



LEOMINSTER TOWN COUNCIL

ENVIRONMENT & SERVICES COMMITTEE

Wednesday 9th November 2022

To: All Members of the Environment & Services Committee:
Councillors Smith-Winnard (Chair), Davies (Vice-Chair), Bartlett, Herschy,
Jacquet, Marsh, Melia, Murdoch, Norman, 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 14th November 2022** commencing at 19:00 hours in the Council Offices, 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.

- 5. MINUTES OF PREVIOUS MEETING**
To receive and approve as a correct record the minutes of the Environment & Services Committee meeting held on 11th July 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 certain matters, 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 9th January 2023 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 11th July 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.

ALSO PRESENT: One member of the public.

ES11/22 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Smith-Winnard was proposed by Cllr Norman and seconded by Cllr Herschy. There being no other nominations, Cllr Smith-Winnard was formally elected Chair of the Environment & Services Committee.

ES12/22 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Davies was proposed by Cllr Bartlett and seconded by Cllr Herschy. There being no other nominations, Cllr Davies was formally elected Vice-Chair of the Environment & Services Committee.

ES13/22 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted by the Committee for Cllr Williams (Illness).

ES14/22 DECLARATIONS OF INTEREST

Cllr Murdoch - Allotments
Cllr Norman – Leominster in Bloom

ES15/22 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

ES16/22 QUESTIONS FROM THE PUBLIC

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

- **Poultry Units** – the member of the public requested that the Town Council submits a response, to the Local Plan 2021-2041 Place Shaping Consultation, to request that no more intensive poultry units are permitted in the area until a negative nutrient policy is in place to protect the River Lugg.

MINUTES (AGENDA Item 5)

Committee noted the comments and will refer any relevant issues to the Planning & Highways Committee for consideration.

Cllr Norman advised that a supplementary planning document is in the process of being prepared which will cover the issue.

- **PROW anomalies** – The clerk advised that a list of PROW anomalies is currently being compiled and will be sent to Herefordshire Council for consideration. The list will also be referenced in the Town Council's response to the Local Plan 2021-2041 Place Shaping Consultation.

ES17/22 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 16th May 2022 be agreed and signed as a correct record.

(Proposed: Cllr Marsh, Seconded: Cllr Norman
Unanimous).

ES18/22 CLERK'S REPORT

- **Registering of Town and Village Greens** – a member of the public has queried whether the Town Council has sought the appropriate registration of all of its open spaces as greens, especially those that resolve Highway and PROW anomalies. The clerk advised that the matter is being dealt with and open spaces will be registered as town greens if not already done so.

ES19/22 COMMITTEE UPDATE REPORT

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

- To note the report;
- To note that the Environment & Grounds Supervisor is liaising with the Allotment Association regarding funding for an accessible toilet on the allotment site;
- To note the verbal update from the clerk in respect of the Environmental Working Group:
 - the Town Council uses 100% renewable energy and prices are fixed until the end of the financial year;
 - the Town Council will be producing a Carbon Neutral Action Plan spreadsheet;
 - the Tree Officer has been issued with an information pack;
- To note that the picnic tables next to The Grange Play Area will be accessible for wheelchair users;
- To publish 'before and after' photographs of the Ginhall Green wildflower meadow in Leominster News;
- To create two more wildflower areas in Ginhall Green
(Proposed: Cllr Norman, Seconded: Cllr Jacquet
Unanimous);
- To note that various requests were made regarding actions to take to increase diversity in The Priory churchyard and will be raised with the Church;

MINUTES (AGENDA Item 5)

- To request the asset transfer of the Ropewalk Play Area to the Town Council
(Proposed: Cllr Marsh, Seconded: Cllr Bartlett Unanimous).
Committee noted that the s106 contribution for refurbishment is £36,177. The clerk will check whether the funding is ring fenced or whether it could also be used to cover cycle ways and other neglected play areas;
- To investigate obtaining a sponsor to take over responsibility of the defibrillator at Black Swan Walk;
- To produce a Town Council policy regarding defibrillators in the town and to check that they are all registered on the National database;
- To note the Central Toilet plans for 3 separate self-contained units and to consider installing sensor operated taps;
- To request that contractors, working on the Leominster Flood Defence at the rear of Osborne Place, park by the HALO Sports Centre in Bridge Street whilst the additional works are carried out;
- To note that there are issues at the rear of The Mallards due to fly tipping and steps being cut into the bund. The issues will be raised at the next Team Leominster meeting;
- To request that Herefordshire Council select and plant the replacement trees on Bargates. The Town Council will then take on the responsibility for watering the trees for the first few years
(Proposed: Cllr Norman, Seconded: Cllr Jacquet Unanimous).

