



# Ross-on-Wye Town Council

## Minutes of the meeting of the Community, Markets & Tourism Committee

held on Tuesday 3<sup>rd</sup> March 2020 at 7.00pm

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

Present: Councillor E O'Driscoll (Chairman), Councillor T Burford, Councillor D Ciolte,  
Councillor K Fowler, Councillor R Taylor

Ex officio: Councillor J Roberts, Councillor D Lister

In attendance: Mrs R Lewis – Project Officer

- CM&T20/03 #7**      **Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
None
- CM&T20/03 #8**      **Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
Cllr Roberts and Cllr O'Driscoll - #16 Grants – Community Development Trust  
Schedule 1 interest – members are trustees.
- CM&T20/03 #9**      **Dispensations**  
[Localism Act 2011 S33\(1\)](#)  
None
- CM&T20/03 #10**      **Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)  
None
- CM&T20/03 #11**      **Community, Markets and Tourism Committee Meeting - Minutes**  
[Local Government Act 1972 Sch 12 Para 41\(1\)](#)  
To confirm and sign the minutes of the extraordinary Community, Markets and Tourism  
Committee meeting held on Tuesday 14<sup>th</sup> January 2020.
- RESOLVED** – that the minutes of the extraordinary Community, Markets & Tourism  
Committee Meeting held on Tuesday 14<sup>th</sup> January 2020 be signed as a correct record.
- CM&T20/03 #12**      **To resolve to exclude member 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 (Bandstand Lighting and Town Crier).**  
[Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Taylor

**RESOLVED:** to exclude the public and press for item #25 and #26

**CM&T20/03 #13 Action Review Summary**  
To receive and review Outstanding Actions Summary

**RESOLVED: to receive and note the Action Review Summary**

**CM&T20/03 #14 Grants Policy**  
To consider and approve a new Grants Policy

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Taylor

**RESOLVED: to accept the new Grants Policy with minor amendments**

**CM&T20/03 #15 Bandstand Policy**  
To consider and approve a new Bandstand Policy

Proposed: Councillor Roberts  
Unanimous

Seconded: Councillor Taylor

**RESOLVED: to accept the new Bandstand and Caroline Symonds Gardens Policy with minor amendments**

*At 19.17 Councillor Roberts left the meeting*

**CM&T20/03 #16 Applications for Grants**  
To consider the following applications for grants:

- Ross Juniors Football Club – request for grant funding in the sum of £750 towards the cost of renovating a dilapidated area for the community

Proposed: Councillor Fowler  
Unanimous

Seconded: Councillor Ciolte

**RESOLVED: To approve grant funding of £750 towards the cost of renovating a dilapidated area for the community.**

- Ross-on-Wye Park Run – request for grant funding in the sum of £750 towards the cost of a defibrillator at a non-flooding venue (Broome Farm, Peterstow)

Proposed: Councillor Ciolte  
Unanimous

Seconded: Councillor Fowler

**RESOLVED: To approve grant funding of £500 towards the cost of a defibrillator at a Broome Farm, Peterstow**

*At 19.36 Councillor O'Driscoll left the meeting*

- Ross-on-Wye Community Development Trust – request for grant funding in the sum of £750 towards the cost of producing the Ross Good Neighbours newsletter

Proposed: Councillor Lister  
Unanimous

Seconded: Councillor Ciolte

**RESOLVED: To approve grant funding of £500 towards the cost of producing the Ross Good Neighbours newsletter**

At 19.40 Councillor O'Driscoll returned to the meeting

- Ross-on-Wye Children's Book Festival - request for grant funding in the sum of £500 towards the cost of putting on a Ross Children's Book Festival

Proposed: Councillor Burford  
Unanimous

Seconded: Councillor Ciolte

**RESOLVED: To approve grant funding of £500 towards the cost of putting on a Ross Children's Book Festival**

- Ross Town Carnival - request for grant funding in the sum of £750 towards the cost of putting on Ross Town Carnival

This will be considered at the next meeting to be held in May

- Ross-on-Wye Scout Group - request for grant funding in the sum of £696.06 to buy audio visual equipment

Proposed: Councillor Fowler  
For: 5 Abstention: 1

Seconded: Councillor Taylor

**RESOLVED: To approve grant funding of £500 towards the cost of audio-visual equipment**

- Extinction Rebellion - request for grant funding in the sum of £240 towards the cost of a project with hairdressers to encourage them to engage with clients on climate emergency and signpost the local organisations taking action.

