

Ross-on-Wye Town Council

Minutes of the meeting of the Open Spaces Committee
held on Monday 25th January 2016 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor R Mayo – Chairman
N Gibbs, D Lister, D Ravenscroft and C Gray

In attendance: Mrs S Robson - Town Clerk

There was one member of the public and no members of the press present.

OS16/01 01 Apologies for Absence
Councillor C Bennett – On holiday

RESOLVED – to accept the apologies given

OS16/01 02 Declarations of Interest
None

OS16/01 03 Dispensations
None

OS16/01 04 Public Participation
None

OS16/01 05 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)
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.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – that agenda item #16/01 20 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

OS16/01 06 Open Spaces Committee Meeting Minutes - to confirm and sign the minutes of the previous meetings held on Monday 23rd November 2015.
LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Open Spaces Committee Meetings held on Monday 23rd November 2015 be signed as a correct record.



7.03pm Item OS16/01 # 07 Deferred as Mr. Griffiths was not present

OS16/01 08 Action Review Summary – to receive and review outstanding actions
A verbal report was made to confirm actions.

- Floodlights at St Mary's Church – The Committee agreed to approach the PCC to consider alternative lighting solutions and there will be an agenda item for the next committee meeting with costed options.

RESOLVED – to receive and note the report.

OS16/01 07 Parish Lengthsman

7.06pm Mr. Griffiths arrived at the meeting

It was reported that the scheduled maintenance programme is on track, in relation to the drainage works this is on target, all streets and roads have been visited twice. He flagged up a need where there are on-going problems that sometimes need to be referred back to BBLP. There are often difficulties with new housing developments when drains are not being re-instated after building works are complete. Archenfield Road poses an ongoing problem in regards to finding the outfall for the drainage, also the drain at the Market House continues to cause difficulties, debris and rubbish is being removed from the pit and further investigations are being made to identify the outlet. There are two ditches in the town for Ross Parish, Archenfield Road was cleared last year, there is constant debris and it needs attention regularly and Brampton Road ditch. There is no general litter picking done but if the Team is working on a site then it will be picked up. The cleaning of road signage is done on a responsive basis as required. Public Rights of Way – this work is carried out on request, often vegetation becomes a problem and this needs some attention when paths become overgrown. A question was raised about who is responsible for 'B' roads as BBLP are no longer carrying out works, is this something that could be done within the town limits under the Grant Scheme.

Members thanked Mr. Griffiths for his report and agreed there needed to be further debate about how to respond to works on 'B' roads.

7.35pm Mr. Griffiths finished his report and left the meeting.

OS16/01 09 Finance
To review the Committee's income and expenditure for the year to date.

It was noted that there was an overspend on the P3 Scheme.

RESOLVED – to receive and note the report.



OS16/01 10 Deanhill Park

- i) To authorise the expenditure of £470.00 for tree works to be carried out.

Members were reminded of the large Copper Beech that needs remedial works, the lower branches need removing and the upper branches to be crowned.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Gray

RESOLVED – approval was given for expenditure of £470.00 from the Tree Works budget in the Deanhill Park Cost Centre to carry out the works.

OS16/01 11 Caroline Symonds Gardens

To receive a verbal update in connection with drainage problems at the site and consider options and expenditure for works to be carried out.

The drainage issues have been a long standing problem that had not been resolved prior to the Town Council taking over this site. There is a drain in the middle of the gardens which has an outfall to the river which has become blocked over the years causing back flow. These essential proposed maintenance works and the creation of a new soakaway are necessary for the long term improvement at this site.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Gibbs

RESOLVED – approval was given for expenditure of £1950.00 from the Grounds Maintenance budget to carry out the works.

OS16/01 12 Amenities Tools & Equipment

To consider and approve expenditure for tools and equipment at a cost of £782.88 for use by the Amenities staff.

The Asset Transfers have seen a lot of additional works that need carrying out and it is therefore necessary to purchase tools and equipment for the staff to carry out their duties. It was agreed to defer the purchase of a Petrol Blower to look for a better specification.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Lister

RESOLVED – approval was given for expenditure of a maximum of £900.00 for Amenities tools and equipment from the budget allocated for Asset Transfers.



OS16/01 13 Waste Disposal

To consider proposed new arrangements for the disposal of waste on the Open Space areas recently taken as part of the Asset Transfer package.

