



# Ross-on-Wye Town Council

**Minutes of the meeting of the Amenities Committee**  
held on Tuesday 9<sup>th</sup> May 2017 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors R Mayo (Chairman), C Bennett, D Lister, D Ravenscroft

In attendance: Mrs R Lewis – Deputy Town Clerk

**A17/05 53 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
To receive and approve any apologies for absence

Councillor C Gray, Councillor C Utting (previous commitment)

**RESOLVED – to accept the apologies given**

**A17/05 54 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\)](#)  
To receive any declaration of Councillors' interests

None

**A17/05 55 Dispensations**  
To receive any written dispensations from Councillors declaring an interest

None

**A17/05 56 Public Participation**

None

**A17/05 57 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

There were no items requiring the exclusion of the public or press.

**A17/05 58 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 4<sup>th</sup> April 2017

**RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 4<sup>th</sup> April 2017 be signed as a correct record.**

**A17/05 59 Action Review Summary**

To receive and review Outstanding Actions Summary

- The Deputy Clerk had not arranged for memorial testing training yet
- The Chairman requested that the church floodlighting be put on the next agenda
- The Clerk had not been able to finalise the lease with the allotments yet
- The Deputy Clerk would chase the contractor regarding the new railings at the churchyard

**A17/05 60 River Bank Management Project**

To receive a report on the progress of works to the river bank

- Work had been completed to remove the diseased alder trees in Long Acre. The pleatching and coppicing would now be carried out in September because of birds nesting.
- A second ecological survey is to be carried by the AONB in June to see if there are any further species in the uncut areas of Long Acre.
- A member of the public reported that he had seen and photographed a helliborine in another location at Long Acre last autumn - the chairman and deputy clerk met with the AONB officer on site.

**A17/05 61 Skate Park**

To receive an update on safety work at the skate park and consider the options for repairs.

Three quotations had been received for three different methods of repairing the transitions at the Skate Park. £3,000 had previously been approved for the repairs.

Proposed: Councillor C Bennett

Seconded: Councillor D Lister

**RESOLVED – to accept a quotation of £2,995 for repairing all ramps with additional steel plating, welding to the existing steel and covering the worn concrete strips and repainting the entire ramps with anti-slip paint.**

**A17/05 62 Rope Walk**

To receive an update and recommendations from the Rope Walk Playground Project Group

There was no report.

**A17/05 63 Churchyard Wall**

To receive an update on the work to the churchyard wall

The Deputy Clerk explained that major problems with the state of the wall currently being repaired had been found. She had sought advice from the church architects who agreed with the contractor that the wall needed rebuilding because of the erosion of the stone beneath the mortar facing. As a result, the cost of repairs were much higher than the original quotation and the amount previously agreed would only cover the rebuilding of the first 18 metres.

Members agreed to look at the site at the end of the agenda in order to make a decision on the way forward.



A17/05 64 Finance

**a) Dog Bag Dispenser at Bandstand**

To agree to purchase a dog poo bag dispenser and bags for the Bandstand at a cost of no more than £101.09 plus delivery from the Street Furniture Budget.

Members deferred a decision for the purchase of a dog poo dispenser but would monitor the dispenser at the Sports Centre.

**b) Dean Hill Park**

To consider purchasing a new scramble net to replace the frayed one at a cost of £431 including delivery from the Play Area Maintenance Budget.

Members deferred a decision on the purchase of a new scramble net until after the Annual Play inspection which is due shortly.

**c) Litter bin emptying**

To approve expenditure of £1832 from the Grounds Maintenance Budget for contracting out the emptying of litter bins for six hours over 16 weekends during the summer.

Proposed: Councillor C Bennett

Seconded: Councillor D Ravenscroft

**RESOLVED – approve expenditure of £1832 from the Grounds Maintenance Budget for contracting out the emptying of litter bins for six hours over 16 weekends during the summer.**

**d) Parish Lengthsman**

To approve expenditure of £900 from the Parish Lengthsman Budget for a spring and autumn clear of the B roads outside the town centre.

Proposed: Councillor D Lister

Seconded: Councillor D Ravenscroft

**RESOLVED – approve expenditure of £900 from the Parish Lengthsman Budget for a spring and autumn clear of the B roads outside the town centre.**

**e) Rope Walk Play Area**

To consider purchasing a new spring for the broken springy rocker at a cost of £99 (inc delivery) from the Play Area Maintenance Budget.

Proposed: Councillor C Bennett

Seconded: Councillor D Lister

**RESOLVED – approve expenditure of £99 from the Play Area Maintenance Budget for a new spring for the broken springy rocker.**

**f) Drainage at Long Acre and Caroline Symonds Gardens**

To consider works by the Parish Lengthsman to grass over the Long Acre drain and protect the stones from the lawn mowers on the Caroline Symonds French Drain.

A proposal and quotation had been received from the Parish Lengthsman to cover the drains with pea gravel because grass would prevent the French Drains from working properly.



Proposed: Councillor C Bennett

Seconded: Councillor D Lister

**RESOLVED – approve expenditure of £710 from the Grounds Maintenance Budget to remove large stones from the drainage channels at Long Acre and Caroline Symonds Gardens and replace with pea gravel subject to agreement of the grass cutter**

19:53

*Members left the chamber and walked to the churchyard wall to examine it.*

A17/05

**63 Churchyard Wall**

To receive an update on the work to the churchyard wall (continued)

Members saw the work done so far and the problems where the wall was crumbling away with stones falling out. They looked at the road side which appeared to be in a better state although they were aware that it is impossible to see what is underneath once old mortar is removed.

