



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Tuesday 14<sup>th</sup> July 2020

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 20th July 2020** commencing at 19:00 hours remotely via Zoom.

**Meeting ID: 820 6275 7773**

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [townclerk@leominstertowncouncil.gov.uk](mailto:townclerk@leominstertowncouncil.gov.uk) in advance for the meeting password.

***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.
5. **MINUTES OF PREVIOUS MEETING**  
To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 11<sup>th</sup> May 2020.
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. **GROUNDS TEAM UPDATE**  
Please see the attached report for consideration.
9. **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) **Ginhall Green Easement**– to receive a verbal report on the proposed link with the main sewer.
10. **DATE OF NEXT MEETING**  
The next meeting will be held on Monday 14<sup>th</sup> September 2020 at 19:00hrs either remotely via Zoom or in the Council Chamber, 11 Corn Square, Leominster HR6 8YP depending on the lifting of social distancing restrictions by central government.

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 11<sup>th</sup> May 2020 19.00 hours remotely via Zoom.

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**MEMBERS PRESENT:** Councillors Herschy (Chair), Smith-Winnard (Vice-Chair)(19.10), Bartlett, Davies, Murdoch, Norman, Parris, Rumsey, Sutcliffe (IT issues with sound/vision), Thomas and Williamson (19.19).

**OFFICERS PRESENT:** Town Clerk and the Environmental Services Supervisor.

**ALSO PRESENT:** Ward Cllr. John Stone.

**ES01/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**ES02/20 DECLARATIONS OF INTEREST**

Cllr. Murdoch - Allotments

Cllrs. Norman, Sutcliffe and Herschy - Trustees of LARC.

**ES03/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**ES04/20 QUESTIONS FROM THE PUBLIC**

Ward Councillor John Stone said that he was pleased to be at the remote meeting and expressed gratitude to the Town Council for all they have been doing for Leominster during the COVID-19 pandemic. He also said that he was pleased that the Leominster recycling centre was now open to enable residents to dispose of essential items of waste and that the opening went well, with social distancing observed.

**ES05/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 16<sup>th</sup> March 2020 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.

**ES06/20 CLERK'S REPORT**

Committee noted the Clerk's Report containing;

- (a) **CCTV Service Level Agreement** – A new Service Level Agreement for Upgraded CCTV in Leominster. The town council will be invoiced quarterly for their contribution towards the upgrade and a visit to the CCTV office in Hereford will be arranged when COVID-19 social distancing measures have been relaxed further.

- (b) **Leominster War Memorial Consultation Report from Historic England-** A full inspection of the Leominster War Memorial was carried out by Historic England on 11<sup>th</sup> February 2020 and it is currently being assessed for listing to protect it for the future.
- (c) **Binit Business Cardboard Recycling–** A report on the current recycling project was requested from Binit on 4<sup>th</sup> May 2020 but had not received by the time of the meeting. A request has been sent for them to remove the cardboard recycling bins and skip from our storage point at Bridge Street Sports Centre. They have been contaminated with household waste as the recycling Centre was closed until recently.

**ES07/20 COMMITTEE UPDATE REPORT**

Committee considered the update report and **RESOLVED:**

- To note the report;
- To arrange a meeting of the Millennium Green Trust, LARC and Leominster Town Council to discuss the future of the Millennium Green land as soon as social distancing restrictions have been lifted further.
- To commission a survey from the parish lengthsman, in association with the Kimbolton lengthsman, regarding drainage issues affecting C&U roads within the parish. This will enable a plan to be submitted to Balfour Beatty in order to access new drainage funding.
- To investigate humidity in 11 Corn Square as part of the risk assessment to enable staff to safely return to work.

**ES08/20 GROUNDS TEAM UPDATE**

Committee considered the report and **RESOLVED:**

- To note the report;
- That the Environmental Supervisor should now begin to cut the grass and spray the weeds on the play areas that are currently closed, in readiness for the lifting of restrictions;
- For the Environmental Supervisor to contact the Town Council Footpath Officer to discuss replacing the signage on Leominster Public Rights of Way in order to ensure that paths are waymarked accurately, as there is an increased amount of usage during the current COVID-19 pandemic.

**ES09/20 CONFIDENTIAL ITEMS**

- (a) **Draft Lease for premises at Croft Business Park –** The lease had been signed and returned to the solicitor, who confirmed that the keys should be available in the next two weeks. A schedule of works was submitted by the Town Council Foreman so that essential safety and security works can be prioritised, with cosmetic works to be carried out over the Winter period by the Grounds Team.
- (b) **Proposed Sewer Pipe Route across Ginhall Green –** The Committee considered the decision made at the Planning and Highways Committee meeting on 4<sup>th</sup> May 2020 to grant permission for a sewer pipe to be

**MINUTES (AGENDA Item 5)**

- (c) installed at Ginhall Green and agreed it was an opportunity to enlarge the Wild Flower Meadow on Ginhall Green.
- (d) **Accessible Plot provision at Leominster Allotments on Ginhall Lane (Clerks Report)** – Following discussion of a request made by a member of the public, it was **RESOLVED** that the Environmental Supervisor would investigate a suitable plot and the provision of accessible toilet facilities.

