



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Committee
held on Tuesday 6th February 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 Ravenscroft, C Utting,
V Coker (substitute for D Lister)
Ex-officio Councillor N Gibbs
In attendance: Mrs R Lewis – Deputy Town Clerk
Two members of the public

A18/02 01 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)
To receive and approve any apologies for absence

Councillor D Lister, another appointment

RESOLVED – to accept the apologies given

A18/02 02 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
To receive any declaration of Councillors' interests

None

A18/02 03 Dispensations
To receive any written dispensations from Councillors declaring an interest

None

A18/02 04 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 Coker
Unanimous

Seconded: Councillor Gibbs

RESOLVED – that agenda item A18/02 #09 Finance ii) Tree removal at Deanhill Park and iii) clear vegetation at Wye Street be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

A18/02 05 Public Participation

Mr Graham Aplin spoke about a request to put a Falklands Memorial Bench in the Market Place, explaining what the Royal British Legion would like. Members would be discussing this later in the meeting.

7.12pm *Mr Aplin left the meeting*

Mr Terry Griffiths, Parish Lengthsman was in attendance to give a report. The Chairman asked him to speak at Item #08

- A18/02 06 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 5th December 2017 be signed as a correct record.

- A18/02 07 Action Review Summary**
To receive and review Outstanding Actions Summary

The Summary was noted. There were outstanding items which are currently being looked at. These include the Canoe Launch report and any introduction of Byelaws. Cllr Gibbs asked about the negotiations with the Rowing Club for passing places. This will be added to the Action Review Summary.

- A18/02 08 Parish Lengthsman**
To receive an update from the Parish Lengthsman.

A report had been circulated prior to the meeting. The Lengthsman was invited to speak about his report and answer any questions members had.

- All was up to date and drains were working correctly.
- The Lengthsman explained that he had been unable to cut the hedge at Crossfields due to parked cars and work would have to be undertaken at 7.00am in order to have access before the cars arrive in the morning.
- There will be no invoice for the autumn spraying as there had been various problems encountered with the weather conditions. Lessons learnt with new equipment and chemicals will be integrated into the spring programme.
- The Lengthsman confirmed that the French Drains at Caroline Symonds Gardens are regularly raked and checked.

To agree to continue in the Parish Lengthsman and P3 Schemes

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

RESOLVED – to register to join the Parish Lengthsman and PS Schemes for 2018/19.

7.28pm *Mr Griffiths left the meeting*

- A18/02 09 Finance**
- To receive and note the current budget report
The report was noted. We are still within budget.
 - To appoint a contractor and approve expenditure remove the snow damaged sycamore tree in Dean Hill Park from the Tree Budget

Proposed: Cllr N Gibbs Seconded: Cllr C Gray All in favour

RESOLVED - to approve expenditure of £580 to fell and remove the stump of the snow damaged sycamore tree in Dean Hill Park from the Tree Budget

- iii) To appoint a contractor and approve expenditure to clear the vegetation on land adjacent to Wye Street Toilets
The Deputy Clerk had only received two quotes – a third contractor had indicated that he would be quoting but in spite of reminders had not submitted a quote.
The Chairman asked that a third quote be obtained and a decision made at the next meeting.

A18/02 10 New bench

Following the presentation by Mr Aplin members continued to discuss the pros and cons of the various positions suggested for the new bench.
The Chairman asked all members to go to the Market Place and look at the possible positions and contact the Deputy Town Clerk with their views as soon as possible.

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

RESOLVED - to give authority to the Chairman and the Deputy Town Clerk to make a decision on behalf of the committee taking into consideration feedback from the members.

7.54pm *Cllr Ravenscroft left the meeting*

A18/02 11 Tubs

To consider the future of the tubs for which the Council now has a licence located at High Street x 2, Gloucester Road x 1, Edde Cross Street x 2, Millpond Street x 3, Sussex Avenue x 3

The Chairman went through the list of tubs which are now the council's responsibility. Two local businesses look after two of the tubs, the Lions look after two more. Four tubs are falling apart and need to be disposed of and the three (at Sussex Avenue) are in need of a volunteer to maintain them.