Proposed: Councillor D Ravenscroft

Seconded: Councillor C Bennett

**RESOLVED – that the current contractor complete the first 18 metres of rebuilding for his original quotation and that quotations be sought for**

- 1) the repair and where necessary, rebuilding the remaining 40 metres of wall to the steps and**
- 2) the evaluation and repair of the road side of the wall from Okells to the steps opposite Church Close.**

There being no further business the meeting closed at 8.00pm

  
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Chairman

6/6/17  
.....

Date



# Ross-on-Wye Town Council

## Minutes of the meeting of the Amenities Committee

held on Tuesday 17<sup>th</sup> April 2018 at 7.00pm

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

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

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

### **A18/04#28 Apologies for Absence**

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

To receive and approve any apologies for absence

**None received**

### **A18/04#29 Declarations of Interest**

[Local Authorities \(Model Code of Conduct\)](#)

To receive any declaration of Councillors' interests.

**None**

### **A18/04#30 Dispensations**

To receive any written dispensations from Councillors declaring an interest.

**None**

### **A18/04#31 Public Participation**

A member of the public addressed the Committee regarding concerns relating to a new structure that has been put on the allotments site and the perceived risk of danger from fire due to the fuel being stored there.

A representative of the Allotment Association addressed the Committee about this issue and apologised for not approaching the Council prior to its installation. The Members were advised that existing storage sheds are very small and therefore the new shed would provide more space for equipment and to enable work to be carried out inside. The Committee was advised of the intention to create a fire proof storage facility away from the mobile homes to alleviate any perceived risk.

It was agreed the Clerk would liaise with both parties to draw the matter to a mutually acceptable conclusion.

7.15pm Members of the public left the meeting.

### **A18/04#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.

**A18/04#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 6<sup>th</sup> March 2018.

**RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 6<sup>th</sup> March 2018 be signed as a correct record.**

**A18/04#34 Action Review Summary**

To receive and review Outstanding Actions Summary

Members received an update on a number of outstanding items. It was agreed to amend the sheet and remove some of them as either being obsolete or due to having specific items already on the agenda.

**Noted**

**A18/04#35 Finance**

- i) To receive and note the current budget report

The Committee was thanked for working hard on keeping within budget over the year.

**Noted**

- ii) To approve expenditure of a maximum of £400 to clear a blockage in the pipe leading to the river at the embankment at Wye Street/Long Acre from the Grounds Maintenance budget

Proposed: Councillor Gibbs  
Unanimous

Seconded: Councillor Gray

**RESOLVED – to authorise expenditure of £400.00 from the Grounds Maintenance Budget for the Parish Lengthsman to carry out the work to clear the blockage in the drainage pipe.**

**A18/04#36 St Mary's Churchyard**

To resolve to put in a planning application to Herefordshire Council to remove an overgrown fir tree by the Plague Cross in the Closed Churchyard.

**RESOLVED – to approve submission of planning application for the removal of the overgrown fir tree in St Mary's Churchyard.**

**A18/04#37 Section 106 monies**

To receive notification from Herefordshire Council of Section 106 monies paid in respect of the Rosswyn and consider its use at the Rope Walk Play Area and Riverside Park.

**Noted**



**A18/04#38 Ropewalk Playground**

To consider the next steps in renewing the Rope Walk Playground

Members were reminded of the Play Project that had been set up by parents some years ago. The Chairman advised that fundraising by the Group had proved difficult for a variety of reasons. Consultation had previously taken place which helped develop ideas about what would be preferred. The Committee noted that an anticipated budget in the region of £50k would be required to make this a destination play area.

**RESOLVED - to set up a Working Group with Councillors Bennett, Mayo and Lister. The Council Members were given authority to invite other interested parties to join the Working Group. The remit of the Group would be to work on drawing up a guidance and specification document for approval by the Committee.**

**A18/04#39 Parking on the Rope Walk**

To consider how to prevent continued parking at the entrance to the Rope Walk

This has been an historic problem which has caused the grass to be churned up and spoils the visual amenity of the area. It was noted remedial action had already been taken with the installation of wooden bollards and a bin, which have given partial relief to the problem. The area could be further improved by planting on the verges and the gates could be closed providing there was adequate signage warning of closure without notice.

**RESOLVED – to write a further letter to Herefordshire Housing asking that residents are reminded not to park there and in the interim further signage should be considered if this proves unsuccessful. U3A would also be invited to improve the area with a wildflower planting scheme at the verges.**

7.50pm Councillor Ravenscroft left the meeting

**A18/04#40 AONB Joint Advisory Committee**

To receive and note a copy of letter to Cllr Cutter as Chair of the Wye Valley AONB Joint Advisory Committee from the Welsh Government.

**Noted**

**A18/04#41 Blake Gardens**

To consider engaging a surveyor to look at the infra-structure at the Blake Gardens (notably the retaining walls) following concerns of the volunteers who work there.

7.52 pm Councillor Utting declared a Schedule 2 Interest being a Committee Member of the Blake Garden group and left the meeting.

