable bollards to replace the yellow parking posts have now arrived. They match the existing cast iron bollards along the side of the road but they are lighter and will leave a flat plate when removed.
- The Priory – Quotations for tree works have been obtained and I am about to apply for permission to carry out the works. Our lengthsman has been asked to trim the hedges near the Youth Hostel and the Environmental Team will be tidying the borders.
- Sydonia – the last hedge will be trimmed next week and most of the bordered have been cleared/trimmed by the volunteer group, The Grangers.
- Ginhall Green – quotations are being sought for improving the path along the entire length. Also, our lengthsman will be cutting back some of the shrubs and trees to improve the views towards Mortimer Forest.
- Allotments – I have been attending the Allotment Association meetings and have an established regular monitoring schedule. The recent Pest

Control Report has found no evidence of rats. The hedge that borders Ginhall Lane has been pruned by Western Power near the cables and work will start shortly to reduce the height of the hedge substantially and cut back the trees. A leaf mould bin has been installed and new wooden mini plot beds had been made to replace the old corrugated iron ones for safety reasons. I have been working on clearing the compost and holding area ready for use in the season.

- Leominster in Bloom – I have received a letter of thanks to The Environmental Team and The Town Council for the contribution made for the In Bloom Entry. I have provided them with a quotation from Amberol to replace the stolen baskets.
- I have met with the Leominster Footpath Group and compiled a list of work needed to be carried out under the P3 funding and also a list of issues for Balfour Beatty to follow up.

## **5. ADDITIONAL MATTERS**

### *Byelaws*

- 5.1 A meeting of the Task & Finish Group appointed to develop the Model Draft byelaws has not as yet been called due to the Christmas holiday period and other priorities. Cllrs Rosser, Davies, Barton, A Pendleton, Lacey and Thomas have been appointed to this Group. A meeting will be arranged towards the end of January 2017.

### *Community Asset/S106 Wish List*

- 5.2 An initial call for assets was made at the next Destination Leominster meeting on 23<sup>rd</sup> November 2016. No feedback has been received to date.
- 5.3 Discussions have been taking place with CAMRA and six pubs have been nominated to be registered. The paperwork has been submitted to Herefordshire Council but no response has been received. This is being followed up.
- 5.4 A meeting of the appointed Task & Finish Group will be set up towards the end of January/beginning of February 2017.

## **6 ALLOTMENTS**

- 6.1 Following discussions with NALC and the Estate of the late Mr Caldicott the following agreement for the future allotment rent has been agreed:
- With regard to the 2005 lease the Town Council currently pays a direct debit of £40. This will be increased to £53.68 as from 1<sup>st</sup> January 2017.
  - With regard to back payment, this amounts to £205.20 from 1<sup>st</sup> November 2015 to 31<sup>st</sup> December 2016;
  - With regard to the 2008 lease the Town Council currently pays a direct debit of £40. This will be increased to £49.08 as from 1<sup>st</sup> January 2017.
  - With regard to back payment, this amounts to £18.16 from 31<sup>st</sup> October 2015 to 31<sup>st</sup> December 2016.
- 6.2 The total amount of back payment of rent amounted to £223.36.