This application was rejected because the aims of the organisation are not allowed through the General Power of Competence (the use of civil disobedience).

At 19.55 Councillor Roberts returned to the meeting

**CM&T20/03 #17 Grant Funding Update**

- Final reports were received:

The Basement Youth Trust	£360
Ross Carnival	£500
Penyard Singers	£170 (£64 returned unspent)
Christmas Carnival	£500
- The following final report is outstanding:

Ross Tourist Association	£750
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**RESOLVED: to receive and note the Grant Funding updates**

**CM&T20/03 #18 Finance**

- To review income and expenditure with the Community, Markets and Tourism Committee Budget 2019/2020 (enclosed)  
The budget report was noted.
- To recommend to Full Council that the unspent capital funds (Christmas Lights) are transferred into an Ear Marked Reserve

Proposed: Councillor Lister  
Unanimous

Seconded: Councillor Fowler

**RESOLVED: to recommend to Full Council that the unspent capital funds (Christmas Lights) are transferred into an Ear Marked Reserve**

- iii. To approve an application from the Wye Valley AONB River Festival for £750 from the Town Events Budget for events in Ross during the festival

Proposed: Councillor Burford  
Unanimous

Seconded: Councillor Lister

**RESOLVED: to give £750 from the Town Events Budget to the Wye Valley AONB for events in Ross during the River Festival**

- iv. To consider and approve a request from William Wilding for £250 from the Tourism Budget to put on a Poetry "Slam" Evening to raise money for Ross flood victims

Proposed: Councillor O'Driscoll  
Unanimous

Seconded: Councillor Taylor

**RESOLVED: to give a maximum of £250 to William Wilding to put on a Poetry Slam evening to raise money for Ross flood victims through the Herefordshire Community Foundation**

**CM&T20/03 #19 Christmas Lights**

To consider future additional Christmas Lights

The working group had met and received quotes for column light to go along Wilton Road. They hoped to be able to put these on every alternate lamppost and were waiting for confirmation of the costs and suitability of placing them on the posts from Balfour Beatty. They will provide complete costings and visuals at the next meeting.

**CM&T20/03 #20 Market**

To receive an update from the Market Working Group

There had been no progress to date with a market strategy. The Market Working Group would be meeting again next week. Councillor Burford told members that money was needed to improve the Market Place for traders, and she would be looking into the possibility of grants.

**CM&T20/03 #21 Tourism Strategy**

To review the Tourism Strategy

Councillor O'Driscoll confirmed that the application to the Rural Development Programme for England for funding had been received but we would not know the result until May, due to the number of applicants being considered.

The Tourism Strategy includes an Action Plan. Councillor O'Driscoll asked for the Map Boards for which we are responsible, be made safe as a matter of urgency. He asked for the Amenities Operatives to carry out this work and to include painting the frameworks and sourcing new Perspex to cover the maps. The Project Officer was asked to find out where the original maps had come from and so that new maps can be printed.

It was agreed that the border panels (previously used for advertising) would be used to display the Tourist Information Centres and highlight the Town Council. Members would meet informally to look at ways to get these designed and printed.

Proposed: Councillor Fowler  
Unanimous

Seconded: Councillor Burford

**RESOLVED: to spend a maximum of £1000 from the 20/21 Town Events Budget to upgrade the Town Maps**



**CM&T20/03 #22 VE Day 2020 and Armed Forces Covenant**

- i. To note the timetable for Friday 8<sup>th</sup> May 2020  
This was noted (the same as the original draft)
- ii. To appoint a replacement for Councillor Gumm who will be away in May  
It was agreed to ask Councillor Ravenscroft if he would be prepared to stand in for Councillor Gumm.
- iii. To consider possible actions to back up the Armed Forces Covenant  
The Project Officer was asked to talk to SAAFA and the RBL for suggestions on how the town can support the Armed Forces (including a breakfast meeting).