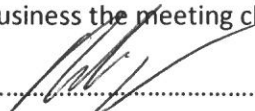
The Clerk was authorised to spend up to £500.00 to instruct a Surveyor.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Gibbs

**RESOLVED – to authorise a maximum of £500.00 to instruct a surveyor to draft a condition report to allow the Committee to discuss and programme possible works.**

There being no further business the meeting closed at 7.54pm

.....  
..... Chairman

Date 12/8/18



# Ross-on-Wye Town Council

## Minutes of the meeting of the Amenities Committee

held on Tuesday 11<sup>th</sup> July 2017 at 7.00pm

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

Present: Councillors R Mayo (Chairman), C Bennett, C Gray, D Lister, D Ravenscroft, C Utting  
ex officio: Councillor N Gibbs

In attendance: Mrs R Lewis – Deputy Town Clerk

One member of the public

**A17/07 79 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
To receive and approve any apologies for absence

Councillor H Bramer

**RESOLVED – to accept the apologies given**

**A17/07 80 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\)](#)  
To receive any declaration of Councillors' interests

None

**A17/07 81 Dispensations**  
To receive any written dispensations from Councillors declaring an interest

None

**A17/07 82 Public Participation**

A resident from Vine Tree Caravan Park asked that the council take a request to the committee of the Allotments Association to tackle bindweed which is encroaching both her and her neighbour's gardens. Cllr Mayo would investigate and speak to the committee of the Allotments Association.

7.07pm *The resident left the meeting*

**A17/07 83 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 Bennett  
Unanimous

Seconded: Councillor Gibbs



**RESOLVED – that agenda item A17/07 #93 St Mary’s Churchyard and #94 Crossfields footpath be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**A17/07 84 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 6<sup>th</sup> June 2017

**RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 6<sup>th</sup> June 2017 be signed as a correct record.**

**A17/07 85 Action Review Summary**

To receive and review Outstanding Actions Summary

The Summary was noted. The Chairman commented that he would be contacting the committee of the Allotments Association to arrange to remove the piping shortly.

**A17/07 86 Skate Park**

To receive an updates on:

i) safety work

The contractor had been in touch to apologise for not having done any more work. He intended completing it before the school holidays.

ii) making area traffic free

A draft license agreement to install and maintain works at Wilton Road Car Park had been received from Herefordshire Council which would enable the council to erect bollards as agreed in the January meeting.

Proposed: Councillor Lister  
Unanimous

Seconded: Councillor Gray

**RESOLVED – to sign the License Agreement to install and maintain works at Wilton Road Car Park.**

The Deputy Clerk would confirm prices (quotes had been received in January), send details to Cllr Lister and then order bollards once the agreement was in place.

**A17/07 87 Rope Walk**

To receive an update and recommendations from the Rope Walk Playground Project Group

There was nothing to report.

**A17/07 88 Flower beds**

To receive an update of the planting scheme

i) Baskets and beds

The baskets were looking good, a watering regime had now been established. Two spare baskets had been put up at the old Ambulance Station in Edde Cross Street with permission of St John’s Ambulance.

The Deputy Clerk showed members pictures of each bed taken in the last week. They showed a lack of consistency and members expressed disappointment with the variety and quantity of plants in some beds.

Watering has been an issue, not helped by the exceptionally hot dry weather.



A donation had been received as sponsorship of the Nat West bed by Ashfield Care and the Ross Gazette had been notified.

The wild flower beds by John Kyrle High School had failed and were looking a mess. The Deputy Clerk would contact the contractor and ask for something to be done to improve them.

The beds at the entrances of the town looked after by U3A were looking good, the Merrivale Community bed was outstanding and the Copse Cross Street bed (provided by Ross Garden Store) was now beautifully planted with geraniums.

A working group consisting of Cllr Mayo and Cllr Lister would be set up and advice sought from resident, Rob Taylor, (a retired head of parks in a London borough).

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Utting

**RESOLVED – set up a working group to look at a more sustainable scheme for next year to report back at the September meeting.**

ii) License for tubs

A draft licence had now been received. The Deputy Clerk would check and return it.

iii) Eastfield Road and Wilton Road

Ross Garden Store had planted trees and wild flowers. The wild flowers were slow to grow and there was a weed problem at Eastfield Road. The Deputy Clerk was asked to arrange for the signage saying Wild Flowers to be removed. Signs had previously been agreed with the Garden Store and the Deputy Clerk would find out if these were forthcoming.

The Deputy Clerk had agreed with the Garden Store that the trees would be moved in the autumn and replanted at Long Acre in a triangle to replace the willow which had been removed earlier this year.

**A17/07 89 Pumping Station**  
To consider the best way to tidy the area

The Deputy Clerk had spoken to a representative of Welsh Water who confirmed that Welsh Water intended cutting back any hedging within the compound and replacing the fence with a plastic coated wire mesh fence. He asked that the council remove the conifers (ideally before the fencing is replaced). He would then fund hawthorn hedging all around the fence. The Deputy Clerk was asked to get advice from the tree officer as to which trees should be removed and then get a quote for removing them.

The Chairman also asked that we arrange for the operatives to clear the growth by the path with a brushcutter and shred the debris.