**ES10/20 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 20<sup>th</sup> July 2020 at 19:00hrs either remotely via Zoom or in the Council 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 19.52 hours.

**CHAIR:**

**DATE:**



## Environment & Services Committee

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<b>Date:</b>	<b>14<sup>th</sup> July 2020</b>
<b>Title:</b>	<b>Committee Update Report</b>
<b>Purpose of the Report:</b>	<b>To provide Members with an update relating to the responsibilities of the Environment &amp; Services Committee, to identify further actions and outline any decisions required.</b>
<b>Contact Officer:</b>	<b>Julie Debbage</b>

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### **1. RECOMMENDATION**

- 1.1 That the report be noted;**
- 1.2 To consider purchasing a chipper so that the grounds team can chip on site and not have to move green waste to the allotment site.**
- 1.3 To consider adopting the old telephone box on Hengrave Green, Ivington.**

### **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 Herefordshire Council have introduced a new initiative where funding can be obtained for parishes that have continued funding the Lengthsman Scheme, to carry out works to improve highway drainage on C & U roads.
- 2.4 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. FOOTPATH MAINTENANCE

- 3.1 Works to clear footpaths have been delayed slightly because of the COVID-19 pandemic. Staff are prioritising open space maintenance and fitting in footpath maintenance around this when time allows. This will be regularly assessed as many more residents are using local footpaths at present.

### 4 COMMITTEE MATTERS

#### ***Allotments***

- 4.1 Drainage continues to be an issue and camera investigation has been inconclusive. Further investigations with a mini-digger have been recommended to find the source of the issue and quotes will be obtained for this work.

We currently have approximately 20 people on the waiting list and are contacting them when plots have been vacated. The office staff have completed training on allotment software and are loading paper based information onto the system before issuing the annual invoices that have been delayed as a result of COVID-19.

Brash from our hedge cutting activities, that filled the car park has now been chipped for use by plot holders. The office furniture that had been stored there last year will be broken up and removed. As the Grounds Team are finding it increasingly difficult to dispose of green waste it is recommended that the council look to purchase a chipper so that brash can be chipped at site. This will avoid constant trips to the allotments and can be used as a mulch. Quotes are attached.

#### 4.2 ***Verges***

The verge sites that were part of the verge project remain uncut. The Environmental Supervisor will give a verbal update at the meeting. Balfour Beatty continue to cut the rural verges and will be asked if these can be included on the Verge Diversity list for next season.

#### 4.3 ***Telephone Box, Hengrave Green, Ivington***

Following an enquiry about this phone box, the office staff contacted BT and were told that it had been scheduled for removal before the COVID-19 pandemic. Parishes and community groups are able to adopt these boxes for £1 and are sent the materials to renovate them. Details will be attached to the agenda.

#### 4.4 ***Lengthsman Drainage Application***

An application and an Annual Maintenance Plan has been sent to Balfour Beatty so that ditch/grip/culvert clearance can be carried out by DC Garden Services. The total amount applied for is £10,240.00.

#### Roads Included

U93600 - full length where required from B4361 to C1106

C1105 – full length from Ivington Village to A4110

C1106 – full length from Ivington Village towards Upper Hill parish

U93404 – from C1106 to edge of parish  
U93601 – from Hyde Ash to The Stoggles  
U93605 – full length from Ivington Road to Stagbatch  
U93607 – full length of Ginhall Lane from Pierrepont Road to Cholstrey Road.  
C1040 leading from B4361 for the short section to the boundary with the parish of Luston.  
U94205 – full length Tickbridge Lane  
C1055 Widgeon Hill to the boundary of the parish of Kimbolton. Intending to liaise with Kimbolton lengthsman.

4.5 ***Depot***

We have now completed on the lease and the Foreman has commenced essential security works and beginning to install the new kitchen and bathroom facilities. Quotes for the electrical work are currently being considered by the clerk and clearance work has been carried out behind the unit. It is estimated that the Grounds Team should be able to move into the unit by September. Cosmetic work will be carried out over the Winter period.

4.6 ***Play Areas***

Leominster Town Council play areas were cut, inspected and had signage installed ready for the central government announced opening on 4<sup>th</sup> July. Herefordshire Council play areas remain closed, although we did mow the grass. It is anticipated that they will all re-open on 18<sup>th</sup> July.

