



**A17/01 7 Action Review Summary**  
To receive and review Outstanding Actions Summary

The report was noted and in addition:

- i) Members asked the Deputy Clerk to check on the process for applying for the Section 106 monies due to the Town Council.
- ii) Cllr Mayo reported that the Working Party for the Rope Walk would be meeting the next day and grants were being applied for.
- iii) Cllr Mayo would look again at the floodlights which are incompatible with LEDs and report back at the next meeting.
- iv) The Deputy Clerk would be arranging for purchasing dog signs with Cllr Mayo over the next few weeks.

**A17/01 8 Budget Update**  
To review the budget information for the year to date

The Chairman highlighted the fact that although much of the money this year had been spent, the Committee should remain in budget for the year as the winter period is now approaching. The report was accepted.

**A17/01 9 River Bank Management Project**  
To receive a report on the progress of works to the river bank

Nick Critchley of the AONB has organised for the work on pleatching, willow spiling, coppicing and pollarding to be done and a planning application for the tree works has now been submitted.

Members asked that the Deputy Clerk look into the provision of information boards to explain what has been done and why and to request that the cost of these come from the Natural England grant.

**A17/01 10 St Mary's Churchyard**  
To receive and consider the Quinquennial Report from the Diocese of Hereford on the state of the Churchyard and works required

Members went through the report and asked the Deputy Clerk to obtain quotes for the following works:

- i) Providing a cast iron rail to join the existing rail above the steps opposite Church Close (to come from next year's budget)
- ii) Repairing and repointing the wall from Okells to Old Maids Walk (costs to come from earmarked walls reserve)
- iii) The removal of a step (trip hazard) at the north east corner of the church (to the stone mason who is replacing a flagstone at the top of the steps by Okells).

In addition, it was agreed to find out about training for monument testing (for both the churchyard and the cemetery) and after the winter to move the salt bin from its current location by the boiler house.

**A17/01 11 Blake's Garden/Long Acre**  
To consider a request to move a tree from Blake's Garden to the Long Acre  
Cllr Utting had asked if there was a suitable place along Long Acre where a tree given and planted in Blake's Garden could be moved as the present site was unsuitable due to the potential size of the tree.  
The Deputy Clerk was asked to seek advice from our tree surgeon as to a suitable place.



The Chairman asked for Item #12 to be moved to the end of the agenda.

**A17/01 13 Skate Park**

To consider a report

- i) recommending the removal of the knee rail on three sides of the skate park and part use it to cut off the bank used by joy riders and erect around far end of the car park and
- ii) to recommend to Full Council the approval of expenditure of up to a maximum of £1,000 from the Skate Park budget (earmarked reserve) to insert bollards including retractable ones for service vehicles.

Proposed: Councillor Lerego

Seconded: Councillor Bennett

Unanimous

**RESOLVED –**

- i) **to remove the knee rail on three sides of the skate park and reuse it by installing it along the bank and around the far end of the car park and**
- ii) **to recommend to Full Council the approval of expenditure of up to a maximum of £1,000 from the Skate Park budget (earmarked reserve) to insert bollards including removable ones for service vehicles**

**A17/01 14 Rope Walk**

To consider two issues of concern:

- i) dogs freely roaming out of control
- ii) quad and scrambler bikes churning up the grass

CLlr Mayo explained that there had been recent incidents of motorised bikes being driven across the grass at speed and complaints regarding freely roaming dogs, including one incident of four Doberman type dogs and their owner intimidating an elderly resident on the Rope Walk.

Signage requesting that dogs are on leads and signs saying 'no motor vehicles', as well as 'no alcohol' signs are already located in this area. It was agreed the signs will be made more visible with the addition of extra ones requesting dogs on leads which have already been approved.

The Deputy Clerk was also asked to investigate the making of by-laws and find out to what extent they can be enforced.

**A17/01 12 Planting Schemes and Flower beds**

**Commercial in Confidence**

To consider quotes received for the planting and agree a way forward.

Two expressions of interest had been received. The first in the form of an official estimate submitted as requested from the detailed specification that had been provided. The second, an offer to plant and maintain some of the beds at no cost.

It was noted that the first estimate exceeded the agreed budget, however with the option of excluding some of the beds and tubs from the scheme, there was scope for the majority of the planting to take place whilst keeping expenditure within budget.

Consideration was given to approving the planting and management of the remaining beds by the second contractor on a nil cost basis in a voluntary capacity.

Should the existing sponsors of the tubs continue to support the scheme this would enable the planting of the tubs to continue.



It was agreed to invite U3A to carry on the work started in 2016 by looking after the 'welcome beds' at their cost, and explain that the Council would ensure the grass was kept short around the beds making it a more satisfying experience for their members.

