



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 11th May 2021

To: All Members of the Environment & Services Committee:
Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies,
Murdoch, Norman, Parris, Rumsey, Sutcliffe, Thomas and Williamson.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend the meeting of the **Environment & Services Committee** which will be held on **Monday 17th May 2021** commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Julie Debbage

Julie Debbage
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders.

AGENDA

5. **MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 15th March 2021.

6. **CLERK'S REPORT**

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

7. **COMMITTEE UPDATE REPORT**

Please see the attached report for consideration.

8. **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".

9. **DATE OF NEXT MEETING**

The next meeting will be held on Monday 12th July 2021 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 15th March 2021 19.00 hours remotely via Zoom.

MEMBERS PRESENT: Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies, Murdoch, Norman, Rumsey, Sutcliffe (19:10), Thomas and Williamson (19:24).

OFFICERS PRESENT: Town Clerk, Democratic Services Officer

ES49/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Parris (Illness)

ES50/20 DECLARATIONS OF INTEREST

Cllr. Herschy -LARC
Cllr. Murdoch -Allotments
Cllr. Sutcliffe - LARC
Cllr. Smith-Winnard – Leominster in Bloom
Cllr. Norman – LARC/ Leominster-in-Bloom

ES51/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES52/20 QUESTIONS FROM THE PUBLIC

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

ES53/20 MINUTES OF PREVIOUS MEETING

Cllr. Bartlett requested an update on the installation of the gate at ZC20 near Orchard Lane. The clerk will check to see if the installation has been completed
It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 11th January 2021 be agreed and signed as a correct record as soon as the social distancing guidelines are relaxed further and normal meetings resume at 11 Corn Square.

ES54/20 CLERK'S REPORT

- **Binit Business Cardboard Recycling** – The cardboard from the bins has been recycled and the clerk is checking when the Town Council will get a return on this.
- Herefordshire Council intend to extend the Public Spaces Protection Order for another 3 years. This will cover areas such as cemeteries, play areas and open spaces. Herefordshire Council have requested feedback from the Town Council as to whether they would agree to an extension. The clerk will find out what areas they are proposing and will request an extension to provide feedback.

MINUTES (Agenda Item 5)

- Countryside verges – Balfour Beatty have requested a list of verges that will only require one cut by 9th April.
- A letter has been received from ECHO regarding the condition of Aida's Accessible Amble. The path is very muddy which is making it very difficult for wheelchair users. The clerk will send a representative from the Maintenance team to review the area

ES55/20 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report.
- To support, in general, the proposed footpath diversions (ZC85 and ZC86), although concerns were raised as to why the route marked B-C (ZC85) needs to be changed.
- To sign the Lengthsman Drainage Scheme contract for 2021/22.
- To inform the Environment Agency that all the works listed can go ahead.
- To write to the Leominster Town Council Parish Footpath Officer, Dennis Downey, to thank him for their service, as they are leaving the role after 8 years of service.
- That Cllr. Herschy would become the Leominster Town Council Parish Footpath Officer and that the clerk would provide further guidance and arrange for an authorisation letter from Balfour Beatty.
- To request a presentation, at a Full Council meeting, from the Slow Ways Project officer.
- To note the verbal update from Cllr. Williamson in respect of the Environmental Working Group:
 - The group met on 12th January 2021 and 23rd February 2021 and agreed to focus initially on the Council's assets;
 - The group are investigating the availability of Town Council Officer time to support them;
 - The group intends to record achievements in respect of outside spaces and assets;
 - A dedicated page will be set up on the new Town Council website;
 - A meeting has been held with Beth Lewis regarding Natural Flood Management;
 - The group will feedback at every Full Council meeting.
- To request support from Leominster in Bloom for the planting of wildflower plugs.

ES56/20 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider.

ES57/20 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 10th May 2021 at 19:00hrs either remotely via Zoom or in the Council

MINUTES (Agenda Item 5)

Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 20.31 hours.

CHAIR:

DATE:

Environment & Services Committee

Date: 11th May 2021

Title: Committee Update Report

Purpose of the Report: To provide Members with an update relating to the responsibilities of the Environment & Services Committee, to identify further actions and outline any decisions required.

Contact Officer: Julie Debbage

1. RECOMMENDATION

1.1 That the report be noted;

1.2 To consider making decisions related to items 3.2, 3.5, 3.7, 3.8, 3.9;

2. BACKGROUND

2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces and play areas in Leominster.