A verbal report was given to update Members about the new arrangements with the bins at the locations on the Assets transferred by HC. There are a number of options regarding arrangements for waste disposal including the frequency and style/size of bins and this will be brought back to the next Committee meeting for further consideration.

OS16/01 14 Open Spaces Management Plan

To receive verbal report on the progress of the Working Group to develop a Management Plan for the Council's Open Spaces and agree sites for zoned areas.

The Working Group met recently, members comprised a number of agencies and organisations to look at developing a Management Plan.

7.50 pm Councillor Lister declared a NDP Interest being known to the Landscape Architect that had drawn up some plans.

The proposed plans included the proposal to have an area of open land that would not be mown and other areas that would be designated as amenity land for recreational use. The suggestion of a Community Orchard at the Ropewalk was deemed unsuitable at that location but this could be something for another site. The Long Acre site has been identified as being suitable to leave uncut and to have curved borders to encourage biodiversity and on the Caroline Symonds area to leave areas that abound the arboretum. It was agreed that the introduction of an area of floodplain meadow at Long Acre would be a benefit, although it is recognised this would be a long term project. The Council's Contractor is looking at revised figures to take into account having two hay cuts in this area each year and what impact this will have on the budget.

RESOLVED - the Committee confirmed its commitment to the draft plans subject to further amendment and to support recommendation of a fully proposed plan to go to Full Council for adoption.

OS16/01 15 Planting Schemes and Flower Beds

To receive a verbal update on licences and proposals for planting.

Progress has been made to finalise the agreements with HC regarding the licences and there have been a number of people come forward willing to work with the Town Council to develop these sites. There is scope to work with local businesses and organisations for sponsorship which will enable more ambitious schemes. A fully costed proposal for the planting will come forward to the next committee meeting. Work is on-going with a number of local community groups to improve beds and planters.

RESOLVED – to receive and note the report.



OS16/01 16 Trees

To approve expenditure of £620.00 plus vat to carry out basal pruning and tree works to remove overhanging lower branches on selected trees along the Rope Walk, Long Acre and Caroline Symonds Gardens.

Work has been identified which will enable the grass cutting to be done more effectively and safely.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Gray

RESOLVED – approval was given for expenditure of £620.00 from the Grounds Maintenance budget to carry out the works.

OS16/01 17 Rope Walk

To consider request from Soi Dogs to use the Rope Walk for an event planned on Saturday 25th June 2016.

It was agreed to approve the request to use the Rope Walk for this event at no cost, however conditions should be set out to ensure that the area is left in a good and clean state and that a refundable deposit in line with last year should be obtained. It was agreed that for future years a policy would need to be put in place laying out the Council's terms and conditions of use.

OS16/01 18 Red Meadow Car Park

To discuss the option and consider the cost of installing a barrier at the entrance to the Car Park.

There have been long standing problems in this area due to the availability of facilities that are accessed from this site. Members were asked if they would in principle approve the erection of a barrier on the Kyrle Street entrance on Herefordshire Council (HC) owned land. HC has given authority for a barrier to be erected and there has been an informal agreement with the Town Council's Cleaning Contractor to open and close the barrier when the toilets are open. Outside these hours the barrier would remain locked. A recommendation needs to be sought regarding the height of the barrier. It was suggested that a contribution should be sought from HALO as it would be in their interests too.

RESOLVED – to pursue this idea and bring costings back to the next Committee meeting.



OS16/01 19 St Mary's Churchyard

To consider the request from the PCC to reimburse the insurance excess of £100 for repairs to the pillar and gate.

This work had been necessary due to an accident with the Council's vehicle that resulted in the pillar being dislodged from the gate.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – approval was given for expenditure of £100.00 from the General Amenities budget to reimburse the PCC for the insurance excess payable.

OS16/01 20 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 16/01 # 05 above refers)

Commercial in Confidence

i) Allotments - Allotment Tenancy Agreement

To consider for recommendation to Full Council the proposed draft agreement to commence with effect from 1st April 2016 for a period of five years.

RESOLVED – to recommend to Full Council that a Legal Agreement be drawn up with Tudorville Allotments Association for a five-year period.

ii) Crossfields – Renewal of Lease

RESOLVED – to recommend to Full Council a new twenty-five-year lease be drawn up.

iii) Tree Audit – to receive updated report regarding Contract for the proposed Tree Audit works

Members were informed that three companies had been approached to submit a bid for the works but only one had been received.

