



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 7th September 2021

To: All Members of the Environment & Services Committee:
Councillors Smith-Winnard (Chair), Davies (Vice-Chair), Bartlett, Herschy,
Marsh, Murdoch, Norman, Rumsey, 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 13th September 2021** commencing at 19:00 hours in the Council Chamber, 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 12th July 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. 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".

10. DATE OF NEXT MEETING

The next meeting will be held on Monday 15th November 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 12th July 2021 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Smith-Winnard (Chair), Davies (Vice-Chair), Bartlett, Herschy, Marsh, Murdoch, Rumsey, Sutcliffe and Williamson.

OFFICERS PRESENT: Town Clerk, Democratic Services Officer, Environment & Grounds Supervisor.

ES10/21 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Smith-Winnard was proposed by Cllr Herschy and seconded by Cllr Sutcliffe. There being no other nominations, Cllr Smith-Winnard was formally elected Chair of the Environment & Services Committee.

ES11/21 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Davies was proposed by Cllr Herschy and seconded by Cllr Murdoch. There being no other nominations, Cllr Davies was formally elected Vice-Chair of the Environment & Services Committee.

ES12/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Norman.

ES13/21 DECLARATIONS OF INTEREST

Cllr Murdoch - Allotments
Cllr Smith-Winnard – Leominster in Bloom
Cllr Williamson – Herefordshire Green Network

ES14/21 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES15/21 QUESTIONS FROM THE PUBLIC

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

ES16/21 MINUTES OF PREVIOUS MEETING

Cllr Sutcliffe requested that ES07/21 was amended to include that if possible a rounders pitch is installed at Sydonia with the running track. Cllr Bartlett advised that it was a cross step – not a gate – that was to be installed at ZC20.

Following the 2 amendments it was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 17th May

2021 be agreed and signed as a correct record.

ES17/21 CLERK'S REPORT

- **Binit Business Cardboard Recycling-** the Town Council has 6 containers of good quality cardboard for recycling. Each container will provide approximately 1.5 tonnes of cardboard. The return on the cardboard is around £40 per tonne although there will be a collection charge of £30 per container;
- Notification has been received of a proposal to divert part of footpath ZC24 in the Parish of Leominster. The proposals will be considered by the Planning & Highways Committee;
- **May Fair** - the centre poles in Corn Square will be removed on the 25th July 2021 in preparation for the May Fair. Balfour Beatty have requested permission to reduce the poles by 1 metre. The poles will be stored at Balfour Beatty's Kingsland Depot and access has been granted to the Environmental Team in order that they can paint them while they are on the ground.
The planters will be moved to the garden at Lloyds Bank on 22nd July 2021. Access will be granted to allow the Council to water the plants. Cllr Herschy advised that the Council could use the water butts at Grange Court if required.

ES18/21 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To suggest that the Wildlife Trust attend an Open Day at the allotments to give a wildlife gardening session;
- To note the verbal update from Cllr Williamson in respect of the Environmental Working Group:
 - The next 2 meetings of the group have been arranged for 5th August 2021 and 9th September 2021 at 14.30 hours. The aim is to have meetings early in the month so that the group can feedback to the Environment & Services Committee;
 - The meeting in September will focus on trees and training for tree wardens;
 - The group hopes to link up with Ludlow Festival in addition to the Leominster Big Green Family Fun Day;
 - A data generator spreadsheet has been used to monitor what produces the biggest carbon output;
 - A meeting has been held with the City Council regarding Junior Mayors and it was identified that the application form needs to include an environmental aspect;
 - Cllr Williamson suggested that members of the community are invited to join the Environmental Working Group and that a Facebook page is set up to inform the community. The clerk will liaise with other Councils to find out how they operate.

MINUTES (AGENDA Item 5)

- To note that spare planters maybe available around the county at the end of COVID 19 regulations. Cllr Marsh has submitted an expression of interest to obtain some of them;
- To note that an interview is being held on Friday 16th July 2021 for the Kickstart Environment & Grounds Assistant;
- To note that the tree at the bottom of Broad Street will be removed by Balfour Beatty on Thursday 15th July 2021. Cllr Sutcliffe suggested that a Community Tree Planting Event is held when the tree is replaced;
- To assess the number of empty tree pits in the town in association with The Queen's Green Canopy project. The clerk will produce a plan outlining suitable projects to forward to the Deputy Lieutenant;
- To contact Hereford skate park and the clerk at Weobley Parish Council for information on concrete skate parks;
- To note that a pricing structure for hiring the Secret Garden is being considered by the Communications & Event Committee. The clerk will establish whether an insurance levy will need to be included.

ES19/21 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider.

ES20/21 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 13th September 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 20.19 hours.

CHAIR:

DATE:

Environment & Services Committee

Date: 6th September 2021

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 Officer: Julie Debbage

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider making decisions related to items 4.1, 4.5.

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster.
- 2.2 Herefordshire Council has not confirmed whether there will be any funding for either the Lengthsman or P3 initiatives. Leominster Town Council will continue to maintain the footpaths using its direct labour force in the short term.
- 2.3 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. FOOTPATH MAINTENANCE

- 3.1 A programme of footpath maintenance has been drawn up and will be delivered as part of the Grounds & Environmental Team's responsibilities. Delivery will be subject to the capacity of the team.
- 3.2 Works to clear footpaths have been undertaken throughout the Parish during the summer with further works scheduled for the winter. This will include clearing, strimming and hedge cutting.
- ***Riparian Responsibilities***
- 3.3 Balfour Beatty have published a guide on riparian responsibilities. Please see supporting documents.

