



Ross-on-Wye Town Council

Minutes of the meeting of the Extra Ordinary Amenities Committee Meeting
held on Tuesday 29th January 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
Ex Officio Member: Councillor V Coker
Substitute Member: Councillor 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

A19/01#01 Apologies for Absence
Councillor J Utting

RESOLVED – to accept apologies given

A19/01#02 Declarations of Interest
None

A19/01#03 Dispensations
None

A19/01#04 Public Participation
None

A19/01#05 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

A19/01#06 Finance

- i) To review income and expenditure with the Amenities Committee Budget 2018/2019 (enclosed).

RESOLVED – to receive and note the report.

- ii) To consider for recommendation to Full Council the proposed draft 3-year budget for the Amenities Committee to commence 2019/2020 (enclosed).

RESOLVED: to recommend for approval the draft Amenities Committee 3-year budget subject to the changes that were agreed at the meeting.

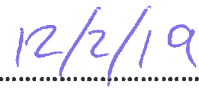
Proposed: N Gibbs

Seconder: Councillor V Coker

Unanimous

There being no further business the meeting closed at 8.00pm


.....
Chairman


.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary Amenities Committee Meeting held on Tuesday 12th February 2019 at 7.00pm at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors R Mayo (Chairman), N Gibbs, R Gibbs, D Lister, 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 three members of the public present and no members of the press

A19/02#07 Apologies for Absence
None Received

A19/02#08 Declarations of Interest
None

A19/02#09 Dispensations
None

A19/02#10 Public Participation
A representative from the Friends of St Mary's Church addressed the Members to give an update on the floodlighting project. Several options are being considered to improve the lighting using the existing infrastructure. A trial will be run, and Members of the Committee will be invited to join when these trials take place.


7.15pm One member of the public left the meeting

A19/02#11 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

A19/02#12 Amenities Committee Meeting - Minutes
To confirm and sign the minutes of the previous meetings held on Tuesday 11th December 2018 & Tuesday 29th January 2019.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 11th December 2018 and Tuesday 29th January 2019 be signed as a correct record.


12/3/19

A19/02#13 Action Review Summary (report attached)

To receive and review outstanding Actions on the Action Review Summary.

- Canoe Launch – Report to be made for next meeting as an agenda item

RESOLVED – to receive and note the report.

A19/02#14 Town Clerk's Report

To receive and note update from the Town Clerk (for information only)

- Planters – Ross Lions to confirm about decision to accept planters
- Invite Chairman of Usk in Bloom and Councillor C Utting to discuss starting a new Ross in Bloom organisation
- RBL Memorial Tree at Long Acre – discussions are on-going

RESOLVED – to receive and note the report.

A19/02#15 Budget

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

RESOLVED – to receive and note the report.

A19/02#16 Finance

- To approve expenditure to authorise contractor to carry out felling of a group of three Leylandii on the bank to the rear of the Bandstand at a cost of £1155.00 plus vat.

Members considered there was no need to fell the trees but that sympathetic pruning of the lower limbs would be adequate. There were some concerns raised about encroachment and damage to limbs. It was proposed that expenditure to a maximum value of £1155.00 be authorised and that in addition work to tidy up the area to the rear of the toilet block in Wye Street could be included within the cost.

Proposed: Councillor N Gibbs
For: 6 Against: 1

Seconded: Councillor V Coker


RESOLVED – To approve expenditure to a maximum of £1155.00 from the Tree budget at Caroline Symonds Gardens.

- To approve expenditure for work to various riverside Willows to improve bank stabilisation, improve the health of the tree stock and open up view to the river from strategic locations at a cost of £450.00 (day rate) plus vat up to the maximum remaining in the tree/grounds maintenance budget for 2018/2019.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor P Symonds

RESOLVED – To approve expenditure for 10 days work for a maximum of £5000.00 from the Grounds Maintenance budget to improve bank stabilisation, improve the health of the tree stock and open up view to the river.


12/3/19

A19/02#17 Grounds Maintenance Contract

To approve a one-year extension to the Contract with Pricepoint for 2019/2020 at a cost of £20,196.75 plus vat, on the same terms as previously arranged.

Proposed: Councillor R Gibbs
For: 6 Abstention: 1

Seconded: Councillor P Symonds

RESOLVED – to make a recommendation to Full Council to extend the Contract for a one year period subject to further negotiations between the Clerk and the Contractor.

A19/02#18 Long Acre Arboretum

- i) To invite the Council's Tree Warden to make a verbal presentation on proposals for the new arboretum and consider suggested design layout and varieties of trees for formal approval at the site.

Members welcomed the idea of creating a new arboretum but expressed concerns as to whether it might be compatible with works that have already taken place to increase biodiversity on the floodplain meadow. There was a proposal therefore to increase the scope to take in the Rope Walk area too.

RESOLVED – to defer the item pending further investigations for next meeting.

- ii) To consider acceptance of donation of £1000.00, plus volunteer hours, from the Tree Warden on condition the Council match funds the donation for the purchase of trees to create the new arboretum at Long Acre.

The Tree Warden advised the likely cost of the trees would be in the region of £1300.00 but that additional finance would be necessary for other items such as stakes, ties, guards and fertiliser. There was already a lot of local interest with residents wishing to contribute with the purchase of trees too. It was agreed that an information board about the trees would be provided as an educational tool.

If the monies received and allocated were unspent at the Year End then an earmark reserve fund would be created to ring fence the funds.

Proposed: Councillor N Gibbs
Unanimous

Seconded: Councillor V Coker

RESOLVED – To accept the donation of £1000.00 from the Tree Warden with match funding from the Council's Tree Budget to create a new arboretum at Long Acre and the Ropewalk.

A19/02#19 Riverside Development

- i) To accept an offer from Ross Angling Club for funding towards the development of further willow weaving platforms in collaboration with Wye Valley AONB along the riverside.

Proposed: Councillor D Lister
Unanimous

Seconded: Councillor V Coker

RESOLVED – To accept the offer from Ross Angling Club for funding for further development of willow weaving platforms along the riverside.


12/3/19

- ii) To consider offer from Herefordshire Meadows to put forward Long Acre as part of a meadow creation pilot to continue the development of works already commenced in association with Wye Valley AONB.

The Committee approved the offer and agreed it would continue with works already started by the Floodplain Meadows Partnership and their recommendations for the introduction for species suited for rich wet grasslands in the area to take green hay from. Expressions of Interest need to be made by the end of February.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor N Gibbs

RESOLVED – to approve the request from Herefordshire Meadows to include Long Acre as a pilot project as part of a flood plain meadow creation.