The Deputy Town Clerk was asked to write to the Lions to inform them that we are now responsible and invite them to continue to look after them. She was also asked to contact the Rotary Club, SSAFA and U3A to see if they might be interested in sponsoring or maintain one or more tubs.

A18/02 12 Interpretation Board at the Riverside

To consider a first draft of text from the AONB for the new interpretation board.

Members were happy with the themes of the text but would like to see a mock up with the pictures before the board goes to be made.

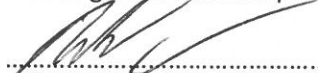
A18/02 13 Church Floodlighting

To receive a verbal report of a meeting of the Floodlight Working Party

Cllr Utting gave a report of the meeting of the group.

- The lighting of the spire and tower was considered the first priority with path lighting across the diagonal path to the south of the church as a second.
- In addition lighting to the north side of the building would be a third priority.
- It was hoped that the Friends of St Mary's might agree to fund a lighting consultant to make recommendations.
- Fundraising and grant seeking were thought to be the best means of financing the project.
- The group was also keen to consult with the public.

There being no further business the meeting closed at 8.08pm


..... Chairman

Date 6.3.18



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Committee

held on Tuesday 6th March 2018 at 7.00pm

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

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

In attendance: Mrs R Lewis – Deputy Town Clerk
There was one member of the public present and no members of the press

A18/03 14 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

A18/03 15 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
To receive any declaration of Councillors' interests.
None

A18/03 16 Dispensations
To receive any written dispensations from Councillors declaring an interest.
None

A18/03 17 Public Participation

Mrs Caroline Hanks gave an informative presentation on the work of and help available from the Herefordshire Meadows, including suggestions for increasing flower species and opportunities for funding. Cllr Mayo thanked Mrs Hanks for coming.

7.25pm

Mrs Hanks left the meeting

A18/03 18 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: Cllr N Gibbs
Unanimous

Seconded: Cllr V Coker

RESOLVED – that agenda item A18/03 #20 Finance ii) clear vegetation at Wye Street be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

A18/03 19 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 6th February 2018.

RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 6th February 2018 be signed as a correct record.

A18/03 20 Action Review Summary

To receive and review Outstanding Actions Summary
Noted

A18/03 21 Finance

i) To receive and note the current budget report

The budget report shows a balance remaining of £9,763 for the year.

Members asked for clarification on income received e.g. a breakdown of interment income to show the fee and the cost of digging a grave which is then paid out for the future.

ii) To appoint a contractor and approve expenditure to clear the vegetation on land adjacent to Wye Street Toilets

Proposed: Cllr C Gray

Seconded: Cllr V Coker

Unanimous

RESOLVED - to approve expenditure of £1,250 to clear the vegetation on land adjacent to the toilets on Wye Street from the Tree Budget

A18/03 22 Replacement Trees

To consider a request from the Planning & Development Committee to recommend suitable locations to the Tree Officer at Herefordshire Council for replacement trees for those removed by Metcalfe Close (original request came from the Tree Officer at Herefordshire Council).

Members made various suggestions for replacement trees, to include some specimen flowering trees, at Long Acre near the junction of Wye Street and Wilton Road) and along Wye Street where there are already some old scrubby hawthorn trees and on the Rope Walk, again where there are currently scrubby hawthorn trees and at the pumping station end of the Rope Walk.

The Deputy Town Clerk was asked to make these suggestions to the Tree officer at Herefordshire Council and let them make a decision based on this.

A18/03 23 Flower beds

i. To consider whether there is a suitable location for poppy seeds to be sown for the final year of the 100 anniversary of WW1.

Cllr Utting offered to request the Blake's Gardens volunteers to sow poppy seeds in the flower bed at the bottom of the gardens. The Deputy Town Clerk was asked to liaise with the British Legion to see if they had any suggestions.



