



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Wednesday 11th May 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 16th May 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 14th March 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 11th July 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 14th March 2022 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 (19.07), Jacquet, Marsh, Murdoch, Norman, Rumsey and Sutcliffe.

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

ES53/21 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Committee for Cllr Herschy (Meeting) and Cllr Bartlett who advised that she was attending an overlapping meeting. Cllr Bartlett joined the meeting at 19.07.

ES54/21 DECLARATIONS OF INTEREST

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

ES55/21 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES56/21 QUESTIONS FROM THE PUBLIC

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

ES57/21 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 10th January 2022 be agreed and signed as a correct record.

ES58/21 CLERK'S REPORT

- **Paper Supplies** – the Council's paper provider has advised that the price of paper is increasing due to the rise in the cost of shipping containers. Alternative suppliers are being considered and a stock of paper has been purchased from a local company. The clerk requested that Councillors advise her if they require paper copies of agendas in advance of meetings. There are a number of laptops that could be made available to Councillors at meetings in order to download agendas and reduce paper costs.

ES59/21 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To note that the Footpath Officers will be invited to future Environment & Services Committee meetings;
- To note that the steps at Brierley require major works which is the responsibility of Herefordshire Council;
- To check the Modifications Orders log regarding PROW anomalies;
- To consider submitting an article on PROW anomalies for publication in Leominster News;
- To advise Walkers are Welcome members on reporting PROW anomalies;
- To request the installation of gates, instead of stiles, on the Herefordshire Trail;
- To note that the Environment & Grounds Supervisor will inspect the Leominster section of the Herefordshire Trail and advise on the work required to support the promotion by VisitHerefordshire at Easter;
- To note that a plank bridge needs to be installed on Footpath ZC135 over the stream. Also the handrails currently in place on the turn to Easters Court are not fit for purpose and require repair;
- To note that the Deputy Lieutenant will be attending the planting session on 16th March 2022 at Ginhall Green;
- That the clerk calculates the hidden costs incurred by the Council to provide allotments (that have not been shown separately in the town council allotment budget in the past), in order that an allotment rental increase for 2023-24 can be considered at the Full Council meeting on 28th March 2022;
- To contact Cllr Harvey and the Service Manager Built and Natural Environment at Herefordshire Council regarding the felling of a tree at Minster Court on an approved 5-day notice and to request a presentation to explain the 5-day notice procedure at a future Environment & Services Committee meeting;
- To advise Cllr Harvey, Service Manager Built and Natural & Environment and the Tree Officer of the Council's Tree Statement;
- To contact the White Lion public house to request that measures are implemented to ensure the entrance to Aidas Accessible Amble is kept clear;
- To note that a letter and signage has been produced to inform residents of the tree maintenance works, on Etnam Street and West Street, scheduled for completion by 31st March 2022;
- To appoint a Working Group comprising of Cllrs Smith-Winnard and Norman to complete the Playing Pitch and Outdoors Sports Strategy & Indoor Built Facilities survey;
- To contact the school in Ivington to establish if there are any areas where they would like to forego the first verge cut by Balfour Beatty;

MINUTES (AGENDA Item 5)

- To note that the Environment & Grounds Supervisor will review the Leominster area and suggest areas to forego the first verge cut by Balfour Beatty;
- To renew the Lengthsman Scheme for 2022-23;
- To approve the Lengthsman Drainage Scheme for 2022-23;
- To contact the Bereavement Services Supervisor to request the timeline for the Wildlife Plan for Local Authority Cemeteries;
- To contact Herefordshire Wildlife Trust to establish whether they would like to work with the Council on other cemeteries in the area not already covered by the Wildlife Plan.

ES60/21 GROUNDS TEAM UPDATE

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To note that the Barons Cross play area has re-opened as the tree has been removed.

ES61/21 CONFIDENTIAL ITEMS

- **Insurance claim** – Committee noted that the insurance provider has reviewed the requested information and suggested a resolution to the claim. Committee **RESOLVED** that the clerk contact the insurance provider to query certain information provided by the claimant.

ES62/21 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 16th 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 28th March 2022).

There being no other business, the Chair thanked members for their attendance and closed the meeting at 20.38 hours.

CHAIR:

DATE:

Environment & Services Committee

Date:	9th May 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 3.1, 3.3, 3.4 and 4.5.**

2. BACKGROUND

- 2.1 Leominster Town Council is responsible for the maintenance of a number of open spaces in Leominster.
- 2.2 Public Rights of Way have been 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 *Volunteer Footpath Officers***

Two volunteer footpath officers are now in place and are currently looking for other volunteers to help with reporting the issues on Leominster Public Rights of Way. The recommendation is to make available from the P3 scheme budget, an amount to cover the purchase of essentials required by our two footpath officers to carry out the role.

3.2 *Repairs to Handrails and plank bridge – Herefordshire Trail*

A quote is being obtained from the Lengthsman to carry out repairs on the Herefordshire Trail ahead of the promotional event in June.

