



## LEOMINSTER TOWN COUNCIL

### ENVIRONMENT & SERVICES COMMITTEE

Wednesday 9<sup>th</sup> March 2022

To: All Members of the Environment & Services Committee:  
Councillors Smith-Winnard (Chair), Davies (Vice-Chair), Bartlett, Herschy,  
Jacquet, 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 14<sup>th</sup> March 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 10<sup>th</sup> January 2022.

### 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 16<sup>th</sup> May 2022 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP (subject to approval of the meetings calendar at the next Full Council meeting on 28<sup>th</sup> March 2022).

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

Minutes of the Environment & Services Committee meeting held on Monday 10<sup>th</sup> January 2022 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

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

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

### ES42/21 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Committee for Cllr Rumsey (Isolation) and the Environment & Grounds Supervisor (Personal).

### ES43/21 DECLARATIONS OF INTEREST

Cllr. Murdoch – Allotments  
Cllr. Smith-Winnard - Leominster in Bloom  
Cllr. Norman - Leominster-in-Bloom

### ES44/21 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

### ES45/21 QUESTIONS FROM THE PUBLIC

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

### ES46/21 MINUTES OF PREVIOUS MEETING

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

### ES47/21 CLERK'S REPORT

- **Aldermans Meadow** - the lengthsman has advised that they are unable to infill the potholes on Aldermans Meadow and that the area requires resurfacing.
- **Rialtas** – the clerk is looking into obtaining Rialtas software, which includes an Allotments Mobile Inspections App, for the Environment & Grounds Supervisor.
- **Kissing Gate Footpath ZC20** – the landowner has given permission for a kissing gate to be installed on the footpath. The cost of the gate will be approximately £500. Cllr Norman advised that gates are required at other sites around town and Walkers are Welcome are investigating funding to support this. It was noted that Cradley & Storridge Parish Council obtained funding to set up 'Miles without stiles' walking routes. The clerk will investigate setting up a funding list with the Volunteer Footpath Officer.

- **ICCM training course** – the Environment & Grounds Supervisor has been enrolled on a course regarding the inspection of memorials and gravestones.

**ES48/21 TREE STATEMENT**

Committee considered the tree statement and **RESOLVED** to include the following:

- Numbering of paragraphs;
- Link to Tree warden scheme;
- Links to groups providing advice on the type of trees to plant;
- Link to Tree Council website.

Following the amendments, Committee **RESOLVED** to adopt the tree statement and to review the statement annually.

**ES49/21 COMMITTEE UPDATE REPORT**

Committee considered the update report and following discussion they **RESOLVED**:

- To note the report;
- To arrange for a first aid kit to be provided for the Volunteer Footpath Officer;
- To adopt the Station phone box, outside Leominster Train Station, with a view to installing a defibrillator at a later date. It was suggested that the clerk contacts the Rail & Bus support group to find out if they would be interested in the project. The clerk will contact British Telecom for advice on securing the phone box, in the short term, to deter vandalism;
- To consider whether additional plots could be made on the allotment site and whether the site could be extended;
- To note that a meeting has been held with Herefordshire Council regarding projects to be funded through the Great Places to Visit Fund and the Welcome Back Fund. An initial claim is in the process of being submitted for the Through the Wardrobe event. Some of the projects will require planning permission and Herefordshire Council will request that they are prioritised. Cllr Marsh suggested installing further kissing gates if funds become available;
- To note that quotes for the proposed works in the Grange (under the Great Places to Visit Fund) will be made through Contracts Finder on the gov.uk website;
- To consider removing overhanging branches in the Millennium Green orchard as part of the improvements to Aidas Accessible Amble;
- To obtain 3 new Broxap Derby bins to replace the badly corroded bins on Ginhall Green and Sydonia;
- To contact Balfour Beatty regarding the installation of a bin on Worcester Road.

**ES50/21 GROUNDS TEAM UPDATE**

Committee considered the update report and following discussion they

**RESOLVED:**

- To note the report;
- To thank the grounds team for their hard work during November and December.

**ES51/21 CONFIDENTIAL ITEMS**

- **Insurance claim** – Committee noted that an insurance claim has been made against Leominster Town Council. The clerk has acknowledged receipt and forwarded details to the insurance provider.

**ES52/21 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 14<sup>th</sup> March 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 19.58 hours.

**CHAIR:**

**DATE:**

**Environment & Services Committee**

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<b>Date:</b>	<b>8<sup>th</sup> March 2022</b>
<b>Title:</b>	<b>Committee Update Report</b>
<b>Purpose of the Report:</b>	<b>To provide Members with an update relating to previous decisions made by the Committee, identify further actions and 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 making decisions related to items 3.3, 3.4, 4.3, 4.6, 4.7, 4.8 and 4.9.**

**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 and an expression of interest has been submitted to Herefordshire Council, through Balfour Beatty, to remain part of the P3 scheme as well as the Lengthsman Scheme.
- 3.2 ***Volunteer Footpath Officer***  
Our Volunteer Footpath Officer will be joined by another Footpath Officer to share the role due to the large amount of public rights of way in the Leominster area. They will both engage with the Walkers are Welcome group and work closely with the Environment & Grounds Supervisor.

