



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Wednesday 5th January 2022

To: All Members of the Environment & Services Committee:
Councillors Smith-Winnard (Chair), Davies (Vice-Chair), Bartlett, Herschy,
Marsh, Murdoch, Norman, Rumsey and Sutcliffe.
(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 10th January 2022** 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 15th November 2021.

6. **CLERK'S REPORT**

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

7. **TREE STATEMENT**

To consider adopting the statement and consider reviewing annually.

8. **COMMITTEE UPDATE REPORT**

Please see the attached report for consideration.

9. **GROUNDS TEAM UPDATE**

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 14th March 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 15th November 2021 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

It was noted that Cllr Williamson was called to the meeting but resigned in September 2021.

MEMBERS PRESENT: Councillors Bartlett, Herschy, Marsh, Murdoch, Norman and Sutcliffe.

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

ES31/21 ELECTION OF CHAIR

In the absence of Cllr Smith-Winnard, Committee appointed Cllr Herschy as Chair for the meeting.

ES32/21 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Committee for Cllr Davies (Illness), Cllr Rumsey (Illness) and Cllr Smith-Winnard (Personal). The Committee sent its condolences to Cllr Smith-Winnard.

ES33/21 DECLARATIONS OF INTEREST

Cllr. Murdoch - Allotments
Cllr. Norman - Leominster-in-Bloom

ES34/21 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES35/21 QUESTIONS FROM THE PUBLIC

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

ES36/21 MINUTES OF PREVIOUS MEETING

Cllr Norman queried whether footpath ZC143 had re-opened. Cllr Norman was advised that the footpath is still closed. The clerk will contact the Environment Agency to reinstall the closure notice.

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 13th September 2021 be agreed and signed as a correct record.

ES37/21 CLERK'S REPORT

The clerk had nothing to report.

ES38/21 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To arrange for the overhanging branches on pavements around the town to be removed;
- To contact Balfour Beatty regarding the resurfacing of footpath ZC94 by Leominster Primary School;
- To obtain quotes from the lengthsman to infill the potholes on footpath ZC94 by Leominster Primary School;
- To note that concerns were raised regarding a bus turning and reversing towards pupils when they were leaving Leominster Primary School;
- To obtain a location app (for use on mobile phones) and set up a risk assessment for the Footpath Officers;
- To note the following points regarding The Queens Green Canopy:
 - To request that mixed black poplars are planted at the Brightwells site;
 - To note that the clerk has recommended Frank Matthews to supply the heritage fruit trees for the Ginhall Green site as they supplied the original trees;
 - To note that the Moravian Church has requested that some trees are planted in their grounds;
 - To note that the Environment Agency will initially be responsible for a replacement and maintenance contract for the trees
- To note the suggestion to contact James Bissett at Herefordshire Council regarding a Community Orchard pruning event;
- To forward contact details for the Binit waste recycling initiative to Grange Court;
- To note that Arkwright Court and Grange Court were also recipients of a Heart of England in Bloom award;
- To note the verbal update from the clerk in respect of the Environmental Working Group:
 - The Group met at 6pm prior to the Environment & Services Committee meeting;
 - The Group discussed Leominster Town Council's tree statement and this will be included on the agenda for the next Environment & Services Committee meeting;
 - An environmental assessment has been carried out on the Servants Quarters and it has been established that there is no insulation in the roof. A quote for wool insulation has been obtained for 11 Corn Square. The clerk will obtain 2 further quotes and find out if any grants are available for the work.
- To note that further paperwork for the Great Places to Visit Fund is in the form of a deed and will need to be considered at the next Full

MINUTES (AGENDA Item 5)

Council meeting on 29th November 2021. Potential projects to be funded under the scheme include:

- The installation of 3 benches in Corn Square and 2 benches in Broad Street;
 - A shop front grant scheme. Guidance for the scheme will be requested from Historic England;
 - Improvements to Aidas Accessible Amble. The clerk has obtained a quote for a 2-metre-wide amble from Pinsley Mill to the 5 bar gate.
- To note that Cllr Marsh will attend the opening of the flood scheme, by the Environment Agency on 26th November 2021, at the rear of the Mallards.

ES39/21 **GROUNDS TEAM UPDATE**

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To note that the seeds on the wildflower area on Ginhall Green have germinated;
- To arrange for the plaque by the War memorial to be cleaned;
- To request that Herefordshire Council deploy a sweeper to pick up the leaves on Westfield Walk;
- That Leominster Town Council will not purchase any growing medium that contains peat.

ES40/21 **CONFIDENTIAL ITEMS**

Committee noted that there were no confidential items to consider.

