



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Wednesday 6th July 2022

To: All Members of the Environment & Services Committee:
Councillors Bartlett, Davies, Herschy, Jacquet, Marsh, Murdoch, Norman,
Smith-Winnard, Sutcliffe and Williams.
(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 11th July 2022** commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Julie Debbage

Julie Debbage
TOWN CLERK

AGENDA

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **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.
4. **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.
5. **REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).

- 6. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders.
- 7. MINUTES OF PREVIOUS MEETING**
To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 16th May 2022.
- 8. CLERK'S REPORT**
To receive the Clerk's Report on matters outstanding that may not appear on the agenda.
- 9. COMMITTEE UPDATE REPORT**
Please see the attached report for consideration.
- 10. GROUNDS TEAM UPDATE**
Please see the attached report for consideration
- 11. 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".
- 12. DATE OF NEXT MEETING**
The next meeting will be held on Monday 19th September 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 16th May 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, Herschy, Jacquet, Marsh, Murdoch, Norman and Sutcliffe.

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

ALSO PRESENT: Volunteer Footpath Officer and one member of the public.

ES01/22 APOLOGIES FOR ABSENCE

No apologies for absence were received.

ES02/22 DECLARATIONS OF INTEREST

Cllr Murdoch – Allotments

Cllr Smith-Winnard - Leominster in Bloom

Cllr Norman - Leominster-in-Bloom

ES03/22 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES04/22 QUESTIONS FROM THE PUBLIC

One member of the public was present. The following issue was raised:

- **PROW anomalies** – the member of the public queried whether the list of anomalies will become a public document. The clerk advised that 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. The issue was discussed further under item ES07/22 Committee Report.

ES05/22 MINUTES OF PREVIOUS MEETING

Cllr Norman queried whether Herefordshire Wildlife Trust had confirmed whether they would like to work with the Council on other cemeteries in the area not already covered by the Wildlife Plan (ES59/21). Cllr Bartlett advised that no information has been received from Herefordshire Council regarding the timeline for the Wildlife Plan.

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on Monday 14th March 2022 be agreed and signed as a correct record.

ES06/22 CLERK'S REPORT

The clerk had one item to report that was covered under ES09/22 Confidential Items.

ES07/22 COMMITTEE UPDATE REPORT

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To note the Footpath Officer's report;
- To make available, from the P3 scheme budget, an amount to cover the purchase of essentials to carry out the role, including mileage claims, for the two Footpath Officers;
- To note that the Environment & Grounds Supervisor has reviewed the condition of the handrails and the plank bridge on the Herefordshire Trail and the repairs will be carried out by a member of staff;
- To report repairs required to a handrail on Footpath KB51 to Kimbolton Parish Council;
- To authorise the purchase of two oak fingerposts, from the P3 scheme budget, for Leominster for the Herefordshire Trail;
- To consider submitting an article on PROW anomalies, and to request volunteers to assist the Footpath Officers, for publication in Leominster News;
- To note that definitive map anomalies should be sorted into the following categories: PROW, footways, open spaces;
- To produce an accessible spreadsheet of definitive map anomalies and to publish the spreadsheet on the Council's website. The spreadsheet will be updated as further anomalies are identified;
- To thank the member of the public for gathering information on PROW and footway anomalies;
- To note that the Environmental Working Group will be reviewing the Council's climate change policy. They will consider ways to improve the policy and establish whether the Council can work with more partners. It was suggested that the Council joins the Herefordshire Green Network Great Collaboration portal;
- To note that the completion deadline for some of the Great Places to Visit Fund projects has been extended to the end of September 2022;
- To note that the Tree Officer is recommending the types of trees appropriate for tree replacement in each of the empty tree pit sites. Herefordshire Council will provide funding to replace trees on Bargates;
- To note that the Council will be notified when 5-day tree notices are issued;
- To note that the new seating in Corn Square will remain for at least 6 months. The seating can then be moved to the Grange if required;
- To note that Balfour Beatty will install the new Broxap litter bins on Etnam Street/Worcester Road and The Grange. Balfour Beatty will take responsibility for emptying the bins;

MINUTES (Agenda Item 7)

- To report incidents of anti-social behaviour on Sydonia to the police;
- To request that Balfour Beatty purchase a 0.5m flail in order that rural verges can be cut 0.5m from the edge of the carriageway. Balfour Beatty will be carrying out a full cut at the end of August;
- To sign the Lengthsman Contract for 2022-23;
- To note the collection of 960kg (January), 740kg (February) and 780kg (March) of cardboard and the receipt of a rebate of £47.52 from the Binit Cardboard Recycling Scheme. The Council will shortly be receiving promotional material regarding the scheme.

ES08/22 GROUNDS TEAM UPDATE

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To arrange a walkabout of The Grange for the Environment & Grounds Supervisor, Cllr Jacquet and Community Support Officers to highlight areas where anti-social behaviour has been carried out and to consider measures to reduce this;
- To investigate whether there are by-laws in place to deter anti-social behaviour on The Grange;
- To note that regrowth on the London plane on Etnam Street could take up to 12 months.

ES09/22 CONFIDENTIAL ITEMS

Clerk's Report:

- **Accident on Sydonia** – Committee noted that an accident had occurred on Sydonia.

Cllr Herschy advised that the kissing gate by the play park in the Mallards is padlocked. The clerk will raise the issue with the Environment Agency as the gate shouldn't be padlocked.