- ii. To consider a request from Swimming Pool Solutions to sponsor a flower bed in the town.

It was agreed that sponsorship would be welcome. A suggestion of a donation of £800 or more for a large bed or £400 or more for a small bed was met with general approval. The Deputy Town Clerk would contact Swimming Pool Solutions.

7.52pm

Cllr Ravenscroft left the meeting

- iii. To consider suitable planting for the John Kyrle and Eastfield Road/Walford Road beds.

A License to plant shrubs at these locations had been received from Herefordshire Council. The Deputy Town Clerk would contact the current volunteer regarding the Eastfield Road bed and the Council's contractor regarding the John Kyrle beds to agree a scheme using colourful shrubs in these locations.

- iv. To consider advice from the planting contractor regarding the use of petunias in hanging baskets

Members suggested we ask the contractor to use fewer petunias than previously and add, instead, trailing geraniums and trailing foliage plants.

A18/03 24 Policies

To review the following policies (current policies are on the website):

- i. Cemetery Administrative Policy
- ii. Cemetery Memorial Regulations
- iii. Open Spaces Conditions of Hire

Proposed: Cllr N Gibbs
Unanimous

Seconded: Cllr C Gray

RESOLVED - to agree the current policies with no amendments

A18/03 25 Cemetery Fees

To carry out an annual review the fees charged at the Town Cemetery

Proposed: Cllr N Gibbs
Unanimous

Seconded: Cllr V Coker

RESOLVED - to approve an increase in the fees as in the circulated table with an additional £10 per interment as requested by the cemetery contractor.

A18/03 26 Interpretation Board at the Riverside

To view the design of the interpretation board before it is manufactured

The pictures and wording had been received. The board would be mounted on a monolith to match the existing canoe launch monolith. Members were very pleased with the content.



A18/03 27 Rope Walk use before the Carnival

To consider a request to have a funfair on the Rope Walk prior to carnival day

Proposed: Cllr R Mayo
Unanimous

Seconded: Cllr C Utting

RESOLVED - to accept a request to have a funfair at the Rope Walk prior to the carnival, subject to the normal application process being adhered to and the receipt of a deposit of £1,000 and the fee of £50 per non-operational day and £100.00 per operational day. There would be no operational fee for the Saturday (carnival day).

There being no further business the meeting closed at 8.20pm


..... Chairman

Date 17/4/18



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Committee

held on Tuesday 17th 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 6th March 2018.

RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 6th 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.

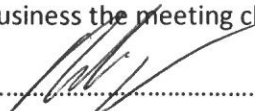
The Clerk was authorised to spend up to £500.00 to instruct a Surveyor.

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 12th June 2018 at 7.00pm

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

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

In attendance: Mrs S Robson – Town Clerk, Miss A Partridge – Administration and Finance Assistant
There were no members of the public present and no members of the press

A18/06#42 Apologies for Absence

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

To receive and approve any apologies for absence

Cllr H Bramer

RESOLVED – to accept the apologies given

A18/06#43 Declarations of Interest

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

To receive any declaration of Councillors' interests.

None

A18/06#44 Dispensations

To receive any written dispensations from Councillors declaring an interest.

None

A18/06#45 Public Participation

None

A18/06#46 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.

No confidential items for discussion

A18/06#47 Election of Deputy Committee Chairman

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor R Gibbs

RESOLVED – to appoint Councillor N Gibbs to be the Deputy Committee Chairman.

A18/06#48 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 17th April 2018.

RESOLVED – that the minutes of the Amenities Committee Meeting held on Tuesday 17th April 2018 be signed as a correct record.

A18/06#49 Action Review Summary

To receive and review Outstanding Actions Summary

Members received an update on a number of outstanding items.