**CM&T20/03 #23 Bands in the Park**

- i. To note the confirmation of a list of Bands for the summer season from 24<sup>th</sup> May to 30<sup>th</sup> August and that collections will be invited from local charities

**RESOLVED: to note the dates**

- ii. To confirm that Kelsmor Dairy Ice Cream be allowed to attend each Sunday concert

Proposed: Councillor Ciolte

Seconded: Councillor Fowler

Unanimous

**RESOLVED: to allow Kelsmor Dairy to bring their ice cream van to all the concerts and invite them to make a donation of £500**

- iii. To note that the CDT will be holding a picnic prior to the concert on 21<sup>st</sup> June and Monmouth Boys Jazz Band will give lunchtime concert on this day

**RESOLVED: to note the picnic plans**

- iv. To note that Proms in the Park will take place on 19<sup>th</sup> July and that the committee will need to organise stewards for the event

**RESOLVED: to set up a Working Group at the next meeting to find volunteers to act as stewards and help with the event. It was noted that they may wish to ask the Community Development Trust and the Town Ambassadors to be involved.**

- v. To agree to spend £100 for a whole page about Bands in the Park in the April/May edition of Ross Voice

Proposed: Councillor Lister

Seconded: Councillor Taylor

Unanimous

**RESOLVED: to advertise Bands in the Park in the Ross Voice at accost of £100 from the Bands in the Park Budget.**

**CM&T20/03 #24 Christmas Fayre**

To agree a date for this year's Christmas Fayre.

**RESOLVED: that the Christmas Fayre and Lights Switch on will take place on Sunday 22<sup>nd</sup> November.**



In view of the confidential nature of the business to be transacted, it is likely that the press and public will be excluded during consideration of the following items (Item CM&T20/03 #11 above refers)

**CM&T20/03 #25 Bandstand Lighting**

To consider a quotation from the council's electrical contractor to put lighting in the bandstand.

A quotation had been received. It agreed to get two further quotes before the next meeting.

**CM&T20/03 #26 Town crier**

To consider applications received and draw up a short list for trials on Thursday 12<sup>th</sup> March.

Two Candidates were shortlisted and would be invited to "audition" at the Market Place on Thursday 12<sup>th</sup> March at 12 noon. Councillor O'Driscoll, Councillor Roberts and Peder Nielson, the Crier from Bromyard, would select the new Town Crier.

There being no further business the meeting closed at 8.40pm



Chairman

4/8/20

Date



# Ross-on-Wye Town Council

## Minutes of the Extraordinary meeting of the Community, Markets & Tourism Committee

held on Thursday 23<sup>rd</sup> July 2020 at 7.00pm  
via Zoom

Present: Councillor E O'Driscoll (Chairman),  
Substitutes: Councillor C Bartrum, Councillor B Pope, Councillor J Utting  
Ex officio: Councillor J Winder  
In attendance: Mrs R Lewis – Project Officer

- CM&T20/07 #27 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
Apologies were received and accepted from Councillors T Burford, D Ciolte, R Taylor and D Lister
- CM&T20/07 #28 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None
- CM&T20/07 #29 Dispensations**  
[Localism Act 2011 S33\(1\)](#)  
None
- CM&T20/07 #30 Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)  
None
- CM&T20/07 #31 To resolve to exclude member 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**  
[Public Bodies \[Admission to Meetings\] Act 1960](#)  
It was agreed that should this become necessary, members would return to this item.
- CM&T20/07 #32 Community, Markets and Tourism Committee Meeting - Minutes**  
[Local Government Act 1972 Sch 12 Para 41\(1\)](#)  
To confirm and sign the minutes of the Community, Markets and Tourism Committee meeting held on Tuesday 3<sup>rd</sup> March 2020.  
This was deferred to the next meeting as there was only one member present who had attended the last meeting.
- CM&T20/07 #33 Finance**
- i) to receive income and expenditure report for the Communities, Markets & Tourism Committee 2020/2021 (enclosed).  
**RESOLVED: to receive and note the income and expenditure report**
  - ii) to reevaluate the committee budgets and priorities to identify funds that could be allocated to attract visitors and residents alike to our high street

Due to the cancellation of Bands and Proms in the Park there was potential for a saving of nearly £5,000 and with the Town Events budget would give £10,000 which could go towards attracting visitors to the High Street. At the September meeting, the committee will decide whether or not to go ahead with the Christmas Fayre. In the event that it is cancelled, a further £2,250 will be available.

At this point, Cllr O'Driscoll informed members of the outcome of a meeting with Herefordshire Council held the previous evening at which an additional amount of £13.6 million had been allocated for the economic development of the Market Towns following flooding and Covid 19.