### 3.3 ***PROW Anomalies***

The government has announced that it will scrap the s.56 Countryside and Rights of Way Act 2000 deadline of 1<sup>st</sup> January 2026 to formally register (on the definitive map) unrecorded rights of way over private land created before 1949. Had the cut-off date been applied, after that date historic routes would no longer have been able to be added to official plans, meaning public rights of way would have been lost. As anomalies are still being reported by members of the public, a list will be compiled to discuss with the Herefordshire Council PROW team when it returns 'in house' later this year.

### 3.4 ***Herefordshire Trail***

Balfour Beatty, Herefordshire Council, Visit Herefordshire and the Ramblers are collectively working to improve the Herefordshire Trail, delivering stiles to land owners, route clearance, repairs and new bridges. They are requesting any support that parishes may be able to offer in assisting with the above maintenance to promote this wonderful route increasing active travel and allowing walkers to embrace the Herefordshire Countryside with the relaunch of the Trail for visitors in Easter. It is therefore a recommendation that the existing programme of maintenance that Leominster Town Council team carry out be reviewed to start with parts of the Herefordshire Trail within the parish before the relaunch in Spring and the celebration event in June 2022.

## 4 **COMMITTEE MATTERS**

### 4.1 ***The Queens Green Canopy***

Another planting session is planned for 16<sup>th</sup> March 2022. The planting will be recorded onto the Queen's Green Canopy website. Everyone is welcome to be part of this event.

### 4.2 ***The Station Phone Box***

A contract has been returned to British Telecom and a date for decommissioning will be identified shortly. Following decommission, the box will be locked until a suitable defibrillator is sourced and installed to prevent further deterioration.

### 4.3 ***Allotments***

The waiting list has increased to 20 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.

Pest control – the Pest Control Contractor will no longer be able to service the allotments after 21<sup>st</sup> March 2022 and quotes for a replacement provider are currently being sought.

Allotment Rental Increase 2023-24 -To consider a rental increase per plot as rent has not been increased for over 10 years and hidden costs such as administration, inspection, meetings, mowing, hedge cutting (except external) have not been shown in the town council allotment budget separately in the past. If an increase is recommended, the plot holders will receive one year's

notice of the increase on this year's invoice. Further details will be available at the meeting.

4.4 ***Environmental Working Group***

The Leominster Town Council Environmental Working Group continue to meet at 6pm before each Environment & Services Committee meeting. The group will review our operations with regard to Climate Change and working on a Carbon Reduction Plan. Recent activities include the installation of woollen loft installation and thermal blinds in the council offices.

4.5 ***Grant Applications***

Leominster Town Council applied for the following grants, please see the update below.

Great Places to Visit Fund

- Tree Replacement in empty tree pits – quotes are currently being sought.
- New seating in Corn Square and Broad Street – Permission for 3 benches in the Square has been obtained with discussions being held about the 2 Broad Street benches.
- Picnic tables next to The Grange Play Area – These are currently being sourced.
- New fingerpost by the station – permission granted. Signage being sourced.
- The Grange Footpath Improvements – requirements to inform the contract are being assessed.
- Aïdas accessible walk improvements – quote, permissions and feedback from ECHO acquired. Date of works currently being discussed.

The Welcome Back Fund

- Greening the Bus Station – Permissions obtained and planters ordered.
- Additional Saturday Street Cleaning – this has been actioned every Saturday since 8<sup>th</sup> January 2022 and will end on 26<sup>th</sup> March 2022.
- Tree maintenance works for Etnam Street and West Street – Scheduled for completion by 31<sup>st</sup> March 2022.

4.6 ***Playing Pitch and Outdoor Sports Strategy & Indoor Built Facilities***

Communication has been received from a consultant carrying out a survey on behalf of Herefordshire Council. The aim is to carry out an assessment of indoor and outdoor sports facilities which will result in the production of an overarching strategy for the area. This will identify local need for provision and will help to inform decisions on future strategic planning and any investment priorities for provision across Herefordshire.

4.7 ***Rural Verge Cutting by Balfour Beatty***

As last year, Balfour Beatty will be cutting the verges twice as contracted; the first verge cut is scheduled to take place around the May Bank Holiday and



the second cut towards the end of the growing season. Parishes can choose to forego the first cut to allow wildflowers to grow and set seed over the Summer to provide food for key pollinators and providing a habitat for wildlife. This year Balfour Beatty are open again to feedback from the Parishes as to whether they wish to have 1 cut carried out towards the end of the growing season or whether to carry out 2 cuts. They will refer to the Locality Steward for feedback in relation to safety concerns. The town council will need to provide a list of C&U roads suitable and submit to Balfour Beatty for consideration.