**A17/07 90 Commemoration Trees**  
To consider a request to a plant tree to commemorate 40 years of Twinning with Condé-sur-Noireau

Members were in favour of the idea and would agree a location at the next meeting in order that a tree could be planted in the autumn.

**A17/07 91 Churchyard Floodlights**  
To receive a verbal report from the Deputy Town Clerk concerning replacing the floodlights at St Mary's Churchyard



The Deputy Clerk had met with the Rector and Churchwardens to discuss the possibility of installing new external lighting at St Mary's. Any scheme would only be possible if there was grant funding. At the meeting it was suggested that a joint working group be set up to consider what might be required in order to go forward, seek help from a specialist lighting contractor and look for funding opportunities.

Cllr Utting and Cllr Bennett were appointed to the working group and the Deputy Clerk would liaise with the Church representatives to arrange a meeting.

**A17/07 92 Canoe Launch**

To receive a progress report on parking at Wye Street

No progress had been made regarding the issue of the parking of canoe traffic at Wye Street on the pavement and grass verge. The Deputy Clerk had not yet written to the canoe companies and was asked to do so. Cllr Mayo would approach the Hope & Anchor to see if they would like to adopt a parking scheme similar to that of the Inn on the Wye at Kerne Bridge.

**A17/07 93 St Mary's Churchyard**

To receive a report from the church architect and quotations received for work to the churchyard wall and decide the way forward

A report from Hook Mason Architects had been received on the work completed so far at the churchyard wall. Two quotations for completing the remainder of inside of the wall and two for the outside had also been received. Because of the value of the amounts involved, it was agreed to request further quotes and have a specification drawn up to ensure like for like quotations.

The report from Hook Mason also recommended that the council seek advice from a structural engineer. While the inside wall was a priority, the outside wall could be left until next year (subject to the structural engineer considering it being safe for the time being).

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Gray

**RESOLVED – to engage a structural engineer to provide a report on the condition of the wall and path with particular reference to the bulge in the outer wall at a cost of no more than £500.**

**A17/07 94 Crossfields footpath**

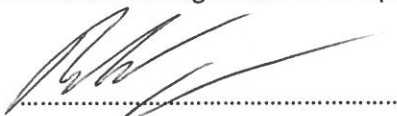
To consider an offer from a resident to contribute towards the cost of cutting back the hedge and crown reducing the sycamore tree in the hedge along the footpath

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Gray

**RESOLVED – to pay £150 towards the cost of reducing the trees in the hedge at Crossfields from the Tree Budget and put the £250 (from the P3 budget), agreed at the last meeting to cut the hedge, towards the hedge cutting which would now be both sided and topped.**

There being no further business the meeting closed at 8.49pm

  
.....  
Chairman

5/9/17  
.....  
Date



# Ross-on-Wye Town Council

**Minutes of the meeting of the Amenities Committee**  
held on Tuesday 11<sup>th</sup> September 2018 at 7.00pm  
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

**Present:** Councillors R Mayo (Chairman) N Gibbs, D Lister, P Symonds and J Utting  
Ex-officio Members: Councillor H Bramer, Councillor V Coker

**In attendance:** Mrs S Robson – Town Clerk, Miss A Partridge – Administration and Finance Assistant

**A18/09#65 Apologies for Absence**  
Councillor R Gibbs

**RESOLVED – to accept apologies given**

**A18/09#66 Declarations of Interest**  
None

**A18/09#67 Dispensations**  
None

**A18/09#68 Public Participation**  
None

**A18/09#69 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.

No confidential items for discussion

**A18/09#70 Amenities Committee Meeting - Minutes**  
To confirm and sign the minutes of the previous meeting held on Tuesday 10<sup>th</sup> July 2018.

**RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 10<sup>th</sup> July 2018 be signed as a correct record.**

**A18/09#71 Action Review Summary**  
To receive and review outstanding Actions Summary.  
Members received an update on a number of outstanding items.

It was agreed to defer going ahead with the Grit Bin policy until further information could be obtained regarding the cost of grit for refilling the bins.

Members were updated regarding the valuation for the Walenty Patel sculptures and notified that the insurance company had been informed so they could be added to the Council's policy. The additional premium of £330.27 was noted.

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

**A18/09#72 Town Clerk's Report** – to receive and note update from the Town Clerk (for information only)

- Removal of Fir Tree at St Mary's Churchyard – Members were informed the area would be re-seeded shortly.
- Flower Tubs - It was reported that some of licences had been issued to those organisations and businesses in town taking responsibility for planting.
- Skatepark – The project to re-paint the uprights of the ramps will be getting underway soon with Enviroability offering some volunteers to help with preparation work. A new design has been approved which is hoped would leave graffiti less obtrusive should future occurrences happen.
- A recent trip to Leominster to view their amenities arrangements was successful and some ideas will be explored to enable improvements in the service delivery in Ross.

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

**A18/09#73 Budget**

To receive and note the current budget report for YTD figures 2018/2019

It was noted that there are several budget heads with expenditure that has been allocated from Earmark Reserve Accounts (EMR). Members were advised the new accounting package can now show accurately where expenditure has been allocated to an EMR.

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

**A18/09#74 Grounds Maintenance Contract**

To consider options for managing the Council's Open Spaces in relation to grounds maintenance

Members discussed a number of scenarios for when the existing contract comes to an end this year. It was agreed to investigate potential costs for several options and report back to the next meeting.