ES41/21 **DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 10th January 2022 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 20.20 hours.

CHAIR:

DATE:

Leominster Town Council Tree Statement January 2022

Why trees matter

There are many reasons that trees benefit Leominster.

They provide:-

- Absorption of carbon as they grow, helping reduce carbon dioxide
- Home for birds and insects: support biodiversity
- An air quality filter for nitrous dioxides and particulates, which cause respiratory stress
- Wellbeing – green natural spaces are good for mental health
- Beauty and change with the seasons
- Cool and shade in hot weather
- Buffer noise and dust from vehicles

Context

- The Queen's Green Canopy project is supporting tree planting across Britain till the end of Jubilee in 2022
- Air quality management area around the Bargates traffic lights in Leominster exceeds legal levels for nitrous oxide
- Recent research showing lower levels of pollutant still impact adversely on health. WHO guidelines for nitrous oxides are now under 10ppm – Leominster's AQMA levels are over 40ppm
- The UK has low levels of tree cover compared to many European countries
- Trees are increasingly important as the weather becomes more erratic and summers hotter and dryer

Trees Leominster Town Council (LTC) are responsible for

- All of the trees on the open spaces that we own
- Trees in our own garden at 11 Corn Square
(Space for Map)

Trees that LTC are not responsible for and who to contact about them

- Trees on private land: the landowner has responsibility

Herefordshire Council website link: [Report-maintenance-required-to-trees-or-hedges](#)

- Highway or public open space trees

Herefordshire Council website link: [Report-maintenance-required-to-trees-or-hedges](#)

- Trees on public rights of way PROW: the landowner has responsibility

Herefordshire Council website link: [Report-a-public-right-of-way-problem](#)

Management of LTC trees

- A tree survey is carried out every 5 years by an arborist and an extensive report produced
- Regular inspection and insurance for our trees
- Volunteer Tree Wardens for LTC
- LTC have a contracted tree surgeon
- LTC have an Environmental Team to deal with minor issues
- LTC Planning & Highways Committee work closely with the Herefordshire Council Tree Officer and insist on a replacement in the planning comments if a tree has to be removed
- Who to contact if you have a concern – the Environment & Grounds Supervisor
01568 611734 Mobile 07587969691 or email
grounds@leominstertowncouncil.gov.uk

Adding to the Leominster's tree stock

Our aspirations, as funds permit, are to: -

- Plant trees as part of the Queen's Green Canopy project
- Plant the annual Woodland Trust saplings
- Replace dead street trees with particular focus on
 - A44 corridor
 - Streets with historic trees
- Select species that will not need a lot of future management
- Work with partners, organisations and private individuals to raise funding and find new places to plant
- Continue to recruit volunteer tree wardens and list tree works in the annual report

Necessary steps

- Checking for underground services
- Checking to see if permission is required to remove a hedgerow

Herefordshire Council website link: [Check if permission required to remove a hedgerow](#)

- Seek permission from any landowner or if in the highway, seek permission by way of a licence from Herefordshire Council through Balfour Beatty
- Provide aftercare- supporting and watering for 2 to 5 years while the tree establishes
- Plant in autumn/winter: ideally October/November

Next steps and monitoring

- Annual visual inspection carried out by staff
- Volunteer tree warden input

How you can help increase tree cover in Leominster

- Plant trees in your garden, especially front gardens
- Encourage replacement of dead trees
- Support a replanting scheme

Useful links

- Woodland Trust for free trees or hedging

Woodland Trust website link: [Free-trees for schools-and-communities](#)

- The Queens Green Canopy Project

Website link: [The Queen's Green Canopy](#)

- Herefordshire Tree Preservation Orders map

Herefordshire Council website link: [View Tree Preservation Orders \(TPOs\)](#)

- High hedges

Herefordshire Council website link: [High or overhanging hedges](#)

- Air Quality Management Area

Herefordshire Council website link: [Bargates Air Quality Action Plan](#)

Herefordshire Council website link: [Air Quality Annual Status Report \(ASR\) 2020](#)

- Our climate emergency pledge

Leominster Town Council website link: [Climate Emergency](#)

- Easters Wood – Woodland Trust

Woodland Trust website link: [Visiting Easters Wood Leominster](#)

- Leominster Area Neighbourhood Plan

Herefordshire Council website link: [Leominster Neighbourhood Development Plan](#)

Environment & Services Committee

Date:	5th January 2022
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 4.2 and 4.6.**

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 confirmed whether there will be some funding for Lengthsman and P3 initiatives in the next financial year. Public Rights of Way will be taken back in house to Herefordshire Council. Leominster Town Council will continue to maintain the footpaths using its direct labour force.
- 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 continues through the Winter. An article will be written for the next Leominster News to encourage walkers to report issues.

