



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Tuesday 9th November 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 15th November 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 13th September 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 10th January 2022 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 13th September 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, Norman, Rumsey and Sutcliffe.

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

ES21/21 APOLOGIES FOR ABSENCE

No apologies for absence were received.

ES22/21 DECLARATIONS OF INTEREST

Cllr. Murdoch - Allotments

Cllr. Smith-Winnard - Leominster in Bloom

Cllr. Norman - Leominster-in-Bloom

ES23/21 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES24/21 QUESTIONS FROM THE PUBLIC

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

ES25/21 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 12th July 2021 be agreed and signed as a correct record.

ES26/21 CLERK'S REPORT

- **War Grave Signage** - the War Grave Commission have contacted the Priory to find out whether they would like a free green sign for the war grave in the Priory Churchyard. Parochial Church Committee approval will be required.
- **Footpath ZC143** - the Environment Agency will be installing kissing gates, anti-bike measures and safety signage on the alleyway entrances to footpath ZC143. They are due to send out further letters to residents next week as there has been significant fly-tipping over garden fencing, trespass and vandalism to the boundary fencing and trees that they have planted. They will inform Balfour Beatty when they have finished the works in order that arrangements can be made to re-open the footpath.

MINUTES (AGENDA Item 5)

Cllr Norman advised that residents had assumed the footpath was open as the closure sign has been removed. The Environment Agency will be updating signage next week.

Committee welcomed the re-opening of the footpath as soon as possible. The clerk will contact Balfour Beatty to find out when they intend to open the footpath.

- **Footpath Officer** – Cllr Herschy has submitted a request to leave the post. The post will be advertised in Leominster News.
- **Millennium Green** – A representative from Leominster Community Centre would like to run an event and has asked if the Town Council have insurance cover for the volunteers. Cllr Sutcliffe advised that the event organiser should have their own public liability insurance. The clerk will check whether the event organiser has their own cover.

ES27/21 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To try to link the proposed tree planting event with National Tree Week;
- To put in place a tree management plan before the commencement of planting;
- To liaise with LARC regarding the removal of tree guards around the apple trees in the Millennium Orchard;
- To consider planting trees in the open areas around Osborne Place and the Buckfields estate and to check who is responsible for the trees on Clingo Road;
- To obtain quotes for the removal and grinding of tree stumps in the tree pits;
- To note that the first payment from the waste recycling initiative is due and a spare bin has been obtained for use at 11 Corn Square;
- To note that 2 more allotment plots will be available at the end of September 2021;
- To spend £120 on wildflower plugs for planting on verges and meadow areas (This money had previously been allocated to the Sydonia running track which didn't go ahead);
- To contact the Environment Agency and request a statement regarding green fly-tipping for inclusion in Leominster News;
- To note that a mattress has been fly-tipped in the River Kenwater. The Environment Agency are due to remove it next week.

ES28/21 GROUNDS TEAM UPDATE

Committee noted the report from the Environment and Grounds Supervisor.

ES29/21 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider.

ES30/21 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 15th November 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 20.08 hours.

CHAIR:

DATE:

Environment & Services Committee

Date:	9th November 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 and 4.7.**

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.

Volunteer Footpath Officers
- 3.3 Following an advert in the Leominster News, two volunteers have come forward to become Footpath Officers. They will be supplied with letters of Authorisation, maps and a basic kit each. It is hoped that they will attend the Environment & Services meeting.

4 COMMITTEE MATTERS

The Queens Green Canopy

- 4.1 The Environment Agency have submitted plans for up to 1000 trees to be planted around the town, with the majority of them on our public open spaces. Please see supporting documents. The Woodland Trust are also expected to deliver 240 saplings for the team to plant in the next week. Following discussions with Leominster in Bloom and the Deputy Lieutenant regarding the Queens Green Canopy project, it is hoped that community planting events can be organised in National Tree Week 27th November – 4th December 2021, in association with Leominster in Bloom, Leominster Town Council and the Environment Agency.

Waste Recycling

- 4.2 This initiative has produced the first rebate of £30.24. Promotional literature has been requested from Binit so that we can ensure that all businesses who want to participate have the details of how to join. The Town Council could also promote on the website to encourage further uptake of the service.