- The £13.6 million is for capital projects so funding can be used for physical development for business space. An example could be the glassing in of the undercroft of the Market House to create a business space devoted to tourism.
- The Town Council needed to decide how to invigorate the town centre and a consultant would be sourced for each town to support work to develop plans.
- At a breakout session with Ross councillors, Cllr David Hitchiner (Leader of the Council), said he thought a bid from Ross from circa £1 million to spruce up the town centre would be a good fit for the £13.4 million under discussion.
- Herefordshire Council is receiving requests from the Government for "shovel ready" projects, something which Ross can provide from its Tourism Strategy Action Plan.

#### CM&T20/07 #34 **Tourism Strategy – Action Plan**

To review the Tourism Strategy's Action Plan and agree any proposed new priorities for recommendation to Full Council.

Cllr O'Driscoll began the discussion. With the potential of two pots of money (£1 million from Herefordshire Council and £50k from the Town Council) there was plenty of opportunity to fulfil some of the projects in the Action Plan. It was hoped the Town Council could work in parallel with the Herefordshire Council bid.

#### Digital Tourist Information Points

It was agreed that with Covid 19 still around for a while, outdoor facilities were very important. Equally, it was vital for Ross, as a tourist town, to have suitable Tourist Information Centres. The council had already costed digital tourist information portals to be sited outside the former Nat West Bank, outside the library and outside the Corn Exchange. While one could possibly be funded immediately by the Town Council's "Covid fund", all three were ready to go and could offer a "shovel ready" project for Herefordshire Council.

#### Museum without Walls

This is another project which is ready to go and offers residents and tourists a safe way to investigate the history of the town. There are nine further augmented reality exhibits waiting to go.

#### Market Area

While a long term project of glassing in the undercroft (once phase two of the repairs to the Market House have been completed), a short term project to bring visitors to the town centre and use the various coffee shops and cafés could be to provide chairs and tables for customers to eat outside on non market days, served by the various food outlets around. Appropriate licences would be required and staff needed to clean the furniture (either using existing market tables and band chairs or sourcing new) and put it out and away again each day.

#### Notice Boards





Repair and upgrade the car park notice boards.

Other ideas

Improving signage

Buskers and street entertainers (e.g. on market days, during Walkers are Welcome Festival)

A "Le Mans" style bike race through the town centre

A soapbox derby, using the hills within the town

Outdoor ice rink at the Prospect

Static hot air balloon at the Prospect

A swannery to provide safe nesting and feeding

Employment of staff for projects

During the discussions the need for additional personnel was considered.

- A table cleaner to work amongst the public in the Market Place (to start as soon as possible).
- A Full Time, fixed term contract (for six months) person be appointed to help deliver the Tourism Strategy to include the digital TI portal, overseeing the installation of the Museum without Walls, regular social media marketing updates (Action Plan point 4) and organising events to work within an agreed budget. It was hoped to agree this at the August extra ordinary meeting of Full Council and have someone appointed by the middle of September.

CM&T20/07 #35

**To confirm date of next scheduled meeting and propose items for consideration**

The next meeting will take place on Tuesday 1<sup>st</sup> September.

Items to be included: Tourism Strategy Action Plan, Christmas Fayre/Event

There being no further business the meeting closed at 8.40pm



.....  
Chairman



.....  
Date



# Ross-on-Wye Town Council

## Minutes of the Extraordinary meeting of the Community, Markets & Tourism Committee held on Tuesday 4<sup>th</sup> August 2020 at 7.00pm via Zoom

Present: Councillor E O'Driscoll (Chairman), Councillor K Fowler, Councillor Rob Taylor  
Substitutes: Councillor J Utting  
Ex officio: Councillor J Winder  
In attendance: Mrs R Lewis – Project Officer, Councillor B Pope  
One member of the public

- CM&T20/08#36 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
Apologies were received and accepted from Councillors D Ciolte and D Lister
- CM&T20/08#37 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None
- CM&T20/08#38 Dispensations**  
[Localism Act 2011 S33\(1\)](#)  
None
- CM&T20/08#39 Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)  
None
- CM&T20/08#40 To resolve to exclude member 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**  
[Public Bodies \[Admission to Meetings\] Act 1960](#)  
There were no confidential items.
- CM&T20/08#41 Community, Markets and Tourism Committee Meeting - Minutes**  
[Local Government Act 1972 Sch 12 Para 41\(1\)](#)  
To confirm and sign the minutes of the meeting of the Community, Markets and Tourism Committee held on Tuesday 3<sup>rd</sup> March 2020 and the minutes of the extra ordinary meeting of the Community, Markets and Tourism Committee held on Thursday 23<sup>rd</sup> July 2020.