A19/02#20 Lengthsman & P3 Scheme

To approve an application to BBLP to continue with the Schemes for undertaking works on the Network through the Parish Lengthsman and the upkeep and maintenance of footpaths and public rights of way.

Proposer: Councillor J Utting
Unanimous

Seconder: Councillor P Symonds

RESOLVED – to accept to make an application to BBLP to allow continuation of works throughout by the Parish Lengthman and for the upkeep of footpaths and public rights of way.

A19/02#21 Correspondence for consideration and response.

- i) [Deferred from Full Council meeting December 2018 18/12#209]
Residents of Kent Avenue – request for height reduction of wall at Deanhill Park and consideration of an application for a Traffic Regulation Order to reduce the speed limit in the area to 20mph.

The Committee was updated on works that already in hand by HC in this area, investigations are being made into a range of options including a Traffic Regulation Order. Members felt that the height of the wall at Deanhill Park should be reviewed and a request be made to HC to ask for traffic accident data at this location.

RESOLVED – to consider options and clerk to obtain a quote for height reduction of the wall.

There being no further business the meeting closed at 09:05 pm


.....
Chairman

12/3/19
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary Amenities Committee Meeting held on Tuesday 12th March 2019 at 7.00pm at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

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

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

A19/03#22 Apologies for Absence
Councillor J Utting

RESOLVED – to accept the apologies given

A19/03#23 Declarations of Interest
None

A19/03#24 Dispensations
None

A19/03#25 Public Participation
The Tree Warden brought the revised plan for the town arboretum back to Committee for consideration. The plan addressed concerns previously raised such as compatibility with the floodplain meadow, shading, loss of views of the river and grounds maintenance. The Committee suggested to phase the plan to allow for approximately 50 trees per year over a two-year period with a variety of different heights and spreads. There was a desire to allow sufficient space for further memorial trees in the future and also to take into account the proposed plans for the new Ropewalk play area. Some Members felt a longer-term plan would allow more community engagement to increase public awareness and foster a greater sense of ownership, however there was also a feeling that this should be something that proceeds quickly to completion whilst there is such a lot of support from the public. It was agreed to go ahead and that a site visit would be arranged for the Committee Members to have a better understanding of the Plan.

7.35pm Four members of the public left the meeting

The Chairman of Usk in Bloom addressed the Committee about the successes in Usk and how they have approached planting and community engagement, including funding. The group has now become a registered charity with all the work being done by volunteers. Usk in Bloom has been winning awards for the last 38 consecutive years. There are three sections including floral, community participation and environmental responsibility. The floral displays give people a reason to stop and draw visitors to Usk and this is seen as providing an economic benefit. A local garden centre is involved with growing and supplying plants. The aim of fostering better community engagement in the town has seen it being split into areas by street to encourage as many people as possible to participate. The competition provides a structure to enable the scheme and the competition has a number of different criteria against which the schemes are

marked. The Town Council does not provide any human resource, but the County Council does offer limited resources. The key thing is the involvement of many keen gardeners that are knowledgeable, and the garden centre enjoys the kudos of being involved with such a successful group. The garden centre is responsible for the watering of the scheme and is part of the paid work they undertake. The cost of the scheme annually is approx. £14k for the public displays. The hanging baskets are a different scheme and an outsourced contractor provides baskets which enable a uniformity of display and many businesses sponsor a basket. The town is very proud of this long history of success which encourages huge voluntary involvement. The events, such as Open Gardens, bring visitors in to the town from all corners of the world which helps build and sustain the local economy.

The outlying area around the town takes the approach of a more sustainable scheme with permanent planting to foster biodiversity.

The economic benefits to the town as a whole are real and tangible and encouraging shop keepers to get involved has been vital. There have been fund raising events in the past which have enabled the scheme, but this has been superseded by 'friends of Usk in Bloom' which provides a regular payment plan for people to sponsor. The Open Garden Scheme sold over two thousand tickets which brought many people into town who would have spent time in the town, shops, pubs, cafes etc. bringing economic benefits.

Partnership is key to successful working and encouraging people to find ways of working together.

A19/03#26 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

A19/03#27 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meetings held on Tuesday 12th February 2019.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 12th February 2019 be signed as a correct record.

A19/03#28 Action Review Summary

To receive and review outstanding Actions on the Action Review Summary.

- Dean Hill Park – a quote is awaited for a possible height reduction to the wall on the corner of Kent Avenue
- Long Acre riverbank – the meeting with other stakeholders to consider additional willow platforms was postponed due to the high water level of the river
- BBLP Parish Lengthsman/P3 Schemes – an expression of interest has been lodged

RESOLVED – to receive and note the report.

A19/03#29 Town Clerk's Report

To receive and note update from the Town Clerk

- Ross Cemetery – a quote for maintenance to the hedge has been accepted under delegated authority and works will commence shortly
- RBL Memorial Tree at Long Acre – awaiting for delivery by local garden centre

RESOLVED – to receive and note the report.



A19/03#30 Budget

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

RESOLVED – to receive and note the report.

A19/03#31 Planters

To consider making an application to install two planters on the curtilage of the front elevation of the Market House and to agree sponsorship opportunity for a local business.

The Committee agreed the proposed location for the planters would enhance this area.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor R Gibbs

RESOLVED – to seek a licence from BBLP to install two flower planters either side of the steps to the front of the Market House to be sponsored by a local florist.

A19/03#32 Canoe Launch – Long Acre

To receive a written report from the Project Officer and consider possible options available to improve the current facilities.

Members conceded there was not an obvious way forward to improve facilities at the canoe launch. One of the serious concerns raised continues to be that canoes are left unattended in large numbers at the site. It was resolved to write to all the canoe companies to inform them that any left unattended would be removed and a storage fee will be applied. The issue of parking and vehicular restrictions in Wye Street during the summer are of concern and Members asked if the police and Herefordshire Council's enforcement office to take a more proactive approach to ticketing illegally parked cars. The thoughts of providing a vehicular off-road layby to take traffic off the street was considered but the Committee felt the costs would be prohibitive. It was resolved to write to HC to request information about why boats are no longer allowed to launch from Wilton Common (opposite White Lion Pub) and ask if the canoe companies have any view on using this site in preference to Long Acre.

The Project Officer was thanked for her report.