Noted

A18/06#50 Town Clerk's Report

- Crossfields – Ross Tennis Centre
- St Mary's Churchyard Wall
- Allotments Storage
- Flower Tubs
- Waste Contract – Tudorville Cemetery

A18/06#51 Finance

- i) To receive and note the current budget report

Noted

- ii) To approve expenditure from the Grounds Maintenance Budget for the weekend bin emptying schedule at a cost of £121.96 plus vat per week based on a sixteen-week period.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve expenditure from the Grounds Maintenance Budget of £121.96 per weekend for a sixteen-week period for a contract to empty bins in the open space areas.

- iii) To approve recommendation to Full Council for expenditure to a maximum of £500.00 from the Skatepark Earmark Reserve Account to reinstate the art work.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor R Gibbs

RESOLVED – to approve recommendation to Full Council for expenditure to a maximum of £500.00 from the Skatepark Earmark Reserve to re-instate the artwork at the skatepark.

- iv) To approve recommendation to Full Council for expenditure to a maximum of £820.00 from the Property Portfolio Sinking Fund for hard landscaping building works to be done at Blake Memorial Gardens.

Proposed: Councillor Gray
Unanimous

Seconded: Councillor J Utting

RESOLVED – to approve recommendation to Full Council for expenditure of up to a maximum of £820.00 from the Property Portfolio Sinking Fund for works at Blake Memorial Gardens.

- v) To approve expenditure to engage contractor to remove Fir Tree and x 2 snow damaged Irish Yew trees in St Mary's Churchyard

Proposed: Councillor R Gibbs
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve expenditure in the sum of £660.00 plus vat from the Tree Works Budget for removal and pollarding of trees in St Mary's Churchyard.

- vi) To approve recommendation from the Property Portfolio Sinking Fund for footpath repairs in St Mary's Churchyard

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor Gray

RESOLVED – to approve recommendation to Full Council for expenditure from the Property Portfolio Sinking Fund in the sum of £825.00 to engage the Parish Lengthsman to undertake partial resurfacing of the pathway at St Mary's Churchyard.

A18/06#52 Policy

To consider adopting the draft Grit Bin Policy

Members discussed the draft Policy and agreed to several amendments. It was proposed that providing requests met the criteria then funding from the Street Furniture budget would be allocated.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Lister

RESOLVED – to adopt the Grit Bin Policy subject to the proposed changes.

There being no further business the meeting closed at 7.55pm



..... Chairman

Date 10/7/18



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Committee

held on Tuesday 10th July 2018 at 7.00pm

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

Present: Councillors R Mayo (Chairman), N Gibbs, R Gibbs, C Bennett (substitute), P Symonds (substitute)
Ex-officio: Councillor V Coker

In attendance: Mrs R Lewis – Project Officer, Miss A Partridge – Administration and Finance Assistant
There was 1 member of the public present and no members of the press

A18/07#53 Apologies for Absence

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

To receive and approve any apologies for absence

Cllr H Bramer

Cllr C Gray

Cllr D Lister

Cllr J Utting

RESOLVED – to accept apologies given

A18/07#54 Declarations of Interest

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

To receive any declaration of Councillors' interests.

None

A18/07#55 Dispensations

[Localism Act 2011 S33\(1\)](#)

To receive any declaration of Councillors' interests.

None

A18/07#56 Public Participation

A member of the public addressed the Committee regarding concerns relating to the garden waste from the flower beds at the Prospect where the waste is being dumped into the borders and looked unsightly.

The Committee assured the resident that the rubbish will be removed as soon as possible.

A18/07#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.

No confidential items for discussion

A18/07#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 12th June 2018.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 12th June 2018 be signed as a correct record

A18/07#59 Action Review Summary

To receive and review outstanding Actions Summary.

Members received an update on a number of outstanding items.

Noted

A18/07#60 Budget

[Financial Regulations \(Section 3 Annual Estimates and Forward Planning\)](#)

In recognition that there are a number of projects requiring significant expenditure over a number of different financial years, the Committee is required to;

- create a three-year budget forecast and agree it as part of their 2019/ 2020 budget submission,
- ensure that any capital project (including building maintenance) has an appropriate project plan identifying the schedule of works (to an appropriate level of detail) and the source of funds e.g. budget or reserves,
- identify impact of capital projects on revenue budget for the first 5 years.