The Deputy Clerk was instructed to liaise with U3A, the sponsors of the tubs, and the two contractors to confirm that they were prepared to look after each specific part of the scheme and subject to the outcome of these discussions a final decision would be made at the next meeting.

There being no further business the meeting closed at 8.14pm

  
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Chairman

7/2/17  
.....  
Date

# Ross-on-Wye Town Council

**Minutes of the meeting of the Amenities Committee**  
held on Tuesday 7<sup>th</sup> February 2017 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors R Mayo (Chairman), C Bennett, V Coker, D Lister and substitute C Utting  
Ex-officio Councillors N Gibbs and D Ravenscroft

In attendance: Mrs R Lewis – Deputy Town Clerk

**A17/02 15 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
To receive and approve any apologies for absence

Cllr Lerego (family commitment)

**A17/02 16 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\)](#)  
To receive any declaration of Councillors' interests

None

**A17/02 17 Dispensations**  
To receive any written dispensations from Councillors declaring an interest

None

**A17/02 18 Public Participation**  
None

**A17/02 19 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 Coker

**RESOLVED - that agenda items # A17/02 26 "St Mary's Churchyard" and A17/02 27 "Planting Schemes and Flower beds" be treated as commercially confidential and be dealt with after the Public (including the Press) have been excluded.**



- A17/02 20 Amenities 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 17 January 2017
- RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 17<sup>th</sup> January 2017 be signed as a correct record.**
- A17/02 21 Action Review Summary**  
To receive and review Outstanding Actions Summary
- The report was noted and in addition:
- i. The Deputy Clerk reported that a new lock for the Churchyard Gate had now arrived and would be put in place next week to allow time for key holders to be informed.
  - ii. Two memorial benches had been ordered for Rope Walk and Crossfields further to applications by members of the public.
  - iii. A copy of the procedure for passing byelaws had been circulated to members. The Deputy Clerk felt that the current procedure was not worth pursuing as enforcement would be very difficult. Members would revisit when the expected new legislation comes into effect.
  - iv. Advice had been received regarding a suitable position for the large tree in Blakes Gardens in the recently cleared area of Caroline Symonds Gardens. However, Cllr Utting reported that the donor had now decided to keep it.
- A17/02 22 Budget Update**  
To review the budget information for the year to date
- Very little had changed since the last meeting and expenditure continues to be on track to remain within the budget. The report was accepted.
- A17/02 23 River Bank Management Project**  
To receive a report on the progress of works to the river bank
- The Deputy Clerk reported that permissions are being obtained and work is being scheduled for the last two weeks in March.  
A designer from the AONB is being asked to provide an information board and the design of the frame will be like the Overlooking the Wye signs. Members were pleased with the design and thought that an A1 sized notice would be ideal.
- A17/02 24 Rope Walk**  
To receive a report from the Rope Walk Playground Project Group
- Cllr Mayo reported that the group had been active in raising money in a variety of ways. He asked that the designer of the proposed playground be invited to the next meeting.
- A17/02 25 Section 106 Monies**  
To receive an update from the Chairman
- Cllr Mayo had been in touch with the planning obligations officer at Herefordshire Council and arranged a meeting to find out what monies could be used for, particularly with a view to the Rope Walk Playground.



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 the following items. (Item A17/02 # 19 above refers)

**Commercial in Confidence**

- A17/02 26 St Mary's Churchyard**  
i) To consider and approve expenditure for the repointing and repair of the churchyard side of the wall from Okell's steps to Olds Maids Walk with a recommendation that it come from the earmarked funds for walls.

Only one quotation had been received, a further had been promised but had not materialised.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to recommend to Full Council that a maximum of £2,920 be spent on repairing and repointing the length of churchyard wall from Okells to Old Maids Walk on the churchyard side to come from earmarked funds (walls).**

- ii) To consider a quotation for the installation of new cast iron railings as required by the Diocese in the Quinquennial report.

A quotation had not yet been received. This will be deferred to the next meeting.

- A17/02 27 Planting Schemes and Flower beds**  
To consider quotations and appoint a contractor for the planting scheme for 2017 to 2020

The Deputy Clerk had met with the preferred Contractor and discussed in detail the parts of the contract which could be offered to him. Correspondence had also been received from a local business requesting that it look after specific beds. Members requested that these beds also be included in the colour scheme.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve and appoint Roses Nursery for a three year Contract for planting and maintaining beds and baskets at a total cost of £23,920.**

**In addition that Ross Garden Store be offered beds at Wilton Road, Walford Road/ Eastfield Road and Copse Cross Street at nil cost to the council with the proviso that any signage at these beds would have to be approved by the committee in advance.**