A19/03#33 Rope Walk Playground

The Committee received the report and agreed on the need to make the new play area identifiable and unique to the town. A consultation with local primary schools has already been done. It was confirmed that the proposed new play area would be on the existing footprint with a margin for a 10% increase in size.

It was suggested that the Community Development Trust should be approached regarding an aim to build this project into their fund-raising strategy.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Lister

RESOLVED - to agree in principle to go ahead with the Rope Walk Playground project.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor N Gibbs

RESOLVED - to agree a specification based on the proposals set out within the written report and to obtain quotes.



It was agreed to defer the decision to use the services of a grant finder until further investigations have been made into the scale of charges.

A19/03# 34 Correspondence for consideration and response.

- i) Application for Memorial Bench at Caroline Symonds Gardens

RESOLVED – to approve the application for the installation of two new benches.

There being no further business the meeting closed at 8:40 pm


.....
Chairman

16/4/19
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary Amenities Committee Meeting held on Tuesday 16th April 2019 at 7.00pm at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

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

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

A19/04#35 Apologies for Absence
All present

A19/04#36 Declarations of Interest
None

A19/04#37 Dispensations
None

A19/04#38 Public Participation
A resident and local business woman addressed members about the prominence of the gateway into town at the top of the High Street/Wilton Road junction. She confirmed to Members she would be willing to plant, maintain and water the new proposed planter under a licence agreement if the expenditure was agreed. Two options were suggested, either to have two square planters which would allow for a more imaginative scheme or to have one tiered system. She reported there is already a lot of interest because of the walled garden at the top of the wall and a more imaginative planting scheme might also encourage businesses and residents to take part in a wider scheme and hopefully see more volunteers wanting to get involved with starting up a new Ross in Bloom group.

7.05pm Councillor N Gibbs arrived at the meeting and one member of the public left the meeting.

The Chairman asked the Committee to bring forward agenda item A19/04#44 and invited Mr. Griffiths, the Lengthsman to address the Committee.

A19/04#44 Parish Lengthsman
To receive and accept the 2018/2019 report from the Lengthsman relating to the routine Highways Maintenance programme and other works as instructed.

Mr Griffiths was thanked for his written report. The Committee enquired about work undertaken as there appeared to be some cross-over and duplication of services and responsibilities that should be covered under the BBLP Contract. It was reported there is no clear communication between BBLP and the Lengthsman and funding has not been available to maintain all the services and close support has been lacking.

It was noted there have been a number of complaints about the drainage channels in the pavements which are not part of the scheduled programme carried out by the Lengthsman. The Committee was asked if authority could be given for the Lengthsman to do remedial work to

DL

drains to help prevent blockages and flooding by using water jets but that if more major works were needed these should be reported to BBLP in the normal manner.

Whilst it was recognised that other works on the 'B' roads should be carried out by BBLP the Committee asked that enhanced work to keep up the high level of standards should continue. The summer schedule comprises one day a month in the programme which works well but by late autumn this often is not sufficient, and this will need to be reviewed to ensure standards are maintained. The Committee agreed it might be necessary to authorise additional days.

The Committee requested that an immediate weed spray should be done before the growth gets too vigorous.

Proposed: Councillor J Utting
Unanimous

Seconded: Councillor Coker

RESOLVED – to receive and note the report and approve expenditure from the Weed Spraying budget for a first application.

A19/04#39 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

A19/04#40 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meetings held on Tuesday 12th March 2019.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 12th March 2019 be signed as a correct record.

A19/04#41 Action Review Summary

To receive and review outstanding Actions on the Action Review Summary.

- Dean Hill Park – a quote has been received for works to remove the wall on the corner of Kent Avenue. The Committee agreed the cost made any proposed works unviable. The Clerk was asked to follow up on information about accident statistics at the junction.
- Long Acre riverbank – the meeting with other stakeholders to consider additional willow platforms has been put back to May due to the high-water levels.

RESOLVED – to receive and note the report.

7.40pm Councillor Lister left the meeting due to another appointment.

A19/04#42 Town Clerk's Report

To receive and note update from the Town Clerk

- Riverbank - works to clear debris and open up 'windows' is due to commence shortly
- Deanhill Park – works to reduce some of the limbs in a group of Cherry Plum Trees is going ahead due to storm damage and a significant fungus infection
- Caroline Symonds Gardens - the Lions commemorative statute will have works to improve the finish around the base done shortly
- Ropewalk – a local business had thanked staff for the 'brilliant job the council is doing clearing up after the flood'.

RESOLVED – to receive and note the report.

A19/04#43 Budget

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

RESOLVED – to receive and note the report.

A19/04#45 Planters

- i) to consider purchase of additional planters (box planters and 1 four tier planter) at a cost of £1125.32 plus transport and vat for installation at the end of High Street.

There has been an on-going desire to improve this area with new planters as a licence from BBLP has already been granted. There were some concerns about the state of the existing planter and although discussions have already been on-going for quite some time there has been no further progress towards its replacement. As the Town Council has the Licence for this area it was therefore agreed that a letter of notice would be sent requiring the existing planter to be removed on the basis that an offer of a new one would be made. It was approved that the two new planters in storage would be located here and the purchase of a new four-tier planter for expenditure out of the Street Furniture Budget.

- ii) to agree sponsorship opportunity for a local business

It was agreed to offer the sponsorship of the new four-tier planter to Gallery 54.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Utting

RESOLVED – to purchase a four-tier planter to be offered under licence for maintenance by Gallery 54 and two box planters, expenditure to come from the Street Furniture Budget.

A19/04#46 Buggy Route

To receive a written report from the Chairman of Ross Walkers are Welcome Group with outline proposals for extension at the Long Acre site.

The Committee asked that a letter of thanks be sent to Walkers are Welcome for the report and noted that the Members would not support this proposal. The consensus view was that whilst a new path would offer improved accessibility the Committee would prefer something more sympathetic and in keeping with the paths that are already in existence.

The Committee asked that the project be approved by the Planning Committee as a priority for funding under any potential s106 Agreement.

A19/04#47 Herefordshire Floodplain Meadow Project – Long Acre.

- i) to receive update from the Projects Officer on progress of the application for land at Long Acre to become a pilot project for meadow enhancement work
- ii) to confirm a condition of the application for the term of management – 10 years
- iii) to agree to provide temporary information boards whilst the work is being undertaken

The Committee was appraised of the need to harrow the area after the final cut in the summer in preparation for the seed spreading. It was noted that the cost would be approximately £300. The Committee was advised that the ten-year term of management was only applicable to coronation meadows, which this site was not. Temporary signage was approved and a costing was requested.