**A18/09#75 Tree Survey**

To approve investigations into the cost of an updated Tree Inspection and Survey Report (last done in March 2016) and give delegated authority to the Clerk to appoint a suitably qualified contractor.

The Members agreed there would be a benefit to looking at the cost of providing training to staff to enable this work to be done in-house. Further investigations should be made regarding the possibility of this and to liaise with the Council's Tree Officer in case he is qualified to carry out the inspection and provide a Report.

**A18/09#76 Floodplain Meadows Partnership**

To receive and consider report and recommendations following the site visit at the Riverside on 19<sup>th</sup> April 2018

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

**A18/09#77 Annual Inspections**

To receive and note the annual playground inspections reports for Deanhill Park, Ropewalk Park and the Skatepark, carried out on 28<sup>th</sup> June 2018

Members were pleased to note there are no immediate actions necessary and were reminded that weekly inspections are carried out by staff to ensure early identification of defects.

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



**A18/09#78 Herefordshire Council Public Spaces Protection Order for Dog Control**

To consider request to assist with identifying 'hot spot' areas for signage within the parish.

The Committee Members compiled a list of hot spot areas that would benefit from signage. These included; Purland, the Town and Country Trail, the footpath down to Cawdor Arch, Brampton Hill, Sports Club Field and the pathway from the Play Park at Roman Way to Cleeve Hill (playing field). The Members approved to offer assistance from the amenities staff to Herefordshire Council in putting up the new signs.

**A18/09#79 Correspondence for consideration and response**

i) Ross-on-Wye Walkers are Welcome – Maintenance of Public Rights of Way

The Clerk was requested to draft a response advising of the work of the Footpath Officer and to remind WAW to report any issues to the office if they become aware of any. It was noted that WAW accreditation requires them to maintain and improve local footpaths and this Committee would welcome any assistance available.

ii) Ms. Eynon – Request for tree works to be carried out at the Ropewalk

The Committee agreed it would ask the Tree Warden to inspect the tree. It was noted that the tree looked a healthy specimen and in line with normal practice works would only be carried out on the grounds of safety. Any requests by residents to fund tree works on amenity grounds would be looked at on a case by case basis if individuals were prepared to cover the cost. A further inspection would be made to look at whether there was any need to remove some of the lower limbs of the tree which are overhanging the path.

There being no further business the meeting closed at 8:15pm

  
.....  
Chairman

9/10/18  
.....  
Date



# Ross-on-Wye Town Council

## Minutes of the meeting of the Amenities Committee

held on Tuesday 3<sup>rd</sup> October 2017 at 7.00pm

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

Present: Councillors R Mayo (Chairman), C Bennett, C Gray, D Ravenscroft, C Utting,  
In attendance: Mrs R Lewis – Deputy Town Clerk

One member of the public (from 7.05pm)

- A17/10 109 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
To receive and approve any apologies for absence

Councillors D Lister (holiday), N Gibbs (another meeting)

**RESOLVED – to accept the apologies given**

- A17/10 110 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\)](#)  
To receive any declaration of Councillors' interests

None

- A17/10 111 Dispensations**  
To receive any written dispensations from Councillors declaring an interest

None

It was agreed to move item **A17/10 112** further down the agenda when the Parish Lengthsman arrived.

- A17/10 113 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

There were no items for which the public and press needed to be excluded.

- A17/07 114 Amenities Committee Meeting - Minutes**  
[Local Government Act 1972 Sch 12 Para 41\(1\)](#)  
To confirm and sign the minutes of the previous meeting

**RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 5<sup>th</sup> September 2017 be signed as a correct record.**

7.05pm *The Parish Lengthsman joined the meeting*

**A17/10 112 Public Participation**

The Parish Lengthsman had prepared a report which had been circulated to members giving details of the work undertaken during the first half of the year. Members were able to ask questions and were satisfied with all that is being done. The Lengthsman drew attention to the state of the bunting and the lamp post banners and members asked that this be referred to the Events Committee. The Lengthsman also asked about the council's intentions following the withdrawal of Herefordshire Council funding from the Lengthsman Scheme. The Chairman would be discussing this with the Clerk when they meet shortly to consider next year's budget. The Chairman thanked the Lengthsman for coming and for all his work on behalf of the council.

7.30pm *The Parish Lengthsman left the meeting*

**A17/07 115 Action Review Summary**

To receive and review Outstanding Actions Summary

The Summary was noted. There are several items outstanding and would be looked at as soon as time allows. These include work on preparing a spec for the Churchyard Wall, a report on the canoe launch and installation of bollards at the Skate Park.

**A17/10 116 Finance**

i) To receive and note the current budget report

The report was noted.

ii) To consider amenities work for next budget

Members were asked to let either the Chairman or the Deputy Clerk know as soon as possible if there were any items which they felt should be in the budget which had not already been discussed at previous meetings.

iii) To approve expenditure of £132 for six dogs on leads signs from the Churchyard Maintenance Budget.