Leominster in Bloom

- 4.3 Heart of England in Bloom judges attended a garden party held in the Secret Garden in September. They gave a Gold award to Leominster in Bloom and the Eaton Barn Project, Bupa Care Home and Leominster Allotment Association were also recipients of an award. Additional signage has been installed by Leominster in Bloom on the bottom panel of the Welcome Signs on all entrances to the town.

Allotments

- 4.4 The waiting list has decreased to 12 and there are no vacant plots at the moment. Annual maintenance has been carried out to the perimeter hedge and the Environmental & Grounds Supervisor is currently planning the accessible plot. A new noticeboard has been installed on the Community Shed along with new signage to improve communication. Veteran Plot Holder letters have been prepared for people who wish to relinquish their plot but would like to remain part of the allotment community. The Allotment Association entered the Allotments into the Heart of England in Bloom, It's Your Neighbourhood Awards and were marked as a Level 3 Advancing site.

Environmental Working Group

- 4.5 Following the resignation of two working group members, the Leominster Town Council Environmental Working Group will now meet at 6pm before each Environment & Services Committee meeting. The group will be looking at our operations with regard to Climate Change, beginning with a draft tree statement. Any councillors wishing to join will be very welcome.

Additional Planting/Seeding of Wildflower Areas

- 4.6 Wildflower plugs for our designated areas have been ordered for Spring planting.

The Ginhall Green Wildflower Meadow has been increased in size and has had a new perimeter fence installed. The interpretation board is very faded and requires replacing, possibly with more information about the species on site.

4.7 Grant Applications

Leominster Town Council have applied for a number of grants (Great Places to Visit Fund, the Welcome Back Fund and the Herefordshire Community Foundation Open Spaces Improvement Grant). A verbal update will be given on the projects included in these applications at the meeting. Consideration needs to be given to the signage that could accompany the numerous projects to inform the public about the projects and the stages.

Environmental Report September & October 2021

- The wildflower area on Ginhall Green has been extended, rotavated, raked & seeded with the seeds which the previous supervisor purchased. We have one bag left for Spring to fill in any gaps which may appear.
- New fencing was erected around this new extended wildflower area.
- The Millennium Orchard was strimmed ready for the public to pick apples.
- A part of the dry stone wall between the Priory churchyard & The Grange has now been repaired . The damaged wall was discovered when the Grounds Team were removing ivy.
- Part of the path leading from the Priory entrance has been repaired caused by tree roots uplifting the tarmac.
- The Pavilion on the Grange has been tidied up ready for Mi Enterprise to begin opening the café, Tuesday to Friday 10am – 2pm.
- The bollards near the War Memorial have received a top coat of paint to prevent rusting.
- The War Memorial and other parts of The Grange pathways have been sprayed to treat moss.
- The Grounds Team have now started to blow off the leaves on the Grange pathways on a weekly basis so the general public can walk safely.
- Verge cutting is now complete for the year, the Grounds Team did a great job maintaining the verges & open spaces, the mower will now go in for a service.
- Hedge cutting has begun, beginning with the area by the Old Priory.
- T M Rural services will be attending the site of 26 Church Street to cut the tops of overhanging trees as permission has now been granted by Herefordshire Council.
- The Grounds Team has constructed 3 new mini plots on the Allotments Community plot, this will add to the existing 8 raised mini plots already there, which we rent out.
- LTC has provided the allotments with a new noticeboard which has been installed on the Community Shed.
- LTC has provided a new 'shut the gate' sign for the allotments to encourage plot holders not to leave the gate open overnight.
- The Grounds Team continue to support LIB. Recently LIB planted the towns Winter displays and the Grounds Team watered them in the next morning.

AGENDA Item 8

- The hanging baskets in Corn Square & Broad Street have now been removed and stored for Winter. New Winter displays were planted up for the window boxes outside the Council Chamber.
- The Allotment Association hosted the annual Harvest Supper on Friday 8th Oct, 15 people attended including Deputy Mayor Cllr. Marsh.
- The bunting which was installed in School Lane and Drapers Lane in July has now been taken down for the Winter, in preparation of the Christmas lights.
- The vacuum machine has been taken out recently to remove the fallen leaves on West Street, Corn square & surrounding streets, this will be an on-going task.

Stuart Sidebotham
Grounds & Environmental Supervisor