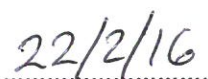
Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Lister

RESOLVED – approval was given for expenditure of £495.00 plus vat from the Grounds Maintenance budget of the Amenities Cost Centre to carry out the Audit.

There being no further business the meeting closed at 8.50 pm


.....
Chairman


.....
Date

Ross-on-Wye Town Council

Minutes of the meeting of the Open Spaces Committee
held on Monday 22nd February 2016 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor R Mayo – Chairman
N Gibbs, D Lister, D Ravenscroft and C Gray

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

OS16/02 21 Apologies for Absence
Councillor C Bennett – Illness

RESOLVED – to accept the apologies given

OS16/02 22 Declarations of Interest
None

OS16/02 23 Dispensations
None

OS16/02 24 Public Participation
None

OS16/02 25 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)
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.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Gray

RESOLVED – that agenda item #16/02 39 ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

OS16/02 26 Open Spaces Committee Meeting Minutes - to confirm and sign the minutes of the previous meetings held on Monday 25th January 2016.
LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Open Spaces Committee Meetings held on Monday 25th January 2016 be signed as a correct record.



- OS16/02 27 Action Review Summary** – to receive and review outstanding actions
Members received a verbal report on the outstanding actions.

RESOLVED – to receive and note the report.

- OS16/02 28 Finance**
To review the Committee’s income and expenditure for the year to date and consider earmarking unspent monies for projects in 2016/2017.

Members were appraised of the up to date financial position for the Committee’s cost centres and informed of known and anticipated expenditure for the remaining period up to the year end.

RESOLVED – to receive and note the report and recommend that the anticipated balance of approximately £8.5k be earmarked for Horticultural Services in 2016/2017.

- OS16/02 29 Finance**
To consider and approve expenditure for the purchase of new litter bins to replace existing damaged ones.

Members were informed of the audit that has been undertaken to review all the bins and benches in the locations at the open space sites that have been transferred from Herefordshire Council. There are monies budgeted for replacement bins and there are a number that have been identified as needing replacing as they are either damaged or rotten.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve expenditure in the sum of £4180.00 from the Amenities Cost Centre to purchase twelve new litter bins.

- OS16/02 30 Ross-on-Wye Cemetery**
To consider review of fees and approve charges for 2016/2017.

Members reviewed the proposed fees structure and recognised the need to increase the charges with effect from 1st April 2016.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Gray

RESOLVED – to approve the proposed structure of fees for the cemetery with effect from 1st April 2016.



OS16/02 31 Crossfields

To consider request to install a permanent table tennis table located on the former site of the children's play area.

A request from EnviroAbility was considered to install a new concrete table tennis table as funding for the project had been obtained. The facility would be managed on a free to use basis and equipment for hire would be available through the staff at the Tennis Club.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve the request for permission to install a permanent concrete table tennis table on the former site of the children's play area at Crossfields.

OS16/02 32 Planting Schemes and Flower Beds

To discuss sponsorship proposal scheme for planting flower beds and tubs.

The Members were appraised that the licenses have now been received from Herefordshire Council and the conditions were in line with those previously discussed. The formal agreements will be signed which will enable work to proceed at the sites that were previously identified and approved. A meeting will take place soon with a number of partners about schemes for sponsorship for beds and planters and a report scheduling the fees and proposed designs will be brought back to the committee for the March meeting.

It was agreed that those organisations already sponsoring a bed/planter will continue on the same basis as before and that more volunteers will be encouraged to participate and get involved with the newly acquired sites. It was agreed those responsible for existing sponsored areas should be required to maintain the bed/planters to keep them looking tidy. It is proposed that the scheme will incorporate spring and summer planting and there will be the option of perennial planting or shrubs at the larger beds.

A structure of fees and sponsorship will be introduced to cover the cost of the planting. Members requested that a colour scheme should be considered to provide some consistency across the town. The sponsorship signs should be approved in advance by the Committee and be of a uniform design.

OS16/02 33 Red Meadow Car Park

To consider recommendation to Full Council for the approval of expenditure to install a traffic management barrier to the entrance of Red Meadow Car Park.