Proposed: Councillor Ravenscroft  
Unanimous

Seconded: Councillor Gray

**RESOLVED – to approve expenditure of £132 for six dogs on leads signs from the Churchyard Maintenance Budget.**

iv) To approve expenditure to remove a dead fir tree on the Rope Walk near the Rowing Club from the Tree Budget

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Utting

**RESOLVED – to approve expenditure of £230 to remove a dead fir tree on the Rope Walk from the Tree Budget.**





- v) To approve expenditure to cut the hedge on the road side of Crossfields Park from the Grounds Maintenance budget

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Utting

**RESOLVED – to accept a quote for £475 to cut the hedge on the road side of Crossfields Park from the Grounds Maintenance budget.**

**A17/10 117 Lion Carving at Caroline Symonds Gardens**

To consider a proposal from the Ross Lions to erect a wooden carving of a lion on a plinth near the bandstand to celebrate the Lions International centenary this year.

Members had met with Mr Walker, a representative of the Lions, at the Wishing Well prior to the meeting. Mr Walker had explained that the Lions would like to level off the capped well and put the Lion statue there. They would also repair and repoint the wall, put up a plaque and install a notice board with a map and space for Town Council and Lions information. There was discussion about providing seating around the wall and renovating the patio area and flower bed.

The Deputy Clerk was asked to thank the Lions and ask them to put the proposals in writing, including the proposed design of the notice board, seating and work to the flowerbed.

**A17/10 118 Flower beds**

- i) To receive a report of a meeting with planting contractor regarding Crossfields beds and agree to grass over the two large beds at a cost of £275 and create a bed on the old tump to include autumn planting at a cost of £1000, both from the Planting scheme budget (please note that £775 has already been budgeted for this area so there is an additional spend of £500).
- ii) To consider the summer planting for next year

Members agreed to grass over the two beds but were not prepared to commit £1000 to creating a bed from the old tump.

Proposed: Councillor Bennett  
Unanimous

Seconded: Councillor Utting

**RESOLVED – to accept a quote for £275 to grass over two beds at Crossfields.**

7.50pm

*Councillor Ravenscroft left the meeting*

The Chairman reported that he and Cllr Lister visited all the beds with a retired horticulturist and would be presenting a report at the next meeting with regard to ideas for future planting.

The Deputy Clerk reminded members that there is a contract in place and that the council could not decrease the value of it.

**A17/10 119 Open spaces flood plain management**

- i) To receive an update on the work at the riverside

The Deputy Clerk had attended the Wye Valley AONB Study day which had begun at Ross riverside. She was able to represent the council and explain with the AONB Officer to those



present the work which had been undertaken since the council took over from Herefordshire Council.

The next stage includes coppicing at Long Acre, pollarding the big willow on the riverbank at Rope Walk and pleaching at both Long Acre and the Rope Walk. This work is to be done by the Wye and Usk Foundation in November with some of the grant money from Natural England.

In January/February an experimental area of willow speiling will be carried out at Long Acre where there is erosion on the river bank on the bend in the river.

ii) To receive an update on the information board

In March members agreed to approve expenditure to a maximum of £2,787 for an information board but it is now anticipated that this will be considerably lower.

**A17/10 120 Annual Play Inspection**

To receive and consider the implications of the Annual Inspection Report

The Deputy Clerk reported that the inspection had revealed only low and very low risk issues at all sites. The Chairman said that this must be partly due to the diligence of our operatives who regularly inspect the playgrounds and carry out remedial work when necessary. Work to the Skate Park had still not been started although it had been promised for September. The Deputy Clerk would investigate.

**A17/10 121 St Mary's Churchyard**

To consider repairs to the tarmac paths as requested by the PCC

The Chairman and Deputy Clerk would make a site visit to agree on what areas needed work. It was further agreed that work would not be carried out until the building work in the church had been completed.

**A17/10 122 Rights of Way Consultation**

To consider and agree a response to the consultation

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Bennett

**RESOLVED – to delegate the Chairman and Deputy Clerk to draft a response**

**A17/10 123 The Prospect**

To consider carrying out work to trees which obscure the Prospect view

The Deputy Clerk was asked to request Herefordshire Council/BBLP to carry out work to the trees which currently obscure the view from the Prospect. In addition members asked for work to be done to benches and paths. If Herefordshire Council are not prepared to do any of the work, the Deputy Clerk would seek quotes to reduce the trees and poison the stumps in order to reinstate the view.

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 7<sup>th</sup> November 2017 at 7.00pm

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

Present: Councillors R Mayo (Chairman), C Bennett, C Gray, D Lister, D Ravenscroft, C Utting,  
Ex-officio Councillor N Gibbs

In attendance: Mrs R Lewis – Deputy Town Clerk

- A17/10 124 Apologies for Absence**  
Local Government Act 1972 s85 (1)  
To receive and approve any apologies for absence
- Councillor H Bramer (another meeting)
- RESOLVED – to accept the apologies given**
- A17/10 125 Declarations of Interest**  
Local Authorities (Model Code of Conduct)  
To receive any declaration of Councillors' interests
- Councillor Ravenscroft #133 Lions Statue, as a member of the Lions Committee
- A17/10 126 Dispensations**  
To receive any written dispensations from Councillors declaring an interest
- None
- A17/10 127 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
- There were no items for which the public and press needed to be excluded.
- A17/07 128 Amenities Committee Meeting - Minutes**  
Local Government Act 1972 Sch 12 Para 41(1)  
To confirm and sign the minutes of the previous meeting
- RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 3<sup>rd</sup> October 2017 be signed as a correct record.**
- A17/10 129 Public Participation**
- None

**A17/07 130 Action Review Summary**  
To receive and review Outstanding Actions Summary

The Summary was noted. There are several items outstanding and would be looked at as soon as time allows.