**RESOLVED: that the minutes of the meeting of the Community, Markets and Tourism Committee held on Tuesday 3<sup>rd</sup> March 2020 and the minutes of the extra ordinary meeting of the Community, Markets and Tourism Committee held on Thursday 23<sup>rd</sup> July 2020 be signed as a correct record.**

CM&T20/08#42

**Finance**

To agree a re-prioritising of the committee budget to identify funds that could be used for accelerated promotion of tourism

A spreadsheet with suggested savings was circulated prior to the meeting.

Taking into account the shortfall in market income for the first four months of the year, a figure of £12,812 could be available from the Bands/Proms budget, the Town events budget and using 50% of the Grants budget (as yet unspent).

A further £2,750 could be available if the Christmas Carnival (£500) and Christmas Fayre (£2,250) do not go ahead.

Proposed: Cllr Utting

Seconded: Cllr Fowler

Unanimous

**RESOLVED: to agree funds amounting to £12,812 be used for the accelerated promotion of tourism, with an additional £500 if the Christmas Carnival is cancelled and a further additional £2,250 if the Christmas Fayre is cancelled.**

CM&T20/08#43

**To consider the possibility of a pop-up food court at the Market House and Apron**

- i. To receive information on licensing regulations for a food court/pavement café  
There are no licensing requirements under the Market House as this is owned by the Town Council, but the Market Apron is owned by Herefordshire Council and a licence (cost £100 up to 30<sup>th</sup> September) would be required by any individual business wishing to set up there. No alcohol or smoking is to be allowed.
- ii. To receive a verbal report on the views of food outlets in the vicinity  
Cllr Pope had visited the cafes in the immediate vicinity of the Market House which were keen to use the area under the Market House. None were able to staff it as they were all working with limited staff but some offered occasional help in setting up. Only one business expressed any interest in getting its own licence to use the apron. Cllr Utting was keen that this be regarded as a trial, which if successful, could be rolled out again next summer with costs being met by participating businesses.
- iii. To agree how this can be managed including roles and responsibilities including sanitising and social distancing and Track & Trace arrangements  
It was agreed that the only practical solution would be to employ someone to look after the area. Ideally this needs to be two people job sharing a zero hours contract (approx. 30 hours over 5 days). The cafes involved would be notified of the vacancy and an advert would go out on the Council's facebook page and website. A list of the duties will be drawn up by the Project Officer and Cllr Pope.
- iv. To consider and agree resource implications and associated costs  
To keep costs to a minimum, it was agreed to use six market tables, oilskin cloths (purchased for the Gilpin event) and 24 bandstand chairs. A list of other resources (including cleaning consumables, chair trolley and PPE) would be compiled by the Project Officer and Cllr Pope.  
A budget of £1,895 was identified (Street furniture and Market cleaning) to cover costs and any overspend would be taken from the £12,812 funds identified for the accelerated promotion of tourism.

Proposed: Cllr Utting

Seconded: Cllr Winder

Unanimous

**RESOLVED: to employ staff to look after an eating area under the Market House for a six week period at a cost of no more than £2,000, to use existing tables and chairs and purchase consumables (PPE and cleaning products), a chair trolley and small items required at a cost of no more than £1,000. The costs will be vired from the Market cleaning budget and the Street furniture budget (£1,895) with any overspend coming from the £12,812 now allocated to the acceleration of the promotion of tourism.**

CM&T20/08#44

**To make a recommendation to Full Council to engage a Tourism/Events Manager**



- i. To consider the scope of the post and agree a job description  
Cllr Utting had prepared a document which was shared for everyone to see. With one or two clarifications and amendments, members agreed that it covered what was required.
- ii. To investigate options relating to terms of engagement (employed/contracted)  
It was felt that this could suit someone who would become an employee of the Town Council, someone self-employed or the work could be contracted out to a company (with one or more people involved in delivering the service).
- iii. To confirm the term of the contract to include contracted hours and remuneration  
It was agreed that the post would be a fixed term contract for six months to run from 1<sup>st</sup> October 2020 to 31<sup>st</sup> March 2021. The post would be a full time equivalent with a salary of between £30k and £35k per annum.
- iv. To consider the process for recruiting  
Advertising would be with Indeed, the clerk would draw up the necessary documents with help from the Council's employment advisers based on the agreed document at the start of the debate. The timing is to be decided after agreement by Full Council.
- v. To consider where the funding would come from  
It was agreed that the funding would come from the £25,000 Tourism Strategy Budget.
- vi. To make a recommendation to Full Council to appoint a Tourism/Events Manager to drive the agreed Tourism Action Plan forward based on the outcome of considerations above.