4.8 ***Lengthsman Scheme 2022-23***

To consider the 2022-23 **Lengthsman Scheme** – as Leominster Town Council have been part of the successful scheme for many years, an expression of interest has been submitted. If agreed, the clerk will draw up and submit an annual maintenance plan to Balfour Beatty at the end of March 2022.

4.9 ***Lengthsman Drainage Scheme 2022-23***

To consider the **Lengthsman Drainage Scheme** application for funding of £16,813.00 +VAT. Please see supporting documents.

4.10 ***Binit Cardboard Recycling Scheme***

In total from January 2021 to January 2022 we have collected **15.42 tonnes** of cardboard from businesses participating in the program. Below is a breakdown of the months and tonnage.

January 2021 - June 2021: **7.12 tonnes**  
 July 2021: **0.96 tonnes**  
 August 2021: **1.92 tonnes**  
 September 2021: **0.70 tonnes**  
 October 2021: **0.62 tonnes**  
 November 2021: **1.2 tonnes**  
 December 2021: **1.94 tonnes**  
 January 2022: **0.96 tonnes**

Binit are currently finalising their new prices and will be forwarding promotional materials shortly to enable the scheme to grow.

4.11 ***Wildlife Plan for Local Authority Cemeteries***

To consider the Hereford Cemetery Proposals and the Implementation Plan and how this applies to Leominster.

Environmental Report January & February 2022

- Tree pits located on Broad Street, Dishley Street & Arkwright Close have been inspected to see if stump grinding can be carried out. One quote to stump grind to a depth of 12 inches below ground level to allow replanting has been submitted, 2 further quotes are in the process of being obtained.
- Leominster Town Council are working with Acer tree services to pollard three trees on Etnam Street (1 London Plane & 2 Limes) and 2 Lime trees on West Street (outside the Talbot). Traffic management will be required. A letter drop to businesses & residents will need to be actioned to advise them on the works and to prevent parking adjacent to the trees on the day of the works.
- The Grounds team have been clearing tree debris from storm damaged trees around our public open spaces & public rights of way.
- The team has also been working in the Priory Churchyard, cutting back overgrown spaces and pruning tree offshoots to enable easier mowing and maintenance.
- Two trees were blown over in the storms, they landed in The Mallards play area & Barons Cross Play area. We have closed off the areas and are awaiting Balfour Beatty to attend the site.
- A vehicle veered into fencing by the Grange play area in January, the barriers were damaged, however they have now been repaired making the site safe.
- The team have been working in Pinsley Mead to reduce the height of the Laurels at the rear of the Old Priory. We have received positive feedback from walkers on how tidy they are looking. Future plans are to keep them maintained each year in our hedge trimming schedule.
- The team has been in Pinsley Mead & the Priory Cemetery (where we did the tree works by Church St) stump grinding, this will enable the grounds team to mow these areas in the Summer.
- More trees are planned on Ginhall Green for the Queen's Green Canopy, 30 fruit trees are scheduled to be planted on the 16/03/22. Everyone will be welcome to take part in this event.
- The St John Ambulance organisation have requested to plant a tree for the Queen's Green Canopy in one of our open spaces. Ginhall Green has been suggested and a meeting held to discuss planting in the Autumn.
- The team has pruned & cut back the wild roses on the Nut Grove (Sydonia), and they have been added to our hedge maintenance schedule for next season.
- A new notice board has been erected at the Pavilion Café on The Grange but the perimeter fence is in need of attention. This will be considered at the same time as the resurfacing works to The Grange footpaths.
- Individual gate number plaques have been installed at the allotments. This will enable plot inspections to run more smoothly and is also important should there be an emergency on site.
- Allotment inspection software is being installed onto the Grounds Supervisors work phone to enable prompt reporting and record keeping.

**AGENDA Item 8**

- A meeting has been held with a representative of Leominster in Bloom to discuss planting plans for Summer flower displays and future projects.
- One of those projects will be asking children to paint & decorate weatherproof sheep cut outs for display on railings around the town. Permission has been given to use the railings near The Grange toilets.
- The beds emptied by the Grange toilets will be planted up with herbs.
- Permission has been granted for two new Beehive planters, ordered from Amberol, to be placed in the bus station as part of the Welcome Back Fund. These will be donated to Leominster in Bloom from April 2022 and the team will water on behalf of Leominster in Bloom.
- New blinds have been installed in Corn Sq offices to reduce heat loss.

Stuart Sidebotham

Environmental & Grounds Supervisor