

**MINUTES OF A MEETING  
OF THE  
ENVIRONMENT AND LEISURE COMMITTEE  
MEETING HELD ON 11<sup>TH</sup> OCTOBER 2018  
IN THE COUNCIL OFFICES**

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**Present:** Cllrs Vesma, Whattler, Morris, Manns, Hopkins (Chairman), Shields

There was one member of the public present.

**E88-10.18 APOLOGIES:**  
Cllrs Baker and Knight

**E89-10.18 DECLARATIONS OF INTEREST**  
None

**E90-10.18 PUBLIC PARTICIPATION**  
None

**E91-10.18 MINUTES**  
The minutes of the E&L committee meeting held on 13 September 2018 were amended to show that Cllr Vesma and Cllr Knight were in attendance.

**RESOLVED:** That these minutes with the amendment be accepted.

**VOTE:** Unanimous in favour.

**E92-10.18 DOG HILL WOOD**  
The Tree Report was reviewed. Cllr Hopkins advised that with the end of the nesting season the non urgent work could now be done.

Item G19 Cherry Laurel was discussed reference the recommended use of poison to kill it. This was seen as appropriate given its spreading nature and the consequent effect on surrounding plants.

**RESOLVED:** Recommend to Full Council to proceed with the work as outlined in the report.

**VOTE:** Unanimous in favour.

**E93-10.18 CEMETERY**

**(i) Tree Report:** The meeting noted item T9 that the Golden Lawson Cyprus had been topped for no good reason. Cllr Manns believed that this was because the tree had been seen as 'top heavy' before the work had been carried out

**RESOLVED:** Recommend to Full Council to proceed with the work as outlined in the report.

**VOTE:** Unanimous in favour.

**(ii) Perimeter Wall:** Cllr Hopkins showed photographs of the wall to the meeting. These clearly showed the cracks and holes and demonstrated the fact that the wall was not in a good state. It was noted that some repairs had been done over the years but with cement being used rather than the lime mortar used originally. Some of this cement was falling out.

**RESOLVED:** Ask the Clerk to arrange for the wall to be inspected, possibly by the Conservation Officer (or other qualified person), checked for safety, and a work spec be drawn up and 3 quotes be obtained for this to be carried out.

**VOTE:** Unanimous in favour.

**E94-10.18 TOWN CENTRE HANGING BASKETS**

Three quotes were reviewed with regard to costs and suitability of planting lists.

**RESOLVED:** Recommend to Full Council to accept quote 2, (the combined options 1 and 3 contained therein) for the planting of hanging baskets for next summer.

**VOTE:** Unanimous in favour

**E95-10.18 DEER PARK AMENITY AREAS**

The Tree Reports were reviewed.

**(i) Orchard Place**

**RESOLVED :** Recommend to Full Council to proceed with the work as outlined in the report.

**VOTE:** Unanimous in favour.

**(ii) Shepherds Close**

**RESOLVED:** Recommend to Full Council to proceed with the work as outlined in the report.

**VOTE:** Unanimous in favour.

**(iii) Jubilee Close**

**RESOLVED:** Recommend to Full Council to proceed with the work as outlined in the report.

In addition, the Committee requested that a copy of the report be sent to the owner of T8 as a matter of courtesy.

**VOTE:** Unanimous in favour.

**E96-10.18 RECREATION GROUND**

**(i) Base for Shelter:** The options for different materials were discussed together with issues of safety, hygiene, maintenance and the preference for a permeable surface to avoid the collection of surface water. Options considered were:

Concrete base (possible problems with surface water) @ £4500

Grass – cheapest option but problems with wear and tear

Grass with mesh – avoids wear and tear issues and is a good all weather surface but expensive – estimated to be around £1500 per sq metre (figure needs checking).

Bark – not acceptable because of safety/hygiene problems (needles, sharps etc being easily concealed from view).

Semi set gravel – permeable but no information on costs.

Arrange to clarify with Shelter Company that a decision on flooring can be taken at a later stage, check the proposed site of new shelter to confirm ownership of the land concerned. Then confirm installation as agreed at Full Council. **ACTION CHAIRMAN**

**RESOLUTION:** The option of grass mesh be investigated further reference price and the ability to 'retro fit' and present all options to Full Council.

**VOTE:** Unanimous in favour.

**(ii) Site Meeting:** It was agreed that the site meeting should be deferred until the spec reference the base was agreed.

**(iii) Quotes to remove current shelter:** These were not available.

**(iv) Tree Report:** It was noted that at some point the householder adjacent to T11 would be likely to ask for the overhanging branches to be cut back. The chairman showed a photograph to the meeting which illustrated the issue and suggested that advice be sought on lifting the crown of the tree. This would be referred to next year's inspection.

Request that the lifting of the crown of T11 be specifically considered in the next tree report. **ACTION CHAIRMAN**

**RESOLUTION:** Recommend to Full Council to proceed with the work as outlined in the report.

**VOTE:** Unanimous in favour.

#### **E97-10.18 WORKING PARTIES**

**(i) Commemoration Working Party:** The minutes were noted. Cllr Shields outlined the issues with the War Memorial. She was concerned that the refurbishment had been the subject of discussion for 6 years. Cllr Manns shared this concern and expressed the view that the work should be completed by the centenary of the memorial which was December 2020.