There being no further business the meeting closed at 7.52pm

  
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Chairman

7/3/17  
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Date

# Ross-on-Wye Town Council

## Minutes of the meeting of the **Amenities Committee**

held on Tuesday 7<sup>th</sup> March 2017 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors R Mayo (Chairman), C Bennett, V Coker, H Lerego  
Ex-officio Councillors N Gibbs and D Ravenscroft

In attendance: Mrs R Lewis – Deputy Town Clerk  
Two members of the public and no members of the press

- A17/03 28 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
To receive and approve any apologies for absence
- None
- A17/03 29 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\)](#)  
To receive any declaration of Councillors' interests
- None
- A17/03 30 Dispensations**  
To receive any written dispensations from Councillors declaring an interest
- None
- A17/03 31 Public Participation**  
Mr John Taylor, secretary of the Tudorville Allotments Association, asked members to look at two issues at the Allotments:
- i. The water supply - the proposed transfer to the Allotments and the pipe and tap currently situated in the cemetery
  - ii. Progress of the new Head Lease between the Town Council and Tudorville Allotments Association
- Cllr Mayo thanked them for all their hard work at the allotments and told them that these two matters would be put on the next agenda.

Two members of the public left the meeting at 7.10pm.

- A17/03 32 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

R.M



Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Coker

**RESOLVED - that agenda items # A17/03 40 "St Mary's Churchyard" be treated as commercially confidential and be dealt with after the Public (including the Press) have been excluded.**

**A17/03 33 Amenities 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 7 February 2017

**RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 7<sup>th</sup> February 2017 be signed as a correct record.**

**A17/03 34 Action Review Summary**

To receive and review Outstanding Actions Summary

The report was noted and in addition:

- i. The Deputy Clerk and Chairman had met Herefordshire Council officers and regarding Section 106 payments.
- ii. Dog signs are now with the printer.
- iii. A quote was expected this Thursday for the repair of the ramps with a resin at the Skate Park.

**A17/03 35 Budget Update**

To review the budget information for the year to date

Approximately £4,500 was left in the budget. Work on the surfaces at Deanhill Park was currently being carried out, there was money available for the river bank management project and there were various tools and equipment which the sites operatives would require. It was expected that there would be no money left in the budget by the end of the year.

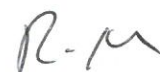
**A17/03 36 River Bank Management Project**

- i. To receive a report on the progress of works to the river bank  
The Deputy Clerk reported that other than the felling licence which was due any day, all permissions had been granted and work is being scheduled for the last two weeks in March.
- ii. To consider a report on the information board from the Deputy Town Clerk and agree to spend up to a maximum of £2,787.  
Costs for the information board had been received. Of a total cost of £3,637, the AONB were able to fund £850 leaving a balance of £2,787.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Coker

**RESOLVED – to approve expenditure to a maximum of £2,787 for an information board at Long Acre and to investigate further the cost of installation and durability of the current design and investigate the use of photographs as an alternative to the illustrations.**



**A17/03 37 Ross-on-Wye Town Cemetery**

- i. To consider and agree a table of fees for the year beginning April 2017  
A draft table of fees which on average were raised by approximately 2% had been circulated.

Proposed: Councillor Bennett

Seconded: Councillor Coker

Unanimous

**RESOLVED – that the draft Cemetery fees table take effect from 1<sup>st</sup> April 2017.**

- ii. To review the memorial regulations  
A revised Cemetery Memorial Regulations had been circulated prior to the meeting.

Proposed: Councillor Gibbs

Seconded: Councillor Lerego

Unanimous

**RESOLVED – that the revised Cemetery Memorial Regulations be adopted.**

Councillor Ravenscroft left the meeting at 7.37pm

- iii. To review the Cemetery Policy

Proposed: Councillor Gibbs

Seconded: Councillor Bennett

Unanimous

**RESOLVED – that the Cemetery Administrative and Operational Policy be revised with the following amendments:**

**16. The Town Council will not be responsible for any other artefacts placed around a grave area. In the lawned area of the Cemetery this practice is not allowed due to the difficulties caused to grounds maintenance operations, and also the potential to cause distress to other Cemetery visitors.**

**Additional rules**

**27. Solar powered ornaments, wind powered artefacts and items of food and drink must not be left on any grave and the Town Council reserves the right to remove any without prior notice.**

**A17/03 38 Rope Walk**

To receive a report from the Rope Walk Playground Project Group

Cllr Mayo reported that the group continues to raise money and has £4,041 Section 106 money earmarked for the project.

The group had chosen a provider and Cllr Mayo was in discussion with the Clerk regarding the plans and the question of the need for additional quotes to comply with the Council's Financial Regulations.

**A17/03 39 Night time closure of parks**

To consider a request from PC Barradale-Smith to have signs installed at the parks (Rope Walk, Skate Park, Caroline Symonds Gardens, Crossfields and Deanhill Park) saying that they are "closed at dusk"

Cllr Mayo explained that the police had requested such signs to allow them to move people on at night time. A plethora of signs was not required, but just one or two at each site which could then be pointed out by the police should the need arise.



