



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Tuesday 6<sup>th</sup> July 2021

To: All Members of the Environment & Services Committee:  
Councillors Bartlett, Davies, Herschy, Marsh, Murdoch, Norman, Rumsey,  
Smith-Winnard, Sutcliffe 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 12<sup>th</sup> July 2021** commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

***Julie Debbage***

Julie Debbage  
TOWN CLERK

### AGENDA

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

- 6. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**  
To receive questions and statements from members of the public as provided for in Standing Orders.
- 7. MINUTES OF PREVIOUS MEETING**  
To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 17<sup>th</sup> May 2021.
- 8. CLERK'S REPORT**  
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.
- 9. COMMITTEE UPDATE REPORT**  
Please see the attached report for consideration.
- 10. CONFIDENTIAL ITEMS**  
Certain items are expected to include the consideration of exempt information and the Environment & Services Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".
- 11. DATE OF NEXT MEETING**  
The next meeting will be held on Monday 13<sup>th</sup> September 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 17<sup>th</sup> May 2021 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Herschy (Chair), Smith-Winnard (Vice-Chair), Bartlett, Davies, Murdoch, Norman, Rumsey, Sutcliffe, Thomas and Williamson (19:05).

**OFFICERS PRESENT:** Town Clerk, Democratic Services Officer

**ES01/21 APOLOGIES FOR ABSENCE**

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

**ES02/21 DECLARATIONS OF INTEREST**

Cllr. Murdoch -Allotments

Cllr. Smith-Winnard – Leominster in Bloom

Cllr. Norman – Leominster-in-Bloom

**ES03/21 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**ES04/21 QUESTIONS FROM THE PUBLIC**

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

**ES05/21 MINUTES OF PREVIOUS MEETING**

It was noted that the date of the next meeting had changed to the 17<sup>th</sup> May 2021 to comply with the government lifting of regulations allowing local councils to meet virtually.

Cllr. Bartlett requested an update on the installation of the gate at ZC20 near Orchard Lane. The clerk will ask the maintenance team to check that the installation has been completed when they are in the area.

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 15<sup>th</sup> March 2021 be agreed and signed as a correct record.

**ES06/21 CLERK'S REPORT**

There were no items to report.

**ES07/21 COMMITTEE UPDATE REPORT**

Committee considered the update report and following discussion they

**RESOLVED:**

- To note the report;

## MINUTES (Agenda Item 7)

- To advise the Environment Agency of any cases of fly tipping in the area behind Middlemarsh;
- To adopt the motorbike inhibitors on the entrances to The Broad;
- To note the verbal update from Cllr. Williamson in respect of the Environmental Working Group:
  - The group has been involved in community networking and education;
  - The Leominster Festival has rebranded the Family Fun Day as the Big Green Family Fun Day:
    - Cllr. Williamson will talk to residents for their opinions and what they would like to see at the event;
    - Councillors were asked to provide Cllr. Williamson with contact details of any potential interested parties;
    - The clerk has contacted the May Fair organiser to see if they have any traditional rides that could be used at the event;
    - The clerk advised that the Council has bins that can be used for recycling at the event.
- To support the Slow Ways Project;
- To note that the Leominster in Bloom Plant Fair will take place on Corn Square on 22<sup>nd</sup> May 2021 due to the weather;
- To note that the Environment & Grounds Supervisor has been appointed and will commence duties on 5<sup>th</sup> July 2021;
- To note that the insurance company have requested the quotes on headed paper in respect of repairs to the Skate Park;
- 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;
- To note that Cllr Norman would like to pay for a memorial bench on Sydonia.

### ES08/21 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider.

### ES09/21 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 12<sup>th</sup> July 2021 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 20.05 hours.

**CHAIR:**

**DATE:**

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**Environment & Services Committee**

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**Date:** 6<sup>th</sup> July 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

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**1. RECOMMENDATION**

**1.1 That the report be noted;**

**1.2 To consider making decisions related to items 3.5, 3.6.**

**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 22 people on the waiting list and 1 vacant plot which has been offered to a prospective plot holder.

The Allotment Association have their AGM on 7<sup>th</sup> July 2021 at 7pm in the Council Chamber and the clerk will be attending along with the new Environment & Grounds Supervisor.

Work to repair the Treebog steps and handrail has been undertaken and it is now open for use again. The area around the swap table was also cleared ahead of the visit from the Heart of England in Bloom Judges on Saturday 3<sup>rd</sup> July 2021.

A visit from the SNT has been arranged for Saturday 10<sup>th</sup> July 2021 to mark plot holder's property and give advice on security.

**3.2 Environmental Working Group**

The Environmental Working Group need to set up a series of meetings as it has proved difficult to get everyone together over the past few months.

**3.3 Leominster in Bloom**

Leominster in Bloom have completed the town plantings and the Environmental Team have been supporting them with the watering. Planters from Corn Square will be moved to the garden at Lloyds Bank during the May Fair from 29<sup>th</sup> July. The centre poles from the square will be removed along with other street furniture and stored at Balfour Beatty's Kingsland Depot. They have agreed that the Environmental Team can access the Depot to paint them while they are on the ground.

This year's Staycation theme has seen the benches painted with bright colours and the bunting will be installed shortly.

**3.4 Environmental Team Update**

The Environmental Team have now been joined by Stuart Sidebotham as the new supervisor. Stuart has been working through the town council induction process and has been shadowing team members so that he becomes familiar with their activities.

**3.5 The Queen's Green Canopy**

A meeting has been held with the Deputy Lieutenant, to discuss this project and how it may benefit the town. An initial discussion of possible projects and funding has taken place and a plan is to be produced to outline suitable projects.

**3.6 Streetscene Tree – Broad Street**

During a recent tour of the town, it was noticed that the tree at the bottom of Broad Street has unfortunately died. Balfour Beatty have now confirmed that they are going to remove the tree but have asked if the Town Council could fund the stump grinding and a replacement.

**3.7 Skate Park Update**

The contractor engaged to repair the skate park was on site 6<sup>th</sup> July 2021 and it is anticipated that it will be able to be used from the end of the day. A meeting will now be arranged with the residents who want to investigate a concrete addition and a storage unit to keep tools etc. on site.

**3.8 Priory Churchyard**

It was reported that a grave stone had been damaged by mowing equipment. An update will be provided at the meeting.

A request has been made to carry out tree maintenance near the gate as the trees are overgrown and said to be causing damp to a nearby property. Quotes are in the process of being sought.

3.9 ***Secret Garden***

The wall repair is now complete and the rest of the wall has been inspected and further repairs made. The accessible toilet and floorcoverings are the only outstanding jobs left on the utility block.