2.2 Herefordshire Council no longer provides funding for Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force and carry out a small range of Lengthsman duties in-house.

2.3 This report provides background information for the Committee to consider on new and existing projects, updates members on progress to date and identifies any further actions that may be required.

3 COMMITTEE MATTERS**3.1 Allotments**

There are currently 28 people on the waiting list and 2 vacant plots. The invoices for 2021/22 have been sent out and an April inspection has been carried out. Letters have been sent to plots that don't comply with regulations, which usually results in additional plots becoming available.

Work to scrape and clear the old recycling area has been completed and repairs to the Treebog are about to be undertaken so that it will be able to be used again in June.

3.2 **Enhancements by the Environment Agency**

The Environment Agency have started works at Eaton Barn and will be moving on to planting in our public open spaces in the Autumn. Work to the flood defences behind Middlemarsh is now complete and the clerk has attended a meeting with the Environment Agency to view the completed flood defences and discuss the ongoing maintenance. The area is yet to be seeded but is already subject to an amount of fly tipping. When seeded, Leominster Town Council will begin to mow the top of the bund but the Environment Agency will carry out mowing to the sides using robot cutters. A new gate has been installed on The Broad allowing for vehicles to pull off the road and the padlock will be shared by Leominster Town Council and The Environment Agency. There is also a kissing gate installed at this point. There are two accessible entrances to the path but there is a need to install motorbike inhibitors on some of the access points. These will be installed by the Environment Agency but they have asked whether the Town Council want to adopt them going forward. Further along the site, the former Community Orchard has been removed and replaced by native trees. There will also be a bench installed in this open space near footpath ZC143.

3.3 **Footpath Officer**

Cllr. Herschy is the new Leominster Town Council Parish Footpath Officer and the former Footpath Officer will carry out a handover shortly.

3.4 **Environmental Working Group**

The Environmental Working Group met on 17th March 2021. The notes of the meeting will be circulated and an update will be provided at the meeting.

3.5 **Slow Ways Project**

Slow Ways is a project to create a network of walking routes that connect all of Great Britain's towns and cities as well as thousands of villages. Using existing footpaths, people will be able to use the Slow Ways to walk between neighbouring settlements or daisy-chain routes for long distance journeys. Please see the link to a talk about the project https://youtu.be/c_JeKIDySMw

3.6 **Leominster in Bloom Plans**

A meeting between a representative of Leominster in Bloom, the clerk and the May Fair organiser has been held to discuss arrangements for ensuring that the Mayfair can access Corn Square and Broad Street when they hold their event on 29th – 31st July 2021. The Environmental Team will help to re-site planters and ensure that Balfour Beatty can remove the two hanging basket poles in Corn Square.

Balfour Beatty will be replacing the benches in the Town Centre in the Autumn. To tie in with the Leominster in Bloom theme this year of Staycation, they will be painting the benches in bright colours for the Summer.

The Leominster in Bloom Plant Fair is scheduled to take place on The Grange on 22nd May 2021. This is a change to the original plan of using Corn Square to enable adequate space for social distancing.

3.7 ***Supervisor and Environmental Team Update***

An update regarding the Environment & Grounds Supervisor will be provided at the meeting.

The Environmental Team have commenced the mowing of the town verges and our open spaces, leaving uncut areas along Worcester Road, Ginhall Lane and Ginhall Green where, along with Leominster in Bloom volunteers, they have planted the 300 wildflower plugs. Compliments have been received regarding the work carried out.

The team continue to carry out public right of way maintenance weekly, occasional tree maintenance, cardboard recycling, litter picking and playground inspections/repairs.

3.8 ***Skate Park Update***

Quotes and photographs for the repair of the damage caused by the recent fire at the Skatepark have been submitted to the insurance company and a response is awaited. The police have requested that the clerk make a Statement of Loss and it has been recorded by the Crime Bureau. In the event of a refusal, it is recommended that the Council agree to pay to repair the damage so that the skatepark can be fully operational as soon as possible.

3.9 ***Sydonia Enhancement***

A quote has been received to install a four lane oval running track on the grass between the outdoor gym and the skate park on Sydonia for the Summer months.

The quote is to mark out and paint lines for a track of up to 200 metres which should keep lines for 6-12 weeks, weather and mowing dependent.

Total Cost = £105.45 + VAT

Overmarking Total Cost = £34.00 + VAT