Volunteer Footpath Officer

- 3.2 Our new Volunteer Footpath Officer is now in post and has been attending the Walkers Are Welcome meetings. A dedicated Footpath Officer email has been requested and a location app and toolkit are currently being sourced.

4 COMMITTEE MATTERS

The Queens Green Canopy

- 4.1 Planting sessions began in tree week when 310 trees were planted on Sydonia and Ginhall Green. There will be another opportunity for the public to be involved with planting when the heritage fruit trees arrive. The planting locations and photographs have been uploaded onto the Queens Green Canopy website.

The Station Phone Box

- 4.2 Communication has been received from British Telecom regarding the removal of the phone box outside Leominster Train Station. It was initially thought that Leominster in Bloom may be interested in adoption but as they are still working on the Bargates phone box they will be unable to adopt the Station phone box in time (the Station phone box needs to be adopted by 21st January 2022 or it will be removed in the next round of removals). It is therefore recommended that the town council adopt the box with a view to putting in a defibrillator at a later date, as there isn't a defibrillator in that area of the town.

Allotments

- 4.3 The waiting list has increased to 17 and there are no vacant plots at the moment. Invoices for 2022-23 will be issued to plot holders in March for payment in April.

Environmental Working Group

- 4.4 The Leominster Town Council Environmental Working Group will meet at 6pm before each Environment & Services Committee meeting. The group will be looking at our operations with regard to Climate Change and working on a Carbon Reduction Plan.

Grant Applications

Leominster Town Council applied the following grants and a verbal update will be given on the following projects;

Great Places to Visit Fund

- Tree Replacement in empty tree pits
- New seating in Corn Square and Broad Street
- Picnic tables next to The Grange Play Area
- New fingerpost by the station
- The Grange Footpath Improvements
- Aidas accessible walk improvements

The Welcome Back Fund

- Greening the Bus Station
- Additional Saturday Street Cleaning
- Tree maintenance works for Etnam Street and West Street

4.6 ***Ginhall Green Litter Bins***

The grounds team have requested 3 new Broxap Derby bins at a cost of £329.00 each plus VAT and fixings (£9.95) total £1016.85 plus VAT. These will replace the badly corroded bins on Ginhall Green and Sydonia.

4.7 ***11 Corn Square Car Parking Area/Event Space***

A quote for £16,492.18 including VAT has been received for porous tarmacking of the car park area at 11 Corn Square. This will enable safer parking/pedestrian access and facilitate event space. Two further quotes are being sought and Herefordshire Council planning will be contacted to see if planning permission will be required.

Environmental Report November & December 2021

- Remembrance Sunday parade was a success - Sunday morning The War Memorial was cleared of any fallen leaves & debris and the surrounding area, ready for the service & parade.
- The mower has gone to TH Whites for its annual service.
- The grounds team has been busy with clearing fallen branches/trees in our open spaces, which was caused by the high winds which we have been experiencing - trees fallen has mainly been in the Priory Churchyard/Pinsley Mead.
- A tree surgeon had to attend to a half fallen tree on Sydonia.
- I have attended an on-site visit with a representative from the Environment Agency in regards to planting new trees for the Queen's Green Canopy and new wildlife areas on Ginhall Green & Sydonia.
- Following on from the on-site visit, with the help from Leominster in Bloom we have planted 130 trees on Sydonia (& some areas cared for by Halo) & 180 trees on Ginhall Green. We have further plans to add wildlife areas in Sydonia & the Nut Grove.
- New fruit trees have been ordered by the Environment Agency for the new fruit orchard on Ginhall Green.
- Plans are being made for bird & bat boxes to be installed on Sydonia & the allotment site.
- The three shrubs on Wesley Road (Buckfield estate) have been tidied up, the residents are happy with the work.
- The Christmas tree box, which the tree stands in, was repaired & painted by the grounds team in readiness of the Christmas tree delivery.
- The Christmas tree for Corn Square was erected by the Grounds team.
- The team erected an extra 12 market stalls for the Victorian Street Market as well as making preparations beforehand by putting up signs for no parking on Broad Street & Corn Square.
- The grounds team took delivery of smaller Christmas trees for the Narnia experience.
- The grounds team assisted in preparations for the Narnia event.
- The grounds team delivered Christmas trees from the Narnia event to service users of the Food Bank. We also delivered to care homes & Leominster hospital.
- Right of way ZC143 has now been reopened. The grounds team has strimmed and made access possible.

Stuart Sidebotham
Environmental & Grounds Supervisor