The committee compiled a list of projects for consideration within a three year budget:

- Refurbishing the Benches around Ross-on-Wye (Men's Shed will charge £200 a bench)
- Replacing the Fencing at the Rope walk (Possibly using boulders and trees)
- New Grass cutting contract (Possibly to include additional areas) - or in-house with a cost of additional staff and machinery.
- Refurbishing Rope Walk Play Area
- Purchasing a Street Cleaner (As Leominster machine costing approx. £16,000)
- Repair St Marys Churchyard wall along Church Street
- Contribution to replacing the floodlighting at St Marys Church (Friends of St Marys have suggested match funding with the Town Council paying 1/3 of an estimated £30,000)
- Parking at Canoe Launch
- Tree Works along Riverside Bank

A18/07#61 Winter Planting Scheme

To discuss options for the remainder of the Planting Contract and agree key locations and colour scheme.

Proposed: Councillor C Bennett

Seconded: Councillor V Coker

Unanimous

Resolved – To accept an offer to plant the John Kyrle High School Flower Beds free of charge and use the money saved for planting perennials and shrubs in Cross Fields and the Prospect.



A18/07#62 To consider the first draft of the graphic for the Information Board for installation by the Canoe Launch. (Updated Graphic enclosed)

Members were pleased with the design and agreed one or two minor alterations of which the Project Office will notify AONB.

A18/07#63 Finance

- i) To receive and note the current budget report for YTD figures 2018/2019 (report enclosed)

Noted

- ii) To approve expenditure of £490 +VAT to pollard a fallen willow at Long Acre, pollard a damaged willow on Rope Walk and remove a large split limb from another willow on Rope Walk from the Tree Budget

Proposed: Councillor R Gibbs
Unanimous

Seconded: Councillor C Bennett

RESOLVED - To approve expenditure from Tree Budget of £490 + VAT to pollard fallen willow tree at long acre and pollard damaged willow on Rope Walk and remove split limb from willow on Rope Walk.

A18/07#64 Policies

To review the following policies (enclosed)

- Memorial Bench Regulations and Application
- Open Spaces Terms and Condition of Hire
- Tree Planting and Donation Policy

Proposed: Councillor R Mayo
Unanimous

Seconded: Councillor C Bennett

RESOLVED – To adopt Memorial Bench Regulations and Application, Open Spaces Terms and Condition of Hire, Tree and Donation Policy.

There being no further business the meeting closed at 8.20pm


.....
Chairman

11/9/18
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Committee
held on Tuesday 11th 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 10th July 2018.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 10th 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 19th 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 28th 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


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Chairman

9/10/18
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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Committee
held on Tuesday 9th October 2018 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors R Mayo (Chairman) N Gibbs, P Symonds and J Utting
Ex-officio Member: Councillor V Coker

In attendance: Mrs S Robson – Town Clerk, Miss A Partridge – Administration and Finance Assistant
There were two members of the public present and no members of the press

A18/10#80 Apologies for Absence

Councillor H Bramer, Councillor R Gibbs and Councillor D Lister

RESOLVED – to accept apologies given

A18/10#81 Declarations of Interest

None

A18/10#82 Dispensations

None

A18/10#83 Public Participation

Representatives from the Friends of St Mary's Church addressed the Members to give an update on the floodlighting around St Marys Church. Several options are being considered to improve the lighting using the existing infrastructure. The Committee thanked the Friends of St Mary's for their work and agreed to look at adding this as one of their projects for 2019/2020 budget.

7.30pm Members of the public left the meeting

A18/10#84 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

A18/10#85 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meeting held on Tuesday 11th September 2018.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 11th September 2018 be signed as a correct record.

A18/10#86 Action Review Summary

To receive and review outstanding Actions Summary.

Members received an update on a number of outstanding items.