In addition the Deputy Clerk drew attention to the work which is being carried out this week at the riverside, including temporary notices which will explain what is happening. Members asked that the Ross Gazette be informed and the Deputy Clerk agreed to make the arrangements.

An email had been received from the contractor who was to repair the skate park. He has now asked that he do it in the new year and promised to complete it before the clocks change in March. Members agreed that they would like him to do the work then rather than start again with a new contractor.

**A17/11 131 Budget 2018/2019**  
To consider for recommendation to Full Council the 2018/2019 budget for the Amenities Committee (draft enclosed).

The draft budget had been circulated prior to the meeting. Members had questions relating to staff and tree budget which the chairman was able to answer.

Proposed: Cllr R Mayo  
Unanimous

Seconded: Cllr C Utting

**Resolved - to recommend the draft 2018/2019 for the Amenities Committee Budget to Full Council**

**A17/11 132 Finance**

- i) To approve expenditure for two additional metal bins (Market Place and Rope Walk) at a cost of £796 and three further dog bins at a cost of £203.13 plus VAT and delivery from the Street Furniture budget.

Proposed: Cllr C Bennett  
Unanimous

Seconded: Cllr C Utting

**Resolved - to approve expenditure of £796 for two metals bins and £203.13 plus delivery for three dog bins from the Street Furniture Budget**

- ii) To approve expenditure to cut the beech hedge/trees along the Cemetery Avenue from the Tree budget.  
No quote had been received yet. The Deputy Clerk will chase up quotes and if one is below £500 authorise the work.

7.30pm *Cllr Ravenscroft left the meeting*

**A17/11 133 Lion Carving at Caroline Symonds Gardens**  
To receive a specification of work proposed and agree to it being carried out.

Proposed: Cllr D Lister  
Unanimous

Seconded: Cllr C Gray

**Resolved - to approve the specification for work at Caroline Symonds Garden to erect a statue of a Lion, benches, patio area and noticeboard**



7.32pm Cllr Ravenscroft rejoined the meeting

**A17/11 134 Flower beds**

- i) To receive an update on autumn/winter planting

A scheme for the Wilton Road and Eastfield Road/Roman Way beds had been received from a volunteer which included £800 worth of shrub planting. It was noted that this was a far more sustainable scheme than tried the past. The question of the tree needed to be resolved and the Deputy Clerk was in contact with Balfour Beatty to see if they would allow the Betula to remain.

Members agreed to allow the Chairman the Deputy Clerk to reply to the volunteer once a reply had come from Balfour Beatty. The volunteer would be asked about maintenance of the shrubs and any signage would need to be agreed by the Town Council, all of which would be included in a license.

- ii) To receive a report with ideas for future planting (bearing in mind the existing contract)

A report would be available for consideration at the next meeting.

**A17/11 135 St Mary's Churchyard**

To consider repairs to the tarmac paths as requested by the PCC

The Deputy Clerk was asked to contact the Parish Lengthsman for advice on redressing the paths leading to the north door and to the tower from St Mary's Street.

**A17/11 136 Land adjacent to Wye Street Toilets**

To consider clearing the area of land adjacent to the Wye Street toilets

The Deputy Clerk was asked to get quotes to clear the land adjacent to the Wye Street Toilets for the next meeting.

**A17/11 137 Herefordshire Meadows**

To consider joining Herefordshire Meadows (details enclosed)

Members expressed an interest in the group and asked that a member be invited to come to a meeting in the new year to explain more about it.

**A17/11 138 Churchyard steps**

To consider replacing a worn slab at the top of the steps by Okells.

The Deputy Clerk was asked to confirm with the original contractor that he was not going to repair the slab and then ask the contractor who will be working on the wall to quote to carry out the repair.

There being no further business the meeting closed at 7.52pm

  
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Chairman

5/12/17  
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Date



# Ross-on-Wye Town Council

## Minutes of the meeting of the Amenities Committee

held on Tuesday 5<sup>th</sup> December 2017 at 7.00pm

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

Present: Councillors R Mayo (Chairman), C Gray, D Ravenscroft, C Utting,  
V Coker (substitute for C Bennett)  
Ex-officio Councillor N Gibbs  
In attendance: Mrs R Lewis – Deputy Town Clerk

**A17/12 139 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
To receive and approve any apologies for absence

Councillor C Bennett

**RESOLVED – to accept the apologies given**

**A17/12 140 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\)](#)  
To receive any declaration of Councillors' interests

None

**A17/12 141 Dispensations**  
To receive any written dispensations from Councillors declaring an interest

None

**A17/12 142 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

There were no items for which the public and press needed to be excluded.

**A17/12 143 Public Participation**

None

**A17/12 144 Amenities Committee Meeting - Minutes**  
[Local Government Act 1972 Sch 12 Para 41\(1\)](#)  
To confirm and sign the minutes of the previous meeting

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

**A17/12 145 Action Review Summary**  
To receive and review Outstanding Actions Summary

The Summary was noted. There were still some outstanding items which would be looked at as soon as time allowed.