4.7 ***Tree Survey***

We are currently in the process of obtaining quotes for a survey of trees on all of the open spaces owned by Leominster Town Council.

4.8 ***Business Waste***

Following the contamination of our storage site with fly tipped waste, we have requested that Binit take it away and replace the storage container. Please see attached report.

4.9 ***Public Toilets***

The Town Council public toilets re-opened on 13<sup>th</sup> July 2020 at The Grange and Central Car Park. Opening has been restricted to just the accessible cubicle, which is open to all 8am-2pm Monday to Saturday and cleaned 3 times during the day. Signage has been installed, the hand driers have been disconnected in favour of paper towels and hand sanitisers have been fitted outside so that people can sanitise before entering the self-contained units. Provision will be reviewed with each change of guidelines issued by central government.



## Leominster Cardboard Recycling Scheme

Since the cardboard recycling initiative started last summer in Leominster, local businesses have recycled 5.02 tonnes of cardboard.

Leading up to COVID-19 we had 7 cardboard bins located around the town centre that were being emptied weekly or fortnightly by the TC's Environment Team. Some of the businesses currently signed up with us include Specsavers, Parry's and Rossiter Books. We have also recently started cardboard collections from the town's Food Bank.

With most of the businesses we service having had to temporarily close in light of COVID-19, we expect the quantity of cardboard collected and recycled in this quarter to be significantly lower. However, with that being said, some cardboard has been collected from Specsavers who have remained open for certain services during this time.

We have faced a few difficulties in recent months including fly-tipping in both the cardboard skip in Bridge Street and the surrounding area where we had been storing a couple of extra bins. This is likely to have been as a result of the Household Recycling Centre being closed as up until this point, we have had no problems here.

The contaminated waste in the skip has now been removed, and if fly-tipping continues to be a problem there is the option for us to switch to a covered skip to stop this happening. We are currently speaking with a number of waste companies to have the remaining fly-tipped bins in Bridge Street emptied so that we can remove them and store them somewhere more suitable. At this point, we will contact Herefordshire County Council to report the general fly-tipping in the Halo Leisure carpark. This is proving to be a slow process as, so far, the waste companies we have spoken to haven't been overly cooperative. However, please be rest assured that we are working hard to resolve this.

Likewise, with regards to feedback on schools recycling programmes, COVID-19 has meant our scheme in Devon has been put on hold and we've struggled to get the information from other schools at the moment. We will send over some information as soon as we're able to get this up and running again, however this may take a little longer than we had first hoped.

On a more positive note, we have had some new interest in the scheme from a couple of businesses, and we hope to be able to sign these up in the coming months, COVID-19 permitting!

## Environmental report 11/07/20 MC

- Following on from the Covid19 lockdown and the previous reduced duties with limited staff in. We are now (since mid-May) operating at full capacity again, adhering to government guidelines using a pairing system, social distancing, increased cleaning and hygiene and getting through double the amount of PPE normally being used.
- The team commenced verge maintenance in May this year later than originally planned due to the Covid -19 lockdown restrictions. These areas and open space play areas are maintained as per the route schedule attached.
- I am informed the new plan is to no longer use the allotment site for the processing of green waste materials, chipping, recycling of materials, or composting. As a result of this I have been asked to get quotations for the purchase of a new wood chipper. The first quote received to date from Tallis Amos as below:

Timberwolf diesel TW230TDHB **6 inch** diameter **£16,468.75 Plus VAT**

Timberwolf diesel TW280TDHB **8 inch** diameter **£22,920.25 Plus VAT**

- Martin Smith and Myself have been busy inspecting and getting the play areas ready which are now open. However, we have identified a need for some ongoing repairs. I would also like to **purchase** a new backpack leaf blower which is needed to help keep the play areas free from debris (we do have another backpack blower which is consistently used by the verge team on site). I will of course, get more quotations but the verbal estimate from Tallis Amos is **£560.00 plus VAT**.
- The damage Lime tree near the grange has been felled (this was due to wind damage during a weekend).

**AGENDA Item 8**

- We have a number of empty allotments plots available and these will be let out shortly after the invoices have been sent out. Some plots will also need strimming down beforehand, this have not been done due to some allotment holders shielding because of Covid 19 and being unable to return keys and also to allow them ample time to collect any remaining produce.
- **The drainage contractor** informed that the camera testing result was inconclusive at the allotments and planned to excavate a small narrow trench around the outside edge of allotment site to trace any incoming water source. **To date** after many communications with the contractor and them verbally agreeing to attend site they never actually turn up. I would now **suggest** we seek additional quotes from other drainage contractor specialists.
- The green waste on the car park at Ginhall allotments has been chipped and the allotment car park is now open.
- The two benches to be installed along Ginhall Green - Godiva the date for this work has been moved back to the Autumn.

**Mark Culbert (Grounds Environmental Supervisor)**