Proposed: Cllr Utting

Seconded: Cllr Taylor

Unanimous

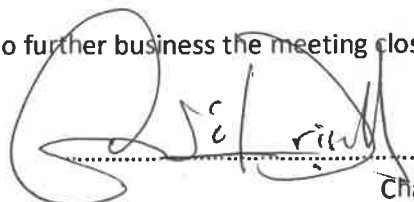
**RESOLVED: to recommend to Full Council to engage a Tourism/Events Manager to drive the agreed Tourism Action Plan forward based on the considerations agreed above, the costs of which would come from the Tourism Strategy Budget.**

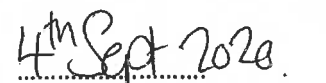
*A member of the public left the meeting at 8.10pm*

**CM&T20/08#45 To consider a request for a continuation of the Buggy Route**  
To consider a request from Walkers are Welcome to extend the Buggy Route from the canoe launch to Wilton Bridge  
Members looked at the proposal from Walkers are Welcome and were supportive of the idea. They agreed that it could be part of a broader plan for footpaths which may be considered in the near future. They also felt that this should go to the Amenities Committee who would be able to look at the plan in detail.

**CM&T20/08#46 To confirm date of next scheduled meeting and propose items for consideration**  
The next meeting will take place on Tuesday 1<sup>st</sup> September.  
Items to be included:  
Tourism Strategy Action Plan (standing item on every future agenda),  
Christmas Fayre/Event  
Report on the success of eating area under the Market House to date  
Update on recruitment process of the Tourism/Events Manager

There being no further business the meeting closed at 8.22pm

  
.....  
Chairman

  
.....  
Date



# Ross-on-Wye Town Council

## Minutes of the meeting of the Community, Markets & Tourism Sub-Committee held on Tuesday 1<sup>st</sup> September 2020 at 7.00pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor E O'Driscoll (Chairman), Councillor K Fowler, Councillor Danny Lister, Councillor Rob Taylor, Councillor John Winder

In attendance: Mrs R Lewis – Project Officer  
Councillor C Bartrum joined the meeting at 7.30pm

- CM&T20/09#47 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
None
- CM&T20/09#48 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None
- CM&T20/09#49 Dispensations**  
[Localism Act 2011 S33\(1\)](#)  
None
- CM&T20/09#50 Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)  
None
- CM&T20/09#51 To resolve to exclude member 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**  
[Public Bodies \[Admission to Meetings\] Act 1960](#)  
  
There were no confidential items.
- CM&T20/09#52 Election of Deputy Sub-Committee Chairman**  
To elect a deputy chairman for the ensuing year
- Proposed: Cllr O'Driscoll  
Unanimous
- Seconded: Cllr Winder
- RESOLVED: to appoint Councillor Fowler as Deputy Chairman of the Community, Markets and Tourism Sub-Committee**

**CM&T20/09#53 Community, Markets and Tourism Committee Meeting - Minutes**

Local Government Act 1972 Sch 12 Para 41(1)

To confirm and sign the minutes of the extra ordinary meeting of the Community, Markets and Tourism Committee held on Tuesday 4<sup>th</sup> August 2020.

**RESOLVED: that the minutes of the meeting of the extra ordinary meeting of the Community, Markets and Tourism Committee held on Tuesday 4<sup>th</sup> August 2020 be signed as a correct record.**

**CM&T20/09#54 Action Review Summary (report enclosed)**

To receive and review outstanding items on the Action Review Summary

The report was noted. Two items were to be taken forward by other sub-committees (Bandstand lighting – Property and Buggy Route – Amenities)

**CM&T20/09#55 Finance (budget report enclosed)**

to receive the income and expenditure report for the Communities, Markets & Tourism Sub-Committee 2020/2021 (enclosed).

The report was noted.

To date no grants had been applied for and members asked for a press release to be issued encouraging local groups to apply for funds for their projects

**CM&T20/09#56 Market**

- i. To receive and note a report from the Markets' Officer (report enclosed)

The Market Officer's report was noted. Since the gradual easing of Covid restrictions, both the Thursday and Saturday markets were doing well and business was good. In addition, several traders and customers had told the mayor how much they appreciated the care given them by the Market's Officer to make them feel safe. The Chairman asked for the committee's thanks to be passed to the Market's Officer.