4 COMMITTEE MATTERS

The Queens Green Canopy

- 4.1 A meeting has been held with Patrick Wrixon, Deputy Lieutenant, regarding this project. Several areas for planting were identified which will include:
- Empty tree pits on Dishley Street, Bargates and Broad Street
 - The Nutt Grove, Sydonia
 - Pinsley Mead
 - Ginhall Green
 - The Grange

Young tree packs - Medium Wildlife (105 saplings), Small Hedge (30 saplings), Medium Wild Harvest (105 saplings) have been ordered and are due to arrive 1st – 12th November 2021. A planting plan will be discussed with the Environmental Team, Leominster in Bloom and the Environment Agency.

Quotes and highway permissions, stump grinding the empty tree pits and replanting with appropriate trees will need to be obtained if the town council wish to proceed with the work to replenish the highway trees.

Public Conveniences

- 4.2 Work on the refurbishment has been held up as it has proved difficult to obtain quotes for the design. Herefordshire Council have informed the council that planning permission is not required and the parking office have agreed a space for the placing of a skip and alternative facilities and offered a parking dispensation for the staff involved.
- There is funding available from the government's Welcome Back Fund for the Herefordshire market towns and a meeting has been organised for late September to enable them to access the funding.

Waste Recycling

- 4.3 This initiative has now been running for some time and as we now have a covered container and are operating a better system of quality control, we should be starting to see a regular income for this initiative. An update will be provided at the meeting.

Leominster in Bloom

- 4.4 As Committee will be aware, Leominster in Bloom judging has not been carried out in the town this year but will be based on the portfolio (in supporting documents) submitted to the Heart of England in Bloom judging panel.

Allotments

- 4.5 The waiting list has decreased to 15 with only one vacant plot, currently under offer. Following the inspections carried out with representatives of the Allotment Association, a new, larger noticeboard has been ordered and the existing signage renewed. A new secure post box will also be installed in the Community Shed to improve communication for everyone.

The Allotment Association have requested that veteran plot holders be able to carry on if a plot is no longer required and a letter of authorisation is being investigated and it is planned that the number of mini plots provided is increased to enable people to downsize plots.

Providing an accessible plot with raised beds has been discussed with the Allotment Association. This would also include the provision of a waterless accessible toilet for the site as the Treebog isn't accessible. Quotes are currently being investigated and it is hoped that this extra provision could be actioned by Spring 2022.

Environmental Working Group

- 4.6 Leominster Town Council Environmental Working Group continue to meet and a verbal update will be provided at the meeting.

Additional Planting of Wildflower Areas

- 4.7 The last delivery of wildflowers for our verges and meadow grew well. If the town council want to expand the project, wildflower plugs would need to be ordered now so that they can be grown on for next year.

Flytipping

- 4.8 The town council have been contacted by the Environment Agency regarding flytipping issues on the footpath that runs behind The Mallards along the banks of the River Lugg. The banks have been re-seeded but the following have been thrown: black bags, grass cuttings and plastic containers.

Environmental Report 02/09/21

- Tree quotes have been received to commence work on overhanging trees in the Priory churchyard next to 26 Church Street, dependant whether the tree surgeon work towards the British Standard 3998:2010 we will award the contract to TM Rural Services. An application has been made to Herefordshire Council to carry out tree works in a Conservation Area.
- Plans are being made to extend the wildlife area in Sept/Oct at Ginhall Green, using the seeds that were purchased last year.
- Hedge cutting is about to commence as the bird nesting season is over.
- Grass cutting to carry on till late Sept/Oct to keep the grass looking tidy for winter.
- A query came in about the Verdun Oak tree near the War Memorial, whether it was diseased or not, there is damage present around the lower trunk. We are in talks with Future Arbor who did the Arboriculture Risk Assessment in Sept 2020 for advice on this.
- I am currently waiting for the results of an annual play inspection of all of our play area sites.
- Empty tree pits have now been identified on Mill Street, Bargates, Paradise Court, Broad Street, Etnam Street & Dishley street.
- The grounds team are continuing to support LIB with watering the town's flower displays three times a week, Monday, Wednesday & Fridays, in Sept this will be reduced to twice a week in readiness of LIB emptying the planters.
- Litter picking as usual happens Mon-Fri morning in the town, The Grange & Sydonia Park/skate park.
- Repairs have been made on the Skate Park to make the ramp, which was set on fire, safe again.
- Colourful bunting was erected down School Lane, Drapers Lane & down the passageway towards the Grange.
- The dead tree on Broad St was taken down by Balfour Beatty. The stump will be removed in the Autumn ready for replanting with an appropriate variety.
- An overgrown hedge on Eaton Close was cut back to allow residents to use the footpath between Eaton Close & Sydonia.
- Cardboard recycling is working well, we have been collecting clean dry cardboard to be stored in a sealed container which is approx. being collected twice a month full, the foodbank also uses the container. More shops are eager to join the scheme.
- 15 people are still on the allotment waiting list, with one vacant plot which is under offer.
- We have strimmed 2 plots which were severely overgrown with grass, thistles & other weeds to try and reduce weed seeds to a minimum.

AGENDA Item 8

- Town has been sprayed for weeds as well as having our vacuum machine cleaning the kerbs & old flowers which has dropped on the pavements.
- The grounds team have been supporting the probation service in the Nut Grove by picking up and disposing of their green waste.

Stuart Sidebotham
Grounds & Environmental Supervisor