Members were asked to approve a recommendation to Full Council for expenditure to have a barrier installed. There is an opportunity for a contribution from another of the main users of the car park. It was agreed that a recommendation be made to Full Council for authorisation once the full costs are known.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Lister



RESOLVED – to recommend expenditure to Full Council to install a barrier at the entrance to Red Meadow Car Park from Kyrle Street.

OS16/02 34 Parish Lengthsman Scheme

To consider extended scope of works, outside the grant provided through the Scheme, to include drainage works to specified 'B' roads in Ross on Wye and to approve application for renewal of the Scheme for 2016/2017.

The grant scheme funding has been reduced resulting in work to the two 'B' roads through Ross having been withdrawn. Balfour Beatty will not carry out any works other than on a responsive basis and it was recognised this is likely to cause longer term problems with drainage and flooding. The Committee considered the benefits of re-instating this service on a preventative maintenance schedule. The anticipated cost for 2016/2017 would be £1700.00 plus vat.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Gray

RESOLVED – to approve expenditure of £1700.00 plus vat from the Amenities 2016/2017 budget to the Parish Lengthsman for preventive maintenance as agreed on B4234 and B4260 roads.

OS16/02 35 Open Spaces

To consider a Lettings Policy setting out the Council's Terms and Conditions of Hire for the Council's Open Spaces.

Item withdrawn

OS16/02 36 Deanhill Park

To discuss and authorise expenditure for repairs to the stone wall at Deanhill Park.

Members were informed that a meeting with a local contractor was imminent and a further report would be made to Full Council for a request for expenditure from the Earmarked Reserve Fund.

OS16/02 37 Flagpole – Market Square

To consider expenditure of £938.00 for a site service and replacement parts to repair damaged/worn flagpole.

Members were advised that only one quote had been received. It was agreed to approve delegated authority to the Clerk, subject to obtaining a second estimate, to spend up to £938.00 plus vat for the necessary repairs and service to the flagpoles.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Gray

RESOLVED – to approve delegated authority to the Clerk to spend up to £938.00 plus vat for the site service and repairs to the flagpoles in Market Square.



OS16/02 38 Correspondence;

To receive and consider response to the following items of correspondence;

- i) Request for memorial tree/bench at a location to be agreed with applicant
- ii) Request to consider planting 1 x 7-foot memorial Silver Birch tree and agree suitable location
- iii) Request for approval to plant 2 memorial trees along the river bank

Members recognised the need to encourage and facilitate the installation of benches and planting trees but Members requested a deferment on these requests until a policy has been adopted and approval of authorised sites has been given.

- iv) Request for use of Town Council owned land for events on Sunday 1st May, Saturday 23rd July/ Sunday 24th July and Saturday 6th August.

Rope Walk - 1st May – River Festival Event

Rope Walk – 23rd/ 24th July – Steampunk and Pirate Event

8.10 pm Councillor Gray Declared a Non Pecuniary Interest as he is known to the Chairman of the Ross Town Carnival.

Rope Walk – 6th August – Ross Town Carnival

Members approved, in principle, the requests for these events to be held at the Rope Walk. The need for a formal policy was recognised however which would specify Terms and Conditions of hire.

OS16/02 39 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 16/02 # 25 above refers)

Commercial in Confidence

Weather Station

To consider Draft Heads of Terms for proposed 20-year Lease with the Met Office.

Recommend - approval to Full Council subject to some amendments to the proposed Heads of Terms.



Amenities Yard

To discuss future arrangements for storage of plant, equipment and vehicles and consider options available for recommendation to Full Council.

Members discussed the need for contingency plans in the event that Ross Depot closes. There would be a requirement for secure parking, storage of plant and equipment and space for amenities work to be carried out. Informal discussions about a number of sites are being held. The Committee was in favour of pursuing an option to include the provision of a workshop and recognised there would be potential building costs, maintenance and insurance costs. A fully costed proposal would be submitted to Full Council in due course.

There being no further business the meeting closed at 8.30 pm


.....

Chairman

29/3/16
.....

Date

Ross-on-Wye Town Council

Minutes of the extra ordinary meeting of the **Open Spaces Committee**
held on Tuesday 29th March 2016 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor R Mayo – Chairman
C Bennett and D Ravenscroft

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

OS16/03 40 Apologies for Absence
Councillors N Gibbs and D Lister – Work Commitment

RESOLVED – to accept the apologies given

OS16/03 41 Declarations of Interest
None

OS16/03 42 Dispensations
None

OS16/03 43 Public Participation
None

OS16/03 44 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)
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.