Members asked that the canoe report be completed by the February meeting.

The Deputy Clerk was asked to get an idea of the cost of resurfacing work to the paths in the churchyard.

Further quotes are needed for the work to the land adjacent to Wye Street Toilets.

The Deputy Clerk was asked to invite the Parish Lengthsman to the February meeting.

**A17/12 146 Finance**

i) To receive and note the current budget report  
The report was noted. Approximately £9,000 was left for the remainder of the year.

ii) To approve expenditure of £450 to remove excess subsoil at the Cemetery from the Cemetery Budget

Proposed: Cllr D Ravenscroft    Seconded: Cllr C Gray    All in favour

**Resolved - to approve expenditure of £450 to remove excess subsoil at the Cemetery from the Cemetery Budget**

iii) To approve expenditure

Proposed: Cllr N Gibbs    Seconded: Cllr V Coker    All in favour

**Resolved - to approve expenditure of £750 to cut the beech hedge/trees along the Cemetery Avenue from the Cemetery Budget and approve virement from the Tree Budget to cover over expenditure**

iv) To approve expenditure to a maximum of £750 for one day's tree work along the river by Natural England from the Tree Budget

Proposed: Cllr C Utting    Seconded: Cllr V Coker    All in favour

**Resolved - to approve expenditure of £750 for one day's tree work along the river by Natural England from the Tree Budget to include work tidy the edges of the grass/river bank where trees have grown out causing problems of access when clearing Himalayan Balsam and nettles**

**A17/12 147 Flower beds**

To receive a report with ideas for future planting (bearing in mind the existing contract) and agree the summer scheme.

A report had not been received and members agreed to continue with the contract already agreed.

It was noted that the old plants which had been planted by Balfour Beatty prior to the Town Council taking over the beds were not in good shape and should be removed. It was also agreed that geraniums would be the best summer plant as they are fairly drought tolerant. Bright colours, especially reds were suggested for 2018.



The Deputy Clerk had met with a Balfour Beatty officer and had been promised a license for the tubs before Christmas.

The Chairman told members that he had agreed with the Deputy Clerk to ask the volunteer for the Wilton Road and Eastfield Road beds to go ahead and plant the suggested shrubs around the white trees. Unfortunately, subsequently, one of the trees had been destroyed by vandals. This has been reported to the police.

**A17/12 148 Open Spaces**

To consider the following works on the open spaces:

- i) Bollards and passing places at the Rope Walk Drive  
The Chairman expressed his view that the verges leading to the Rope Walk were in a poor state due to the regular parking of vehicles which had worn away the grass. Although it is an area which Herefordshire Council owns, he suggested that the Town Council put in wooden bollards to prevent such parking and maintain the verge in order to enhance the whole area. Before the Town Council could consider any work it would require a licence from Balfour Beatty to maintain the verges.

Proposed: Cllr R Mayo                      Seconded: Cllr N Gibbs                      All in favour

**Resolved - to request a licence to maintain the verges between the main gate to the Rope Walk and the land already owned by the Town Council**

The Chairman explained that the Rowing Club had asked for access for caravans through the Homs Road Car Park but because the barrier will be kept down all the time this was not practicable. To allow better access and to prevent the churning up of the grass along the drive, he suggested that the council installs two passing places and wooden bollards to allow vehicles to pass. After discussion it was agreed to negotiate further with the Rowing Club to come up with the best plan.

- ii) Clearing and grassing over the base of the bank at Caroline Symonds Gardens  
The Chairman would like to see the current nettle border, which is below the tree and ivy line of the bank at Caroline Symonds Gardens, cleared and grassed. It was agreed that it would need two sprayings next summer to kill the nettles and brambles and there was not much that could be done over the winter.
- iii) Work to trees (pollarding) along the wall of Long Acre  
The Deputy Clerk was asked to get quotes to pollard the willow trees along the wall bordering Long Acre and Wilton Road. Broken branches are growing creating an area where Himalayan Balsam is thriving.
- iv) Work to tidy the edges of the grass/river bank where trees have grown out causing problems of access when clearing Himalayan Balsam and nettles  
It is hoped to have this work done in conjunction with tree work authorised in # 146 iv).

**A17/12 149 Riverside Management**

To receive an update on Natural England's work at the riverbank  
Members were pleased with the work to date and noted the report.

**A17/12 150 Byelaws**

To consider a report from the Assistant Clerk on Byelaws  
The Chairman asked that consideration be given to having Byelaws relating to overnight camping, motorised vehicles and overnight parking at all the Town Council's open spaces. Members were all in agreement that this should be the way forward.





Proposed: Cllr N Gibbs

Seconded: Cllr C Gray

All in favour

**Resolved - to look further into the process of creating Byelaws to prevent overnight parking, camping and motorised vehicles on all the Town Council's open spaces.**

7.47pm


*Cllr Ravenscroft left the meeting*

**A17/12 151 Correspondence**

To receive and consider the following correspondence

- i) Christine Eynon – Pumping Station  
The Deputy Clerk was asked to draft a response explaining why the work at the pumping station was being carried out for the Chairman to agree.
- ii) John Taylor – Allotments  
The letter which formed explanatory notes on issues at the allotment was noted.

There being no further business the meeting closed at 7.51pm

  
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Chairman

6/2/18  
.....  
Date