



# Ross-on-Wye Town Council

## Minutes of the ordinary meeting of the Property Sub-Committee

held on Tuesday 3<sup>rd</sup> November 2020 at 7.00pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillors C Bartrum, I Gumm, E O'Driscoll, and J Winder  
Ex: Officio Member: Councillor J Utting (Chairman)

In attendance: Mrs S Robson - Town Clerk  
There were no members of the public and no members of the press present.

### **P20/11#29 Apologies for Absence**

[Local Government Act 1972 s85 \(1\)](#)

Councillor Lister

**RESOLVED – to accept the apologies**

Councillor Ciolte - Absent

### **P20/11#30 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)

None

### **P20/11#31 Dispensations**

[Standing Orders Clause 13](#)

None

### **P20/11#32 Public Participation**

[Standing Orders Clause 3 \(e, f, g & h\)](#)

None

**P20/11#33 To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted (Commercial in Confidence).**

[Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – that agenda item P20/02# 40 – 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**P20/11#34 Property Sub-Committee Meeting - Minutes**

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Tuesday 8<sup>th</sup> September 2020.

**RESOLVED – that the minutes of the Property Sub-Committee Meeting held on Tuesday 8<sup>th</sup> September 2020 be signed as a correct record.**

**P20/11#35 Action Review Summary**

To receive, review and agree priorities in relation to outstanding actions.

- Toilet Blocks/ PV Panels – further information is awaited regarding the technical detail within the quotes
- Bandstand Lighting – no further progress to date. A commitment to ensure the works are completed in time for the 2021 Bands Season was given
- Work on the draft budget for 2021/22 will commence shortly and will be available for the next Sub Committee meeting in early January

**RESOLVED – to receive and note the report.**

**P20/11#36 Town Clerk's Report - to receive and note update from Town Clerk (for information only)**

- The Fire Risk Assessment has been completed and a comprehensive report with recommendations will be brought to the next meeting. Approval of expenditure to extend the fire alarm system will be sought to ensure the fire alarm system can be upgraded to offer the highest protection

**RESOLVED – to receive and note the report.**

**P20/11#37 Finance**

To receive income and expenditure report for the Property Sub-Committee Budget 2020/2021.

**RESOLVED – to receive and note the report.**

**P20/11#38 The Larruperz Centre**

To consider a request for authority to plant trees within the grounds of the Centre. This item was deferred pending further information

**P20/11#39 Working Groups**

To receive a verbal/written report from

- Market House Working Group**  
[Councillors Lister, O'Driscoll and Utting]  
(Terms of reference – PM20/02#14)

The Chairman reported that a Schedule of Works would be drawn up in preparation for the tender process to be started with an anticipated time frame for the summer 2021. It is likely the works will not commence until 2022 due to the need to make applications for grant funding.

A zoom meeting for the Working Group and other stakeholders will be arranged shortly.

7.45 pm Councillor Winder joined the meeting

**ii) Homs Road Depot Working Group**  
[Councillors Ciolte, Lister and Ravenscroft]  
(Revised Terms of Reference - PM20/02#14)

The Clerk gave a verbal report on the outcomes of the action plan prepared for the Working Group and it was agreed to hold an extra ordinary Sub-Committee meeting on Monday 9<sup>th</sup> November to approve the expenditure to enable the works to commence.

**P20/11#40 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item P20/11 # 33 above refers)**

**Commercial in Confidence**

- i) To review and agree offer of counter proposal from the Council’s tenant  
[Reference Previous agenda item P20/09#28]

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Gumm

**RESOLVED – to accept the counter proposal by the tenant and offer a concession of 50% reduction in the rent for every whole month of lockdown up until the end of the Financial Year (March 2021).**

- ii) To receive correspondence from HM Land Registry in relation to an application for registration based on adverse possession at the Ropewalk and consider course of action in response.

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Utting

**RESOLVED – not to object to the claim on the proviso that when the registration is made that the boundary wall also be transferred into the ownership of the applicant.**

There being no further business the meeting closed at 8.02pm

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Chairman

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Date