Cllr Shields advised that the current position was that the Council had an out of date estimate from a contractor who had health problems. It was not known yet whether this contractor was in a position to provide a new estimate or quotation. The Office were checking this. In addition, the work had never been properly specified and the quotations and estimates obtained were all for different levels of work. Councillor Shields had asked the Office to make contact with the Conservation Officer to see if they could assist in drawing up a specification

It was noted that there were issues about the ground around the monument and that it was not clear whether the pavement had been built up, or that the land had sunk. Either way, the result was water damage to the monument.

It was also noted that this is a listed monument and that the Council had planning permission to do this work which was valid for 3 years.

Cllr Shields was concerned that this restoration work should now be progressed as quickly as possible and asked that the Committee actively monitor progress, and also take into account the costs when setting the budget.

Ensure that this is an item on the agenda of the next E&L committee meeting. **ACTION CHAIRMAN**

## **E98-10.18 OCTOBER FAIR**

**RESOLUTION** A vote of thanks to the Clerk be recorded for the excellent organisation of the work involved for the Fair and for the extra hours he put in to make it a success.

**VOTE:** Unanimous in favour.

Cllr Hopkins advised that there would be a 'wash up' meeting to review what had worked well and what had worked not so well. She noted that the road closure in Bye Street had worked better this year but that there were still some issues with access to Lawnside Road. Vehicles were 'walked through' by a 'banksman' as appropriate.

Cllr Manns reported that some drivers had tried to drive straight across at Top Cross into New Street, despite it being one way at that point. There had also been some speeding in the Southend (similar had happened at the Carnival).

Cllr Vesma advised that he had received a range of good comments. The only negative had been that the 'Fair Team' had been observed not using appropriate PPE during the set up and take down of the fair.

Raise the issue of use of PPE at the 'wash up' meeting. **ACTION CHAIRMAN**

There had been an issue with people trying to drive out of St Katherine's Car Park.

The signs at the Gloucester roundabout had still been in place early on Wednesday morning.

There was a report that an ambulance had been turned back but no details were available.

The Chairman felt that the position of barriers in Lawnside Road needed more thought. One suggestion was to close St Katherine's car park and use it as pitches for the fair. It was thought that Hereford

Council might suspend charges for the duration. There was also a suggestion that the Recreation Ground might be used.

The Chairman asked that if there were any more points these be relayed to the office for consideration at the 'wash up' meeting.

#### **E99-10.18 E&L BUDGET 2019/20**

The budget was reviewed in detail and the following points noted.

101 Closed Churchyard – no comments

102 Cemetery and Buildings:

4223 Perimeter Walls – concern expressed that the figure shown may be too low given the work required.

4225 Skip Hire – This is for the rubbish that accumulates at the Cemetery. The Chairman wished to investigate the level of use.

Investigate skip use. **ACTION CHAIRMAN**

103 Grounds Maintenance:

4016 Town cleaner – clarification requested on this.

4017 Deputy Groundsman – does not reflect the 6 month fixed term contract earlier in the year (may relate to 4016).

105 Painted Room:

4170 Maintenance – clarification sought on what this relates to in connection with the Painted Room.

4702 Tour Guides – increase is above inflation, clarification sought.

108 Amenity Areas: (Possibly rename as DHW see 109 below)

4204 Dog Hill Wood Management Plan – the need to 'make this happen' was noted.

4208, 4209, and 4220 – all relate to DHW maintenance. Do they need to be separate?

Need provision for CCTV in DHW

Can Deer Park be shown as 109?

4228 General Tree Work, - Does this refer to Deer Park? If not where is Deer Park tree maintenance shown? Need to budget for £1500

4253 Deer Park Verges – what does this cover?

110 Recreation Ground:

4235 Play Equipment New – Is this the budget for the new shelter?

4237 Skate Park – Do the ramps need re-boarding and if so is this sufficient budget?

4238 Recreation Ground Projects – will make up the rest of the cost of the shelter? What about removal of the old shelter?

115 Baskets/Christmas Lights:

4642 Father Christmas – this money is not needed.

118 Minor Infrastructure:

4176 CCTV link to Hereford – this should be under 110 Recreation Ground

4213 New Mills Path-Grass Cutting – variance year on year not understood. Anticipated need for next year is £400

4218 War Memorial Cleaning – anticipated that this will not be needed next year if refurbishment is completed.

4221 War Memorial refurbishment – anticipated that this will need to be £14,200

4274 Speed Indicator Device – Should be under ED&P as part of the Traffic Management budget.

120 Non Statutory Services:

4000/4005 Clarification needed reference salaries and Ceremony Co-ordinator

125 Green Spaces Maintenance:

No comments

127 Services and Events:

4271 Dog Waste Bags – needs provision for inflation.

4605 Events barriers – It was clear what this covered and there was some discussion on the barriers for the Charter Markets.

To ask the Clerk to organise setting up of barriers for the Charter Markets and advise of costs. **ACTION CHAIRMAN**

**E100-10.18 CORRESPONDENCE**

There was no correspondence.

**E101-10.18 DATE OF NEXT MEETING**

This was confirmed as 15<sup>th</sup> November 2018.

**Items for the Agenda:**

Update on Budgets

Progress on War Memorial refurbishment.

Update on the base for the new shelter on the Recreation Ground.

**CHAIRMAN:** .....

**DATE:**.....