- ii. To appoint a convener and members of the Market Working Group and confirm the Terms of Reference

Proposed: Cllr O'Driscoll

Seconded: Cllr Winder

Unanimous

**RESOLVED: to appoint Councillor Fowler as convener with Councillors Lister and Winder as members**

Cllr Fowler was keen for the Working Group to start up again as the success of the market is important to the town centre. It was agreed that all councillors would be invited to join the working party, together with the non-councillor members of the previous working group. Cllr Fowler would speak to Mrs Burford.

It was further agreed that the Terms of Reference would be as the previous Market Working Group. At its first meeting, the group would consider these terms of reference and bring them back to the sub-committee to confirm.

CM&T20/09#57

**Christmas Fayre/Event**

- i. To consider whether the Christmas Fayre should go ahead

All members were invited to give their views on the feasibility of having a Christmas Fayre. Councillor Lister explained that there were likely to be difficulties in getting sufficient volunteers to manage social distancing and the practicalities of having limited numbers (e.g. gated entrance) would be hard to impose. There was general agreement although Councillor Taylor pointed out that already there is little social distancing in the town. Councillor Winder felt that we needed to be setting a good example and be seen to be doing the right thing to protect the people of Ross.

All members agreed that the risks posed meant that the Christmas Fayre this year was not viable and reluctantly agreed the Fayre should be cancelled.

Proposed: Cllr O'Driscoll  
Unanimous

Seconded: Cllr Winder

**RESOLVED: to cancel the 2020 Christmas Fayre**

- ii. To consider potential options for holding an event for the Christmas Lights switch on

It was additionally agreed that the lights switch on could not take place as an event, but that the lights would be put up and switched without any ceremony. The Ross Business Association has asked that the lights go up earlier than usual and were considering small scale entertainment in the town in the run up to Christmas.

Proposed: Cllr O'Driscoll  
Unanimous

Seconded: Cllr Fowler

**RESOLVED: to have the lights and trees put up by the end of October to be switched on after Remembrance Sunday.**

CM&T20/09#58

**Christmas Lights**

To receive recommendations from Cllr Fowler and Cllr Lister on additional Christmas lights and authorise the purchase of additional lights from the Christmas Lights budget

Proposed: Cllr O'Driscoll  
Unanimous

Seconded: Cllr Fowler

**RESOLVED: to authorise up to £5,000 from the Christmas Lights Capital Budget for the purchase of a maximum of 11 lamp standard lights along Wilton Road at a cost of £219 each, the installation of plugs at a cost of £800 and any charge by Balfour Beatty for the enabling or replacing of lamp columns as soon as Balfour Beatty agree on suitable lamp posts.**

CM&T20/09#59

**Market House eating area**

To receive a report on the Market House eating area

The Project Officer gave a verbal report. Two people had been taken on to run the area and were doing an excellent job with one setting up and clearing away each day and the other working on the shift in between. All comments had been



positive and the area has been busy in all weathers. The staff have not had any issues with difficult people and feel the venture is successful.

Councillor Lister reported that a request for recycling the waste had been made – something to consider in future years if the project continues.

**CM&T20/09#60**

**Bandstand summer concerts 2021**

- i. To authorise payment of invoice for £350 to Roy Smith for administering arrangements for the organising and cancelling the 2020 season of band concerts

Proposed: Cllr O’Driscoll  
Unanimous

Seconded: Cllr Winder

**RESOLVED: to authorise the payment of £350 to Roy Smith for the administration of the 2020 Bandstand Concerts**

- ii. To consider whether to include the management of the series of concerts and Proms in the Park in the remit of the Tourism/Events Manager or to contract it out to a third party

The chairman explained that the role of the new Tourism Officer was to add value to existing events and plan new initiatives so therefore the management of the Bands in the Park should continue in the way it had previously been arranged.

Proposed: Cllr O’Driscoll  
Unanimous

Seconded: Cllr Lister

**RESOLVED: to advertise for a contractor to arrange the Sunday Bandstand season of concerts, including one Proms in the Park event, for a contract period of three seasons.**

**CM&T20/09#61**

**Tourism Strategy – Action Plan**

- i. To receive an update of the recruitment of a Tourism/Events Manager

To date, 60 applications had been received with the closing date on Friday, when Councillors O’Driscoll and Utting will make a shortlist for interview.