ES20/22 GROUNDS TEAM UPDATE

Committee considered the update report and following discussion they

RESOLVED:

- To note the report;
- To note that an information board for Dziewicki's grave should be installed on Town Council land (and not on an area classed as highway).

ES21/22 CONFIDENTIAL ITEMS

Committee noted that there were no confidential items to consider.

ES22/22 DATE OF NEXT MEETING

Committee noted that the next meeting would be held on Monday 19th September 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 20.30 hours.

CHAIR:

DATE:

Environment & Services Committee

Date:	7th November 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 decisions are made on 3.2, 4.4 & 4.5 and that the report be noted.**

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 Officer Meeting***

A Footsteps Information Evening has been arranged by HALC on 13th December 2022 via Zoom to provide clarification on the financial and legal way forward with regard to rights of way and Footpath Officers.

3.2 *PROW Accessibility Survey*

Our Volunteer Footpath Officer has written a survey to assess accessibility of Leominster's Public Rights Of Way. To review and agree the proposed document.

3.3 *Keep Warm Walks*

The Footpath Officer is currently looking at providing a series of short Keep Warm Walks around the town. Please see attached document. A further update will be provided at the meeting.

4 COMMITTEE MATTERS

4.1 *Allotments*

- There are currently 13 people on the allotment waiting list and no vacant plots.
- To date, 90% of the total rent for the year has been collected.
- The lengthsman has carried out the annual cut to the boundary hedge.

4.2 *Motocross at Brierley*

- A complaint has been received regarding a motocross event that took place on 20th/21st September 2022 at Brierley recently causing noise and disturbance for local residents.

4.3 *Black Alder from the Tree of Trees*

- Leominster Town Council have been offered a tree to plant from the Tree of Trees installed to celebrate the Queen's Platinum Jubilee following an nomination from the Mayor. It will be planted near the Old Priory.

4.4 *Proposed Removal of Trees in raised beds at The Old Priory*

- A contractor has visited the Old Priory to assess locations for the installation of CCTV. It has been suggested that 3 small Hawthorn trees, planted in raised beds, should be removed as they impede coverage of the site. They are also touching the roof of the Old Priory and could damage the raised bed walls. It is recommended that the trees are removed, subject to permission from Herefordshire Council, and that replacements are planted in the grounds, further away from the main building.
- There has been a suggestion to plant 3 disease resistant Elm trees, grown locally, to replace the trees if removal is agreed.

4.5 *Proposed Investigation of Commissioning a Carbon Reduction Plan*

- Following the SLCC National Conference that had a focus on climate change, the clerk has made enquiries regarding the commissioning of a Carbon Reduction Plan from a consultant. This could include a carbon 'footprint' and 'road map to net zero' by 2030. It is recommended that the clerk seek quotes from 3 suppliers for this service as there is budget for Climate Management.
- Herefordshire Council are currently looking at the potential of a new grant scheme where they would be looking to provide energy audits / heat decarbonisation plans for any public use buildings. It is recommended that an Expression of Interest Form is submitted before 23rd November 2022.

Environmental Meeting Sept & Oct 2022

- I have attended the RPII course for Play Area inspection, I am now qualified to inspect our play parks.
- We have had our annual play area inspection and are awaiting the results.
- The Verdun oak has been inspected by our tree specialist; we are awaiting his findings. I have also had the Herefordshire Council Tree Officer to inspect the tree, he has advised us to monitor the decay in the next coming months.
- The grounds team have planted five trees, two Liquidambar trees located on Dishley Street, another two Liquidambar trees outside Broad Street toilets & a Liriodendron Tulip tree on Broad Street. All have had stakes & guards fitted with a wood chip mulch.
- GM Joyce has finished work on the Grange footpath, we have had some very positive comments from people who use the area frequently.
- DC Gardening has also finished the resurfacing on the footpath down millennium walk, again some very positive comments from people who use the path with mobility scooters etc.
- We have now received the architect plans for the Central carpark toilets, we are now actively requesting quotes from building contractors.
- Grass cutting season has ended, hedge cutting will now begin.
- The vehicle gates at the allotment site have been locked to stop vehicles damaging the grass when it gets wet. We have also turned the water off.
- We have been working with Leominster in Bloom, Priory Church & Herefordshire Wildlife trust. We are planning on erecting bird & bat boxes in the churchyard and to create a new wildflower area in the church yard
- Plans are in motion to use some benches & picnic benches we have in storage at the depot. These are going to be fitted on Pinsley Mead, Millennium walk & Ginhall Green.
- LIB have now planted the winter plants; the grounds team have been out to give them their first watering.
- The grounds team have begun blowing off the paths in the Grange & Sydonia with special attention to the alleyways which lead to Sydonia.

Stuart Sidebotham
Grounds & Environmental Supervisor