A19/04# 48 Correspondence for consideration and response.

- i) Request to Council to assist in 'Operation Wild Foxglove'.

Noted

The Committee gave a vote of thanks to the Chairman for his hard work over the years in chairing the committee.

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



.....
Chairman

20.5.19

.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary Amenities Committee Meeting held on Monday 20th May 2019 at 7.00pm at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors S Cole, R Howson, B Pope, P Symonds, R Taylor and J Winder
Ex-officio Member: Councillor D Lister (Chairman)

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

A19/05#49 Apologies for Absence
Councillor J Roberts

A19/05#50 Declarations of Interest
None

A19/05#51 Dispensations
None

A19/05#52 Public Participation
None present

A19/05#53 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

A19/05#54 Election of Deputy Amenities Committee Chairman

Proposed: Councillor Cole
Unanimous

Seconded: Councillor Symonds

RESOLVED – to appoint Councillor Taylor to be the Deputy Committee Chairman.

A19/05#55 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meetings held on Tuesday 16th April 2019.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Tuesday 16th April 2019 be signed as a correct record.

A19/05#56 Action Review Summary

To receive and review outstanding Actions on the Action Review Summary.

As there were several new Councillors attending for the first time a brief background of some of the previous actions was provided.

DL

- Dean Hill Park Trees – work will commence once the necessary permissions have been granted
- Alton Street/Kent Avenue accident statistics at the junction – information received from Highways at HC reported only one accident in the last five years. However, data is only recorded where there has been an injury to persons requiring treatment, therefore damage to vehicles but no personal injury will not be recorded. It was proposed that this junction should be reviewed as part of the preparations for the Ross Transport Plan.
- Long Acre riverbank – the meeting with other stakeholders to consider additional willow platforms has taken place. Further information is awaited from the Angling Club regarding potential costs and how many could be funded.

RESOLVED – to receive and note the report.

A19/05#57 Town Clerk's Report

To receive and note update from the Town Clerk

- Riverbank - works to clear debris and open up 'windows' is underway
- Arboretum – this has proved hugely successful with the first phase having been completed. There is also a growing waiting list of people wanting to sponsor a tree in the second phase – Rob Taylor was formally thanked by the Committee for his hard work and endeavours to see this to fruition

RESOLVED – to receive and note the report.

A19/05#58 Budget

To receive and note the income and expenditure report for final Year to Date (YTD) figures 2018/2019.

Members were advised that monies from 2018/19 in the grounds maintenance and tree works budgets had been carried forward because of the delay in works starting due to permissions being granted.

RESOLVED – to receive and note the report.

A19/05#59 P3 (Parish Path Partnership) and Parish Lengthsman Scheme

To review the Parish Annual Maintenance Plan for 2019/2020.

Members were informed a copy of the Maintenance Plan would be circulated for information once it had been finalised. It was noted there would no longer be funding towards the cost of this from Balfour Beatty and the cost of any footpath's maintenance work would now be totally funded by the parishes.

A19/05# 60 Correspondence for consideration and response.

- i) St Mary's Parochial Church Council – notification of Phase 3 Plans for St Mary's Church and request for feedback on the condition of the paths in the closed churchyard.

The Committee agreed to have a site visit with the churchwarden to assess the paths alongside the proposed plans to upgrade the entrances and report back to the next meeting.

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


.....
Chairman

17-6-19
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary Amenities Committee Meeting held on Monday 17th June 2019 at 7.00pm at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors S Cole, B Howson, P Symonds, R Taylor and J Winder
Ex-officio Members: Councillors D Lister (Chairman) and J Roberts
Substitute Member: Councillor C Bartrum

In attendance: Mrs S Robson – Town Clerk, Mrs Helen Holmes – Finance & Administrative Assistant,
Mr A Kings – Amenities Manager

There were three members of the public present and no members of the press

A19/06#61 Apologies for Absence
Councillor B Pope

A19/06#62 Declarations of Interest
None

A19/06#63 Dispensations
None

A19/06#64 Public Participation

A representative from Ross Community Litter Clear Up Crew (RCLCUC) addressed the Committee to request permission to allow them to leave their bags of litter on town council land. This would enable BBLP easy access for collection. The Ward Member agreed to draft a report and bring it to a future meeting for the Committee to consider.

RCLCUC reported that an application which had been made for grant funding to improve the town had been successful. The funding had been used to purchase a battery powered street sweeper. A question was asked as to whether the Council had storage space for it. A cigarette 'question' bin has also been purchased to encourage smokers to use it rather than littering their butts on pavements. It was thought a pub would be a key location to site the bin.

A member from Ross Carnival Committee attended to express their concerns about the proposed tree planting at the Rope Walk as this would be an infringement on the field when it is used for the Carnival, in particular the Fair as there would be health & safety implications with the need to keep a certain distance from trees.

The Chairman brought forward item A19/06#71 to allow members of the public to hear the debate about the proposals for the next phase of the Arboretum.

A19/06#71 Linear Arboretum

To receive a verbal report on Phase I of the Linear Arboretum and to consider bringing forward Phase II for the commencement of planting during 2019.

7.20pm One member of the public left the meeting

DL

The Committee was updated on the first phase of planting with about sixty trees having already been planted with an allowance in the reduction of numbers against the original plan where the floodplain meadow will be situated on Long Acre. There has been additional planting along Wye St with an avenue of acers to add to those previously planted. All the trees in Phase I have been sponsored by the public and the project has received a lot of support from local people. The benefit of bringing forward Phase II would capitalise on the interest particularly in light of the growing waiting list. The Committee was reminded that Phase II is planned for the Rope Walk, the list of trees has not been finalised yet, but part of the plan will be to have more spring flowering trees at this location. A question was raised as to their layout to ensure that events can continue by keeping areas clear to maximise the amenity space. The Committee agreed that the planting should not start until after the Carnival has taken place in August and full consideration be given to its position.

RESOLVED – that the Committee defer the final approval to the September meeting for the proposed planting for Phase II.

7.30pm Councillor Bartrum left the meeting and two members of the public left the meeting.

A19/06#65 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

A19/06#66 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meetings held on Monday 20th May 2019.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Monday 20th May 2019 be signed as a correct record.

A19/06#67 Action Review Summary

To receive and review outstanding Actions on the Action Review Summary.