3.3 ***Oak Finger Posts for the Herefordshire Trail***

A request has been received for town councils to fund new signage on the Herefordshire Trail. This would mean purchasing two fingerposts for Leominster at a total cost of £346.12+VAT.

3.4 ***PROW Anomalies***

A list of PROW anomalies is currently being compiled to discuss with the Herefordshire Council PROW team when it returns 'in house' later this year. A member of the public has asked if this could be made public so that any progress can be seen. It will also mean that residents can feed into the process.

4 **COMMITTEE MATTERS**

4.1 ***Allotments***

Invoices for 2022-23 allotment rent have been sent out with one year's notice of the rental increase for 2023-24. There are currently 6 people on the waiting list.

4.2 ***Environmental Working Group***

To receive a verbal report from the Environmental Working Group.

4.3 ***Great Places to Visit Fund***

- Tree Replacement in empty tree pits – a stump grinding quote has been accepted and planting licenses for each site have been requested.
- New seating in Corn Square and Broad Street – Permission for 3 benches in the Square has been obtained and permission for 2 Broad Street benches. The benches have been ordered to arrive mid-June.
- Picnic tables next to The Grange Play Area – The lead time is 2-3 weeks so these will be ordered this week.
- The Grange Footpath Improvements – requirements to inform the contract are being assessed. The deadline has been extended to the end of August 2022.
- Aïdas accessible walk improvements – a date for works to start will be available shortly.
- Support for Party in the Park by way of a footpath closure is being applied for. Signage for the event is also part of the funding and is being considered.
- Jubilee Town Bunting has been ordered and will be installed mid-May.
- Central Toilets - An architect has been appointed to draw up plans and is visiting to measure up on Monday 16th May 2022.
- 6 New Broxap litter bins have been ordered to replace bins on Etnam Street/Worcester Road and The Grange.
- The Shop Front Grant deadline has been extended to the end of August 2022. To date, six applications have been received, one

awarded with others making further enquiries through the Herefordshire Council Planning system.

- A position for a community noticeboard at Barons Cross is being consulted on.

4.4 ***Rural Verge Cutting by Balfour Beatty***

The request to only cut the rural verges 0.5m from the edge of the carriageway was put to Balfour Beatty but was not deemed to be actionable as the width of the flail was wider than 0.5m. It was agreed that one width only would be cut in May to allow growth at the back of the verges to continue whilst maintaining visibility on the highway.

4.5 ***Lengthsman Scheme 2022-23***

To consider the 2022-23 **Lengthsman Scheme** – funding for the scheme is no longer available but as the Environmental Team carry out work as specified in the Leominster Town Council Annual Maintenance Plan, the Lengthsman Contract needs to be signed and returned to Balfour Beatty in order to secure permission to carry out the work. Please see supporting documents.

4.6 ***Lengthsman Drainage Scheme 2022-23***

Funding of £4339 has been secured and a meeting will be arranged with the Lengthsman to prioritise the work.

4.7 ***Binit Cardboard Recycling Scheme***

A verbal update will be given at the meeting.

Environmental Report March & April 2022

- The Grounds team installed two new beehive planters in the bus station, filled with Peat-Free compost & filled with plants. The planters have now been donated to Leominster in Bloom.
- Fruit trees for the Queen's Green Canopy, in partnership with the Environmental Agency, have been planted near the existing apple tree orchard on Ginhall Green. The Deputy Lieutenant assisted us with planting.
- Ground maintenance of the Priory Churchyard has been carried out, near the Food Bank. The grounds team has been clearing the ground of brash around trees to reduce anti-social behaviour.
- Tree works have been carried out on Etnam Street & West Street, this will reduce leaf litter in the coming years & has increased light levels - in particular to Waverley House care home.
- The Grange experienced a lot of graffiti, near The Pavilion & Grange Court building. The culprits targeted the litter bins, benches & the footpath. To clear the graffiti, we purchased a petrol pressure washer which can work on the mains tap & from a barrel. It has helped with the removal of the Grange graffiti & it has already been used to spray off graffiti on the Skate park.
- Hedge cutting season has finished, the grounds team has now started grass cutting. The first two cuts we avoided any Spring bulb plants i.e. daffodils.
- We have worked closely with Leominster in Bloom, picking up the compost which has been taken out of the planters and stored away for future use.
- The Grounds team moved 6 planters from Corn Square to be placed in the Central car park.
- The two planters outside Aldi have been removed & replaced by two new planters which were funded by Leominster in Bloom.
- I had a walk around town with the organisers of the May Fair to see what street furniture & planters will need to be removed for the May Fair.
- Planters in Corn Square, Broad Street & the bench outside the Tourist Information Centre were removed for the arrival of the May Fair and put back afterwards.
- I have been working closely with the community support officers. We have walked around Sydonia, The Grange & Pinsley Mead to highlight any areas where anti-social behaviour & drug related crimes have been carried out and what could both parties do to reduce this.

Stuart Sidebotham

Environmental & Grounds Supervisor