ES10/22 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 11th July 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 20.21 hours.

CHAIR:

DATE:

Environment & Services Committee

Date: 6th July 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 4.1, 4.4, 4.5, 4.6, 4.7 & 4.8.

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***

The parish footpaths are being walked regularly and defects that cannot be dealt with by the Grounds Team, for example enforcement issues, are being reported directly to Herefordshire Council.

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

These repairs and the removal of a dead overhanging tree were carried out by our Grounds Team in advance of the launch of the Herefordshire Trail on 17th June 2022.

4 COMMITTEE MATTERS

4.1 *Allotments*

- There are currently 13 people on the allotment waiting list and no vacant plots.
- A number of leaks near to the water tanks on site have been identified and dealt with.
- An estimate of cost has been submitted by the Foreman for the construction of 4 accessible raised beds at the allotment site close to the central parking area. This totals £1132 + VAT for materials and installation would be carried out in house.
- To date, 78% of the total rent for the year has been collected.

4.2 *Environmental Working Group*

To receive a verbal report from the Environmental Working Group.

4.3 *Great Places to Visit Fund*

- Tree pits – the stump grinding has been carried out and suitable trees have been discussed with the Herefordshire Council Tree Officer.
- The new seating in Corn Square and Broad Street has been delivered and will be installed shortly.
- Picnic tables next to The Grange Play Area will be delivered on 8th July 2022.
- Two quotes for the Grange Footpath Improvement works have been received and a third one is being sought.
- Aidas accessible walk has been resurfaced from the Old Priory to the Tranquil Garden.
- The footpath closure for Party in the Park has been applied for and signage is being sourced.
- Jubilee Town Bunting has been installed.
- The design for Central Toilets has been received and is being considered before going out to quotes for the work.
- 6 New Broxap litter bins have been ordered.
- The Shop Front Grant Scheme currently has 14 applications in process.

4.4 *Extension of Wildflower Areas*

- To consider creating two more wildflower areas in Ginhall Green. The areas will require spraying and rotavating in the Autumn before seeding. The initial seed used previously (Either Restore and Enrich or Bee and Butterfly Mix) cost £195 per 1KG bag which covers 330sq/m.
- The Priory would like to work in partnership with the town council to create wildflower areas in the churchyard.

4.5 *Ropewalk Play Area*

The asset transfer of this small play area has been offered again following the disruption of the pandemic. The s106 contribution for refurbishment is £36,177. To consider this transfer.

4.6 ***Defibrillators***

Quotes for a defibrillator to be installed in the old Worcester Road phone box are being sought while repairs are being assessed.

The defibrillator at Black Swan Walk is not in use as the batteries are flat. A sponsor is being sought so that new batteries can be installed. Batteries are expected to cost around £300.

To consider if the town council want to take over responsibility for this defibrillator.

4.7 ***Central Toilet Plans***

To consider the plans for Central Toilets.

4.8 ***Further works to the Leominster Flood Defence at the rear of Osborne Place***

The Environment Agency have contacted the town council in regard to work they have been undertaking to the flood wall adjacent to Osborne Place and Bridge Street Leominster. The contractor is due to return to site in the next month to complete a section of the works which had to be delayed. This is adjacent to 64 Osborne Place.

Additional works are now planned to strengthen a 40m section of banking from the rear of 28 Osborne Place. This will necessitate access across the playing fields from the Bridge Street Sports Centre and for a compound area to be established near the Sports Centre. A welfare unit will be re-established adjacent to 30 Osborne Place, as per the earlier works. Please see supporting document for an outline plan.

4.9 ***Replacement Trees on Bargates***

A meeting has been held with Herefordshire Council Staff to identify the empty tree pits on Bargates. There is a limited amount of funding to stump grind and plant the tree pits with appropriate species.

Environmental Meeting July 2022

- Tree stump grinding has been completed by Acer Tree Services.
- Two new hand rails were installed on PROW ZC160 to enable walkers to go down the steps more safely.
- The little bridge has been renewed on PROW ZC160 for when the water builds up in the winter.
- I took a visit to PROW ZC22 (Near Morrison's) with the Footpath Officer, who showed me the lane which someone has been using as a public toilet and the lane itself is very overgrown. Cllr Wayne Rosser has been very helpful by speaking with Morrison's to see if they could do anything. Wayne has had some positive meetings & is keeping me updated on the situation.
- The watering of the LIB planters has begun, LTC are watering three times a week, on a Monday, Wednesday & Friday.
- The footpath on Pinsley Mead has been resurfaced & widened, this has improved accessibility to the area.
- A meeting was held between myself, Priory church & the Polish Society to discuss Dziewicki's grave, an important Polish figure who fought for the Independence of Poland from Russia in the 18th century. The Polish society would like to renovate the grave and to install an info board, the project is still ongoing. The grounds team will keep the area strimmed & tidy
- The Priory Church would like to become an Eco Church, I had a walk around to discuss what we could do & it was discussed to installing bug houses, bat & bird boxes and to create a new wildflower area like the one we created on Ginhall Green.
- Grass cutting is on track.
- The Ginhall Green wildflower meadow is continuing to flower; plans are set to strim off end of Aug/early Sept depending on weather & to rake off after a couple of days for seeds to drop & insects to escape. We'll then put the cut grass throughout the apple orchard which is close by.

Stuart Sidebotham
Grounds & Environmental Supervisor