- Ropewalk Access Road – discussions are on-going with the Rowing Club. It was noted that the Clerk will be seeking further advice.
- Grit Bin Policy – further information was provided to the Committee – it was agreed not to go ahead with the Policy due to the cost and on-going maintenance commitments.

RESOLVED – to receive and note the report.

A18/10#87 Town Clerk's Report – to receive and note update from the Town Clerk (for information only

- Riverside Information Board – the information board has been completed and will soon be ready for installation by the team at AONB.
- Skatepark – It was proposed to keep the wooden fencing around the skate park and to replace any damaged fencing when necessary. The art work has been completed, there has been positive feedback about the design
- The Bandstand – The Electric box has now been moved inside the bandstand to resolve the issue of water getting inside the box.
- The Prospect – Balfour Beatty has been informed of the potholes on the footpaths – a request has been made to repair them prior to the Remembrance Events

RESOLVED – to receive and note the report.

A18/10#88 Budget

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

RESOLVED – to receive and note the report.

A18/10#89 Grounds Maintenance Contract

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

RESOLVED – to defer the item pending further investigations

A18/10#90 To approve purchase of Memorial Tree to commemorate the centenary of the end of WWI

The Committee was informed that the Mayor wishes to donate a 20 foot Quercus Robur (Red Oak). Members discussed several options regarding the proposed location of a Memorial Tree, which included The Prospect and The Rope Walk. It was proposed to speak to Balfour Beatty and The Tree Warden and to report back to the next meeting.

RESOLVED – to receive and note the report.

A18/10#91 Correspondence for consideration and response.

- i) Application for Memorial Bench at Caroline Symonds Gardens

Proposed: Councillor R Mayo
Unanimous

Seconded: Councillor N Gibbs

RESOLVED – to approve the request for a memorial bench opposite the Bandstand.



ii) Application for a Memorial Tree at the arboretum in Caroline Symonds Gardens


Members expressed some concern at the potential size of an oak at the location and agreed to seek advice from Tree Warden on other suitable locations for a new arboretum. It was also agreed to gather information as to suitable species that could be planted that will thrive in the soil and conditions at the sites.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor V Coker

RESOLVED – to accept the application and consider a suitable location.

There being no further business the meeting closed at 8:25pm


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Chairman

13/11/18
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Committee

held on Tuesday 13th November 2018 at 7.00pm

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

Present: Councillors R Mayo (Chairman) N Gibbs, P Symonds and J Utting,
Ex-officio Member: Councillor V Coker
Substitute Members: Councillors A Taylor and C Utting

In attendance: Mrs S Robson – Town Clerk, Miss A Partridge – Administration and Finance Assistant
There were no members of the public present and no members of the press

A18/11#92 Apologies for Absence

Councillor H Bramer, Councillor R Gibbs and Councillor D Lister

RESOLVED – to accept apologies given

A18/11#93 Declarations of Interest

None

A18/11#94 Dispensations

None

A18/11#95 Public Participation

None

A18/11#96 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

A18/11#97 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meeting held on Tuesday 9th October 2018.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 9th October 2018 be signed as a correct record.

A18/11#98 Action Review Summary

To receive and review outstanding Actions Summary.

Members received an update on a number of outstanding items.

- Grounds Maintenance Contract - it was noted that a meeting will be arranged with the existing contractor with a view to discuss extending the contract
- Tree Inspection Course – details are being sought to provide training for the Amenities Manager

- Memorial Bench - awaiting quotes for the concrete pad for installation - to be reported at the next meeting
- Tree Warden – on going meetings are taking place to formalise proposals for new arboretum and confirm list of trees suitable to plant

RESOLVED – to receive and note the report.

A18/11#99 Town Clerk's Report – to receive and note update from the Town Clerk (for information only

- Flower Beds – Ross Court to take over responsibility of the flower bed at the welcome sign on Ledbury Road. Cultivation Licences to be prepared to include amending U3A's
- Long Acre – removal of the fallen tree has been arranged for next week
- Hope and Anchor Pumping Station – Welsh Water to arrange planting of Copper Beech hedge at the site
- Wye Valley AONB Board – installation taking place soon at the riverside

RESOLVED – to receive and note the report.