7.35pm Councillor Bartrum returned to the meeting

Members were updated on a number of items;

- Registration of cemetery land /Lease for allotments site
- Amenities Manager booking for Tree Inspection Course confirmed
- Market House Planters Licence has been approved
- Long Acre willow platforms – anticipated two new ones will be created in 2020
- Ropewalk play area – meetings are taking place with a number of providers
- Parish Annual Maintenance Plan had been circulated – further discussion needed to be held about the future of works to the footpath network (P3 Scheme)
- St Mary's Churchyard site visit to consider proposed changes and pathways – no further action by the Committee at this stage

RESOLVED – to receive and note the report.

A19/06#68 Town Clerk's Report/ Amenities Manager's Report

To receive and note update from the Town Clerk/ Amenities Manager

The Amenities Manager updated the Committee on plans for a new Programme of Works, the department's priority areas that cover a wide and varied schedule of responsibilities. The annual work Programme is currently in draft and would be circulated for the committee's consideration in due course.

- Herefordshire Meadows Training events – Members encouraged to attend
- Recycling litter trial – suggestions for locations were invited
- Request for a Dog Bin near Smallbrook Gardens / The Council has been offered three benches, suggestions for locations were invited

RESOLVED – to receive and note the report.

A19/06#69 Budget

To receive and note the income and expenditure report for final Year to Date (YTD) figures 2019/2020.

RESOLVED – to receive and note the report.

A19/06#70 Grounds Maintenance

- i) to consider the uplift in the Grounds Maintenance Contract costs due to the Arboretum planting

The Committee was appraised of the additional work due to the planting of the new trees and the time aspect which has had a cost implication.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Cole

RESOLVED – to approve the additional expenditure within the Grounds Maintenance Contract in the sum of £765.00 for the 2019/2020 season.

- ii) to discuss the options for maintenance at the base of the new trees (strimming -v- spraying) and consider the potential on-going expenditure during the financial year 2019/2020

The Committee considered how future grounds maintenance plans would fit with the Council's aspirations for improved biodiversity and ecology and how either of these options could be compatible. It was proposed to defer making a decision at present and consider how to proceed when the Grounds Maintenance contract is negotiated next year. Members wanted to engage the community and encourage participation and suggestions as to whether a volunteer group could maintain the trees was proposed. A Press Release would be written to encourage sponsors to take part in a community event to weed around the trees.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Symonds

RESOLVED – to publish a Press Release for an event to encourage people to take part in a community gardening day at Long Acre/Caroline Symonds Gardens to be co-ordinated by Councillor Taylor.

DC

- iii) to approve virement from Grounds Maintenance to Payroll Costs for weekend litter collection/bin emptying subject to approval from the Finance & Personnel Committee to offer additional hours 'ad hoc' to existing staff in order to bring the service 'in-house' over the summer months.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Winder

RESOLVED – to approve virement from the Grounds Maintenance budget to the Payroll Costs budget to cover the cost of staff overtime for weekend work litter picking and emptying bins in the 'open spaces' areas within the Council's control.

A19/06# 72 Correspondence for consideration and response.

- i) Mrs Mason – request for Council to consider memorial for Jenny Hyde
[Deferred from Full Council Meeting 10th June 19/06# 109]

It was approved that the Council would wish to commemorate Members, who died whilst serving in office, with the agreement for memorial trees to be planted at the previous arboretum in Caroline Symonds Gardens.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Cole

RESOLVED – to support the planting of memorial trees within the original arboretum for serving councillors, the species of trees will be approved in consultation with the Tree Warden.

There being no further business the meeting closed at 8:45 pm


.....
Chairman

15-7-19
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary **Amenities Committee Meeting** held on Monday 15th July 2019 at 7.00pm at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors S Cole, B Pope, P Symonds and J Winder
Ex-officio Members: Councillors D Lister (Chairman) and J Roberts

In attendance: Mrs S Robson – Town Clerk, Mrs Helen Holmes – Finance & Administrative Assistant,
Mr A Kings – Amenities Manager

There were five members of the public present and no members of the press

A19/07#73 Apologies for Absence
Councillors B Howson and R Taylor

A19/07#74 Declarations of Interest
None

A19/07#75 Dispensations
None

A19/07#76 Public Participation

A representative from Rocky's Little Feet charity had asked the committee if they would be able to apply to use the Rope Walk area for a three-day period to run a VW Festival. The Festival would run from Friday to Sunday and the date is expected to be the first week of June 2020. The attendance would be no more than 499 people and there would be camping across the three days. Councillor Lister asked for a plan of the campsite, along with their application and this would go as an agenda item on the next meeting.

7.10pm Two members of the public left

A representative from Ross Community Litter Clear Up Crew (RCLCUC) has asked for the issue of where they can leave their bags of rubbish, that are waiting to be collected. The bags would on occasion infringe on Town Council land. The locations suggested have been approved and RCLCUC will be written to with a response.

A member of the public raised the issue of the pigeon problem within the town. Councillor Roberts informed the committee that Ward Councillors, especially the East and West Ward should read the report that Herefordshire Council have compiled and to task Herefordshire Council to sort the pigeon problem out.

A member of the public raised the issue of the derelict noticeboards in Red Meadow and Sainsbury's car parks and could this committee improve them. The Chairman stated that this doesn't come under this committee, but the Community, Markets and Tourism committee and that work is being carried out to improve the notice boards.

The Chairman brought forward item A19/07#83

DL

A19/07#83 Notice of Motion received from Cllr P Symonds on 27th June 2019 that this Council formally thanks the Ross Community Litter Clear Up Crew (RCLCUC) for the excellent work they have done to improve the appearance of our town.

The Mayor of Ross-on-Wye is also inviting all members of that group to tea at a date to be arranged, following a future litter pick which the Mayor will join'.

The Committee was grateful for the work of RCLCUC and formally thanked them. An amendment to the original motion was proposed.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Cole

RESOLVED – to note that the Council grants consent for bagged litter to be left on its land for collection by BBLP.

7.20pm Two members of the public left the meeting

A19/07#77 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.

A19/07#78 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meeting held on Monday 17th June 2019.

RESOLVED - that the minutes of the Amenities Committee Meeting held on Monday 17th June 2019 be signed as a correct record.

A19/07#79 Action Review Summary

To receive and review outstanding Actions on the Action Review Summary.