It was agreed that these could be added to the order for dog signs already being made.

Proposed: Councillor Lerego  
Unanimous

Seconded: Councillor Coker

**RESOLVED – to approve expenditure to a maximum of £500 in addition to the £300 previously agreed for signage at the open spaces from the signage budget.**

**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 the following items. (Item A17/03 # 32 above refers)**

**Commercial in Confidence**

**A17/03**

**26**

**St Mary's Churchyard**

To consider a quotation for the installation of new cast iron railings as required by the Diocese in the Quinquennial report.

One quotation had been received.

Proposed: Councillor Lerego  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to approve expenditure of £396 plus VAT to supply and fix new railings at St Mary's Churchyard from the Closed Churchyard budget.**

There being no further business the meeting closed at 8.15pm

  
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Chairman

  
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Date





# Ross-on-Wye Town Council

## Minutes of the meeting of the Amenities Committee

held on Tuesday 4<sup>th</sup> April 2017 at 7.00pm

at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors R Mayo (Chairman), C Bennett, V Coker, D Lister  
Ex-officio Councillors N Gibbs and D Ravenscroft  
Substitute: Councillor J Hyde

In attendance: Mrs R Lewis – Deputy Town Clerk  
Three members of the public and no members of the press

**A17/04 41 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
To receive and approve any apologies for absence

Councillor H Lerego

**RESOLVED – to accept the apologies given**

**A17/04 42 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\)](#)  
To receive any declaration of Councillors' interests

None

**A17/04 43 Dispensations**  
To receive any written dispensations from Councillors declaring an interest

None

**A17/04 44 Public Participation**  
Mr John Taylor, secretary of the Tudorville Allotments Association, asked to speak about Item #50.  
He pointed out that it was important to the allotment holders that the water was turned on again for the allotments for the new planting season as soon as possible and suggested that the Allotments Association could remove the stop cock and put a cap on the cemetery tap. Members agreed that this would be a good solution and that in addition a water butt would need to be installed at the cemetery for users as soon as possible.

The three members of the public left the meeting at 7.11pm.

**A17/04 45 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 Bennett

**RESOLVED - that agenda items # A17/04 51 "Skate Park" be treated as commercially confidential and be dealt with after the Public (including the Press) have been excluded.**

- A17/04 46 Amenities 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 7 March 2017

**RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 7<sup>th</sup> March 2017 be signed as a correct record.**

- A17/04 47 Action Review Summary**  
To receive and review Outstanding Actions Summary

The report was noted. Still outstanding are:

- Arrangements for future memorial testing
- Investigating new flood lights
- Tub transfers from Herefordshire Council
- Permission from Herefordshire Council for Skate Park bollards
- Allotments Lease
- Investigating road widening project adjacent to Deanhill Park

- A17/04 48 Budget Update**  
To review the budget information for the year to date

The committee expenditure was in line with the budget for the year.

- A17/04 49 River Bank Management Project**  
To receive a report on the progress of works to the river bank

The Deputy Clerk reported that other all licences are now in place and work begins on Wednesday 5<sup>th</sup> April. The Chairman will meet the contractors at 8.00am. Initially work will be undertaken on the diseased alder trees near Wilton Bridge. Work by the canoe launch and on the Rope Walk will have to wait until the bird nesting season is over.

- A17/04 50 Allotments**
- i. To receive an update on the progress of the lease  
There was nothing to report
  - ii. To receive an update on the removal of the water pipe  
This had been discussed during Public Participation.

**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 the following item. (Item A17/04 # 51 above refers)**

**Commercial in Confidence**



**A17/04 51 Skate Park**

To receive an update on the safety work at the Skate Park

The Deputy Town Clerk had received a quote of £3,000 to repair the transitions on all the ramps in the Skate Park using a new resin paint. It was agreed, following a temporary repair, to keep a close watch on the transitions, and if necessary make a decision to close the park until repairs had been completed. The Deputy Town Clerk was also asked to obtain further quotes for repair work as soon as possible and to ensure that if the resin paint is used, that a suitable guarantee is given for the product.

Proposed: Councillor Coker  
Unanimous

Seconded: Councillor Bennett

**RESOLVED – to recommend to Full Council to spend up to a maximum of £3,000 on safety work to the transitions on the Skate Park ramps from the Earmarked Reserve Account.**

**A17/04 52 Rope Walk**

To receive a report from the Rope Walk Playground Project Group

Cllr Mayo had nothing to report. The group meets again on Wednesday and will be asking the committee to make a recommendation on plans for the new playground.

There being no further business the meeting closed at 7.37pm

  
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Chairman

  
.....  
Date