Being no members of the press or public present no items were excluded.

OS16/03 45 Open Spaces Committee Meeting Minutes - to confirm and sign the minutes of the previous meetings held on Monday 22nd February 2016.
LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Open Spaces Committee Meetings held on Monday 22nd February 2016 be signed as a correct record.

OS16/03 46 Action Review Summary – to receive and review outstanding actions
Members received a verbal report on the outstanding actions.

RESOLVED – to receive and note the report.



OS16/03 47 Finance

To review the Committee's income and expenditure for the year to date.

Members were appraised of the up to date financial position for the Committee's cost centres and informed of known and anticipated expenditure for the remaining period up to the year end. It was reported that whilst the Committee is expected to have an underspend of about £8,000 as there was a budget deficit set last year there is no advantage to earmarking funds that would have to come from general reserves.

RESOLVED – to receive and note the report.

OS16/03 48 Finance

- i) To consider and approve expenditure of £303.54 for replacement parts to play equipment at the Rope Walk.

Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Bennett

- ii) To consider and approve expenditure of £298.96 for replacement parts to play equipment at Deanhill Park.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Ravenscroft

- iii) To approve delegated authority to the Clerk in consultation with the Committee Chair for expenditure for tree pruning works and thinning along the riverbank at the Rope Walk and Long Acre.

Site visits with two contractors have taken place to consider works along the riverbank to improve the visual amenity in this area. The Committee agreed not to accept the lower quote on the basis that the higher quote offered a specialist service with consideration to conservation measures in a sensitive area. It was agreed to approve estimated expenditure of £2270.00 from this year's budget.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve the expenditure as detailed.



OS16/03 49 Policies

To review the following policies and approve recommended changes;

Cemetery Administrative & Operational Policy & Cemetery Memorial Regulations

The Members considered the proposed amendments and were happy to approve the minor changes to reflect changes in the Council's administrative practices and new staffing structure.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve the proposed changes in the Cemetery Administrative & Operational Policy & Cemetery Memorial Regulations.

OS16/03 50 Planting Schemes and Flower Beds

To discuss sponsorship proposal scheme for planting flower beds and tubs and consider signage options and approve costs.

The Committee was updated about the progress with this project and the need to clear some of the beds as they have become very overgrown. It was proposed some of this work could be done by the Council's Amenity staff. In addition, there will be expenditure needed for soil improver and fertilizer. Further information will be available for the April meeting about the sponsorship and the cost of planting for the Committee to agree what the priority areas are and how the Committee's budget can be maximized.

OS16/03 51 Open Spaces

To consider the introduction of two new policies;

- i) Open Spaces Lettings Policy setting out the Council's Terms and Conditions of Hire

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to approve the policy and to give delegated authority to the Clerk in conjunction with the Committee Chairman to approve hires subject to compliance with the policy and providing the relevant application and paperwork have been submitted. It was agreed that in special cases applications should be referred to the Committee for consideration and a report regarding those applications approved should be submitted to Committee for information.

- ii) Memorial Bench Policy

It was agreed to defer this item pending further investigations about the cost of the bench, care and maintenance obligations.



OS16/03 52 Litter Bins

To consider requests to install wall mounted litter bins at new locations and approve expenditure for their purchase.

A number of requests have been received for litter bins to be installed at new locations and also to replace damaged bins and one bin that has been removed. It was recognised that whilst this was additional work for the Council's staff it contributed towards making improvements for the town and responding to resident's complaints. All requests would be subject to approval from the relevant authorities.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Ravenscroft

RESOLVED – to purchase six new post mounted litter bins for a total cost of £600.00 plus vat

OS16/03 53 Correspondence;

To receive and consider response to the following items of correspondence;

- i) St Mary's PCC – Response to request regarding floodlighting

Members agreed part of the problem was the issues with the overgrowth and vegetation. The Clerk was tasked with looking at other options and getting some costings to bring back to the Committee for further discussion.

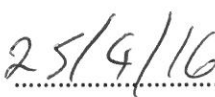
Proposed: Councillor Ravenscroft
Unanimous

Seconded: Councillor Bennett

RESOLVED – to note the correspondence and seek advice about alternative options.

There being no further business the meeting closed at 8.20 pm


.....
Chairman


.....
Date