Members were updated on several items;

- Rope Walk play area – meetings are taking place with several providers. A number of companies have expressed an interest and the closing date for tenders is 9th August. An extra ordinary meeting was approved for the 20th August at 7.00pm for the tenders to be discussed and a recommendation made to September Full Council.
- The two new benches purchased by Ross Lions are due to installed shortly.

RESOLVED – to receive and note the report.

A19/07#80 Town Clerk's Report/ Amenities Manager's Report

To receive and note update from the Town Clerk/ Amenities Manager (for information only)

The Amenities Manager updated the committee on his work. The Team has been spending a considerable amount of time watering the hanging baskets and flowerbeds. It was noted that the meadow area at Long Acre has been cut and the grass is due to be taken away.

It was suggested that there could be efficiency savings if the Town Council agreed to lease a second vehicle to free up some of his and his colleagues time and it was proposed this could be looked at during the budget setting process.

DL

Members were informed the Flood Plain Meadow Restoration works had commenced but they have only been able to do one small test area initially as a precaution due to dry weather and concerns about germination. The remainder will be done at the end of the summer. The Clerk was asked to re-circulate the letter of agreement about the Project. The Town Clerk advised the Committee the new planting licenses have now been issued.

RESOLVED – to receive and note the report.

A19/07#81 Finance - Budget

To receive and note the income and expenditure report for final Year to Date (YTD) figures 2019/2020.

RESOLVED – to receive and note the report.

A19/07#82 Finance

To consider review of cemetery fees and approve proposed increases with effect from 1st September 2019.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Symonds

RESOLVED – to approve the increased cemetery charges as detailed within the report with effect from 1st September 2019 with the next review date April 2021.

A19/07#84 Correspondence for consideration and response.

i) Application for a Memorial Bench in Wye Street.

Proposed: Councillor Winder
Unanimous


Seconded: Councillor Cole

A19/07#85 Date of Next Meeting – Monday 16th September 2019

Items for next agenda

It was noted that the Committee has a number of issues it wishes to consider including play provision and public realm including refurbishment of memorial benches. It was agreed that a strategic approach needed to be taken and this could be considered at the Council 'away day'.

There being no further business the meeting closed at 8.05 pm


.....
Chairman

16-9-19
.....
Date



Ross-on-Wye Town Council

Minutes of the Extra Ordinary Amenities Committee Meeting
held on Tuesday 20th August 2019 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors S Cole, R Taylor and J Winder,
Substitute Member: Councillor I Gumm
Ex-officio Members: Councillors D Lister (Chairman) and J Roberts

In attendance: Mrs R Lewis, Project Officer

A19/08#86 Apologies for Absence
Councillors B Howson and B Pope

A19/08#87 Declarations of Interest
None

A19/08#88 Dispensations
None

A19/08#89 Public Participation
None

A19/08#90 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.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Cole

RESOLVED – that agenda item A19/08#91 – ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

A19/08#91 In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item A19/08 #90 above refers)

Commercial in Confidence

- i) to receive and consider report from the Projects Officer relating to the tender process for the first phase of work to be carried out at the Rope Walk play area

Members had read the report and were given the opportunity to look closely at pictures of the recommended design. Cllr Lister explained the process used when scoring the different tenders. It was noted there would be a shortfall of approximately £350 and a recommendation was made that the council apply for a grant from the Lydia Cole Foundation.

DL

- ii) to discuss the Officer Recommendation and approve the tender is referred to Full Council for authority for expenditure to carry out the works in line with the specification.

Following discussion:

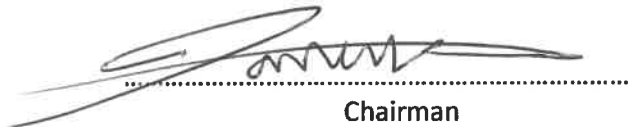
Proposed: Councillor Gumm
Unanimous

Seconded: Councillor Winder

RESOLVED – that Tender 1 be referred to Full Council for authority for expenditure of £49,187.63 to carry out the works to provide a new playground at the Rope Walk in line with the specification.

Councillor Lister thanked Richard Mayo (former chairman of the Amenities Committee) who had done so much preparatory work including setting up a fundraising group and the Project Officer for her work in getting tenders.

There being no further business the meeting closed at 7.22pm


.....
Chairman

16-9-19
.....
Date



ROSS-ON-WYE TOWN COUNCIL

AMENITIES COMMITTEE

on Monday 16th September at 7.00 pm

SIGNATURES OF THOSE MEMBERS PRESENT

CLlr Chris Bartrum

CLlr Tracey Burford

CLlr Dan Ciolte

CLlr Simeon Cole

CLlr Phil Cutter

CLlr Katie Fowler

CLlr Ian Gumm

CLlr Becky Howson

CLlr Daniel Lister 

CLlr Ed O'Driscoll

CLlr Bev Pope 

CLlr David Ravenscroft

CLlr Jane Roberts Apologies

CLlr Louis Stark

CLlr Paul Symonds 

CLlr Rob Taylor 

CLlr Julian Utting

CLlr John Winder 

Mrs S Robson, FSLCC, Town Clerk 

Mrs H Holmes, Finance and Administration Assistant



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary **Amenities Committee Meeting** held on Monday 16th September 2019 at 7.00pm at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors B Pope, P Symonds, R Taylor and J Winder,
Ex-officio Members: Councillors D Lister (Chairman).

In attendance: Mrs S Robson – Town Clerk.

There were two members of the public present and no members of the press.

A19/09#92 Apologies for Absence
Councillor J Roberts

A19/09#93 Declarations of Interest
None

A19/09#94 Dispensations
None

A19/09#95 Public Participation

One member of the public offered feedback from information provided by visitors coming into town who have been complimentary about the parks, particularly at Crossfields. There have been some negative comments about vegetation and overgrowth at the river where there are weeds growing up along the bank and obscuring the views. There was a plea to make sure work to clear this is included within the next grounds maintenance contract, and to continue with the grass cutting at the main entrances into town. The Committee was advised of the boundary wall between the parks and highways on Wilton Road, particularly near the skatepark is in parts dangerous and continues to be overgrown with vegetation despite pressure put on HC/BBLP to clear it. There was in addition, a question about whether a Working Group had been set up to continue with the next phase of the playground development at the Ropewalk. Another member of the public addressed the Committee on behalf of the Carnival Committee regarding the planting of trees on the Ropewalk and it was suggested that local residents be encouraged to plant trees in their own gardens rather than extending the Arboretum. This would reduce maintenance costs for the Council in the future. It was noted there had been a suggestion to support an initiative of a new national park which would be between Ledbury and Ross-on-Wye.