A18/11#100 Budget

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

RESOLVED – to receive and note the report.

A18/11#101 Herefordshire Council – Consultation on the Operation of other Services delivered through Public Realm Services

To consider formal response to HC in relation to a spotlight review to seek a representative picture of views across the county and demonstrate to parish councils that account is being taken of their views.

Members discussed the draft Consultation and agreed to several amendments.

RESOLVED – subject to the proposed changes it was agreed to delegate authority to the Clerk in consultation with Cllr P Symonds to respond on behalf of the Council.

A18/10#102 Correspondence for consideration and response.

- i) Application for Memorial Tree at Long Acre

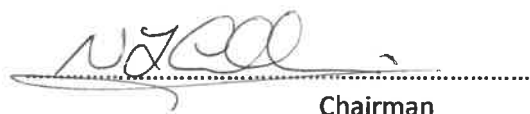
The Tree Warden recommended a site along Wye Street and an Acer 'Crimson King' has been selected as suitable for this location.

RESOLVED – to approve the request for a Memorial Tree at Long Acre.

- ii) Response to Committee decision relating to Grit Bins (x2)

Noted

There being no further business the meeting closed at 7.45pm


Chairman

11 | 12 | 18
Date



Ross-on-Wye Town Council

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

Present: Councillors N Gibbs, R Gibbs, D Lister, P Symonds and J Utting

In attendance: Mrs S Robson – Town Clerk, Miss A Partridge – Administration and Finance Assistant
There were no members of the public present and no members of the press

In the absence of the chairman, Councillor N Gibbs (Deputy Chairman) took the chair.

A18/12#103 Apologies for Absence

Councillor H Bramer, Councillor V Coker and Councillor R Mayo

RESOLVED – to accept apologies given

A18/12#104 Declarations of Interest

None

A18/12#105 Dispensations

None

A18/12#106 Public Participation

None

A18/12#107 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

A18/12#108 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meeting held on Tuesday 13th November 2018.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 13th November 2018 be signed as a correct record.

A18/12#109 Action Review Summary

To receive and review outstanding Actions Summary.

Members received an update on a number of outstanding items.

- Grounds Maintenance Contract - It was noted that a meeting will be arranged with the existing contractor with a view to discuss extending the contract.
- Tree Inspection Course – details are being sought to provide training for the Amenities Manager at Tewkesbury. To be confirmed with course provider on possible training dates.

- Memorial Bench – To be delivered on Thursday 13th December and concrete pad to be installed by the Parish Lengths man.
- Tree Warden – on going meetings are taking place to formalise proposals for new arboretum and confirm list of trees suitable to plant and to report back at next meeting on Tuesday 12th February 2019.

RESOLVED – to receive and note the report.

A18/12#110 Town Clerk’s Report – to receive and note update from the Town Clerk (for information only)

- Flower Bed outside former NatWest - To confirm sponsorship of a 2 year contract of £500 per annum.
- Red Oak Memorial Tree – To be planted on Wednesday 12th December at Caroline Symonds Garden

RESOLVED – to receive and note the report.

A18/11#111 Budget

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

RESOLVED – to receive and note the report.

A18/12#112 Finance

To approve expenditure to purchase replacement self watering planters at a cost of £370.00 plus delivery of £50.00 per pallet from the Street Furniture Budget.

RESOLVED – To confirm expenditure in the sum of £1580.00 plus VAT for the purchase of 4 new planters.

A18/12#113 Correspondence for consideration and response.

- i) Ross Tourism Association – request for support for Notice Board project

Noted – to support the project for the Notice Boards

- ii) Ross Royal British Legion - Application for Memorial Tree at Long Acre

RESOLVED – to approve the request for a Memorial Tree at Long Acre.

There being no further business the meeting closed at 8.00pm



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Chairman



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Date