A19/09#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.

There are no confidential items on the agenda.

The Chairman asked to bring forward item A19/09#102 to enable the members of the public to hear the discussion about the Arboretum.

7.30 pm one member of the public left the meeting

DL

A19/09#102 Linear Arboretum [Deferred from Meeting of 17th June 2019 A19/06#71]

To consider proposed plans for the next phase of works to extend the linear arboretum to the Ropewalk.

The Committee was pointed towards a document entitled 'Trees in the Townscape' outlining principles in support of additional tree planting and the environmental benefits. It was noted at present there are very few large trees within the area of the Ropewalk. A proposed planting plan was shown taking into account the feedback from the Carnival and it was suggested that appropriately planted fastigate trees, which whilst offering some shade would not have large canopies. This would therefore ensure that existing activities within this area are not compromised due to a reduction in the area for amenity use.

The Committee referred to the fact that the playground currently has no shade for children using it and the introduction of planting in this area would provide that. Comments were made about the potential for root damage to the paths in future years but it was noted that given the type of soil at this location it appears at present this is not an issue and therefore should not pose a problem for the future.

The Linear Arboretum is such a positive project which the town can promote to bring visitors into the area, which would undoubtedly be welcomed.

There were questions about concerns for on-going maintenance in future years and the likely impact on resources. The Committee was advised that based on the species that had been proposed initially there might be some formative pruning to remove side shoots low down but that it was believed they would not need an enormous amount of attention and treatment and it would be sporadic on an ad hoc basis as necessary.

The approach of the Council should be to consider being risk aware and not risk averse and to promote the asset value rather than focus on potential risks.

Other questions were raised about whether this is the best location for the next phase being that this is the main open space area within the town. It was noted that already sixty five trees have been planted which is more than the Committee originally agreed and whether planting another fifty would be too many. It was suggested that the trees be plotted into a document that could show a visual of how the trees would look over a period of times, in particular their height, spread and canopy. There were scenarios discussed relating to lost space within the inner perimeter of the Rope Walk and the potential impact this might have on future events and whether any plans to roll out another phase of the playpark might be jeopardised.

There was a point made about the suitability of species in an area which floods and the benefit the planting would have with the roots binding the riverbank and improving water penetration.

It was made clear to the Committee that there needed to be proper consideration for putting a budget in place for future maintenance and the likely cost implications to the Council. The Chair proposed that a detailed plan should be produced taking into account the Committee's thoughts about the locations and species of the trees on the Ropewalk and to look at other locations too within the town to ensure appropriate sites are selected.

Proposed: Councillor Symonds
For: 4 Abstention: 1

Seconded: Councillor Pope

RESOLVED – to approve the plan as laid out before the Committee with the exception of four trees to the north of the existing playground and to continue with the next phase of the Linear Arboretum on the Ropewalk with immediate effect on the basis of a cost of £50.00 per tree donation.

A19/09#97 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meeting held on Monday 15th July 2019 and the extra ordinary meeting held on Tuesday 20th August 2019.

RESOLVED – that the minutes of the ordinary Amenities Committee Meeting held on Monday 15th July and the extra ordinary meeting on Tuesday 20th August 2019 be signed as a correct record.

A19/09#98 Action Review Summary

To receive and review outstanding Actions on the Action Review Summary.
Members were updated on several items:

RESOLVED – to receive and note the report.

A19/09#99 Town Clerk /Amenities Manager Report

To receive and note update from the Town Clerk (for information only)

Members were updated that following the submission of papers to HMLR the registration of the cemetery and allotment land is progressing. An agenda item to confirm the terms of a legal agreement for the Allotments Association would be included for the next meeting.

RESOLVED – to receive and note the report.

A19/09#100 Budget

To receive and note the income and expenditure report for Year to Date (YTD) figures 2019/2020

RESOLVED – to receive and note the report.

A19/09#101 Finance

To consider expenditure in the sum of £2460.00 from the Skatepark EMR to prepare and repaint the riding surfaces of the ramps with a high grip skating surface.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Pope

RESOLVED – to recommend to Full Council authority for expenditure in the sum of £2460.00 from the Skatepark EMR to repaint the surfaces of the ramps.

A19/09#103 Renewal of Grounds Maintenance and Planting Contracts (April 2020)

To discuss the Committee's priorities and objectives regarding future works relating to a sustainable approach to grounds maintenance and planting.

Proposed: Councillor Pope

Seconded: Councillor Winder

RESOLVED – that any Committee member wishing to join be appointed to the Working Group on a task and finish basis, Councillor Pope being the convener. The terms of reference - to draw up a specification for a new Grounds Maintenance and Planting Contract for recommendation at the November committee meeting.

D

A19/09#104 BT – Adopt a Kiosk Scheme [Deferred by Full Council 19/09#146]

To consider option to purchase BT Kiosks that have been recommended for decommissioning
[www.http://bt.com/adopt](http://bt.com/adopt)

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Taylor

RESOLVED – to recommend that the phone box at Walford Road be retained due to an emergency call having been made during the last year and this be monitored to see if the usage after twelve months has changed. The Committee approved further investigations be made regarding the cost of installing a defibrillator in the kiosk at the Avenue.

A19/09#105 Correspondence for consideration and response

- i) St Mary's Parochial Church Council – request for permission to regrade the paths as part of Phase 3 Plans for St Mary's Church.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Taylor

RESOLVED – to approve the request for permission to regrade the paths at St Mary's Church.

- ii) Mr Finnigan – request for memorial tree at Wye Street.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Taylor

RESOLVED – to approve the request for a Memorial Tree in Wye Street, subject to liaison with the Tree Warden to approve the choice of tree and its location.

There being no further business the meeting closed at 8.35pm


.....
Chairman

21-10-19
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary Amenities Committee Meeting

held on Monday 21st October 2019 at 7.00pm

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

Present: Councillors R Howson, B Pope, P Symonds, R Taylor and J Winder,
Ex-officio Members: Councillors D Lister (Chairman); J Roberts.

In attendance: Mrs S Robson – Town Clerk, Alan Kings – Amenities Manager
Mrs Helen Holmes – Finance and Administration Assistant
Councillor T Burford

A19/10#106 Apologies for Absence
Councillor S Cole

A19/10#107 Declarations of Interest
None

A19/10#108 Dispensations
None

A19/10#109 Public Participation

Councillor Burford, a representative from Ross in Bloom, advised the Committee that the Group is keen to work with other community groups, such as The Community Gardens and the residents of Ross to get involved with Ross in Bloom. The Committee was informed that businesses are keen to sponsor planters around the town.

Mark Wiltshire, regional organiser of Heart of Britain in Bloom (the area that Ross will compete in), would like to come and visit possibly in November to talk to the committee members. It was suggested that thoughts should be given to change the name of the Group. A planting scheme could be drawn up with local experts and in addition the Ross Community Development Trust could help with issues of the constitution and a bank account.

A19/10#110 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.

There are no confidential items on the agenda.

A19/10#111 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meeting held on Monday 16th September.

RESOLVED – that the minutes of the ordinary Amenities Committee Meeting held on Monday 16th September 2019 be signed as a correct record.

A19/10#112 Action Review Summary

To receive and review outstanding Actions on the Action Review Summary.
Members were updated on several items

RESOLVED – to receive and note the report.

DL

A19/10#113 Town Clerk /Amenities Manager Report

To receive and note update from the Town Clerk/Amenities Manager (for information only)

The Town Clerk updated the committee

- Works to start on the Rope Walk playground are due to commence on 11th November
- Skate Park - A coating has been applied on the riding surfaces of the ramps
- The Allotments lease is in the process of being prepared

The Amenities Manager updated the committee

- The Speed Indicator Device (SID) is now in place, currently at Walford Road and will be rotated monthly in four locations around the town
- Wye Street concrete bollards have been painted white
- A new memorial bench has been installed near the Canoe Launch
- New trees have been planted at the Rope Walk as part of the second phase of the Arboretum
- Hanging baskets and Pole Toppers will be taken down this week
- A 'Ballot Box' has been installed by Peacocks to encourage smokers to dispose of their cigarette ends responsibly
- A small amount of Japanese knotweed has been removed on the riverbank on the Ropewalk side
- The Gilpin event is taking priority with work in progress around the town
- Enquiries are being made about the possibility of installing a pump track at the Skate Park

Councillor Symonds thanked the Amenities Manager and his team for all their hard work.

A19/10#114 Budget

To receive and note the income and expenditure report for Year to Date (YTD) figures 2019/2020

RESOLVED – to receive and note the report

A19/10#115 Parish Paths Partnership (P3 Scheme)

- i) To review existing Scheme parameters and consider whether to continue funding the programme for 2020/2021.

A copy of the Lengthsman and P3 Scheme programme was circulated, and Members were reminded of the withdrawal of grant funding from the current financial year. The Committee was informed of the progress and improvements made in recent years to bring the paths up to a better standard. The Committee discussed the need to maintain the network of footpaths and therefore agreed to set aside £3000 in the budget for 2020/2021. It was suggested that a review of costs be carried out prior to budget setting for the following year.

A question was asked as to whether local walking groups such as Ross Walkers are Welcome could be involved in carrying out routine maintenance on the network.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Taylor

RESOLVED – to approve a budget of £3000.00 for 2020/21 for the P3 Scheme.

DL

- ii) To receive a written report from the volunteer Parish Path's Officer (PPO) and review and prioritise work.

Investigations had been made regarding the principle authority's statutory obligations for maintaining footpaths, which appeared to be minimal. The Committee reviewed a map showing the network of paths and the extent to which works need to be undertaken. The Amenities Manager confirmed the priority for works based on the report of the PPO and advised the Committee of the estimated time for contractors to carry out the work.

The Committee asked about the time the staff spent on maintaining the paths and it was requested that a log of the hours operatives are spending on paths be kept for review.

A19/10#116 BT – Adopt a Kiosk Scheme

To consider a verbal update following investigations regarding the cost of installing a de-fibrillator in the redundant telephone kiosk at The Avenue.

The Committee agreed to make a recommendation to Full Council for adoption of the kiosk and to approve the expenditure to a maximum of £3000 to install a defibrillator. A volunteer was called for to carry out the weekly checks.

Proposed: Councillor Lister
Unanimous.

Seconded: Councillor Symonds

There being no further business the meeting closed at 8.12pm


.....
Chairman

18-11-19
.....
Date



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary Amenities Committee Meeting held on Monday 18th November 2019 at 7.00pm at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors S Cole, B Pope, P Symonds, R Taylor and J Winder,
Ex-officio Members: Councillor D Lister (Chairman),
In attendance: Mrs S Robson – Town Clerk

A19/11#117 Apologies for Absence
Councillor R Howson and Councillor J Roberts.

A19/11#118 Declarations of Interest
None

A19/11#119 Dispensations
None

A19/11#120 Public Participation

A19/11#121 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.

There are no confidential items on the agenda.

A19/11#122 Amenities Committee Meeting - Minutes
To confirm and sign the minutes of the previous meeting held on Monday 21st October.

RESOLVED – that the minutes of the ordinary Amenities Committee Meeting held on Monday 21st October 2019 be signed as a correct record.

A19/11#123 Action Review Summary
To receive and review outstanding Actions on the Action Review Summary.
Members were updated on several items

- Arrangements for the preparation and drafting of the Allotment Lease are in hand
- Negotiations with the Rowing Club regarding the access road are to be reinstated
- Replanting of the trees at the Meadows, Long Acre site will take place before the end of December further to the agreement at site meeting with Wye Valley AONB
- Grounds Maintenance and Planting Contract is in progress and the draft specification will be circulated shortly

RESOLVED – to receive and note the report.

DC

A19/11#124 Town Clerk /Amenities Manager Report

To receive and note update from the Town Clerk/Amenities Manager (for information only)

The Town Clerk updated the committee


- A request had been received to look at the condition of the paved areas at Blake Gardens, a report was requested with photos of affected areas and quotes for repairs to make good
- The PCC met last week and accepted recommendations from a Working Group about proposals to upgrade the churchyard lighting. The Committee would be asked at its January meeting to consider a request for a contribution towards the cost
- A request for safety signage at the canoe launch would be progressed, recent notifications had been posted on the lifebuoys about the danger of access to the river when flooding occurs
- Another request by a local business for a planter had been received, this would be deferred until closer to the year end to see if funds from another budget could be vired as the Street Furniture budget had already been spent this year

A19/11#125 Budget

To receive and note the income and expenditure report for Year to Date (YTD) figures 2019/2020

RESOLVED – to receive and note the report

There being no further business the meeting closed at 7.40pm


.....
Chairman

20-1-19
.....
Date