- ii. To review the Tourism Strategy’s Action Plan

There was nothing new to report.

**CM&T20/09#61**

**Ross-on-Wye Economic Masterplan**

- i. To appoint a convener for the Ross-on-Wye Economic Development Masterplan Working Group

Proposed: Cllr O’Driscoll  
Unanimous

Seconded: Cllr Lister

**RESOLVED: to appoint Councillor Bartrum as convener of the Ross-on-Wye Economic Development Masterplan Working Group**



ii. To agree the Terms of Reference for the Working Group

Proposed: Cllr O'Driscoll  
Unanimous

Seconded: Cllr Winder

**RESOLVED: that the Terms of reference for the Ross-on-Wye Economic Development Masterplan Working Group are:**

- The aim of the Working Group is to develop economic development plans and priorities for consideration with County Council officers and consultants for submission by early 2021.
- The group will put the ambitions of the Tourism Strategy and 2019 Town Council Away Day outcomes at the heart of its plans.
- The group shall consist of councillors but non-councillors may be invited to attend meetings.
- A convener from within the group will be appointed who will arrange meetings and report back to the Management Committee.

**CM&T20/09#62**

**Website**

To receive and note a report on the progress of the Town Council's new website

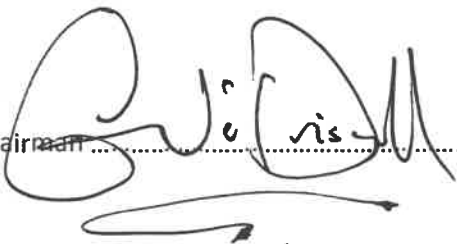
The report was well received and members liked the sample page.  
Councillor O'Driscoll thanked the Clerk and Project Officer for their many hours of hard work.

**CM&T20/09#63**

**To confirm date of next scheduled meeting and propose items for consideration**

The next meeting takes place on Tuesday 10<sup>th</sup> November 2020  
Items for the agenda to include:  
Tourism Strategy  
Bands in the Park  
Christmas Lights  
Market Working Group  
Ross-on-Wye Economic Development Masterplan Working Group  
Report from new Tourism Officer

There being no further business, the meeting closed at 8.16pm.

Chairman .....  


Date ..... 11/11/20 .....



# Ross-on-Wye Town Council

## Minutes of the meeting of the Community, Markets & Tourism Sub Committee held on Tuesday 10<sup>th</sup> November 2020 at 7.00pm

The meeting was conducted on-line in accordance with  
[Local Authorities \(Coronavirus\) \(Flexibility of Local Authority Meetings\) \(England\) Regulations 2020](#)

Present: Councillor Ed O'Driscoll (Chairman), Councillor Katie Fowler, Councillor Danny Lister,  
Councillor Bev Pope, Councillor Rob Taylor, Councillor John Winder,  
ex-officio Councillor Julian Utting

In attendance: Mrs R Lewis – Project Officer, Miss G Hockin – Digital and Social Media Marketing  
and Events Co-ordinator

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

- CM&T20/11#82 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
None
- CM&T20/11#83 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\) Order 2007 SI No. 1159](#)  
None
- CM&T20/11#84 Dispensations**  
[Localism Act 2011 S33\(1\)](#)  
None
- CM&T20/11#85 Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)

A resident asked if the Council had made any progress in updating and repairing the notice boards around the town. The Project Officer replied that she had looked at the report which had been commissioned by the Tourism Association and asked the Amenities team to look at the possibility of repainting them but many required far more work and were beyond a lick of paint. She had now passed the report to the Digital and Social Media Marketing and Events Co-ordinator who would be able to look at possible funding and content in order to update them.

Cllr Lister reported that Ross Lions were looking for a project in the town in which to get involved and this could be ideal.

Cllr Taylor added that the signposts were also in need of tidying up.

Cllr Utting pointed out that signage is included in the Economic Development investment plans.

**CM&T20/11#86** To resolve to exclude member of the press and public - to agree any items, #97 and #98, 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  
[Public Bodies \[Admission to Meetings\] Act 1960](#)

Proposed: Cllr O'Driscoll  
Unanimous

Seconded: Cllr Winder

**RESOLVED - that Agenda items #97 and #98 – “Bandstand Concerts” and Staff in confidence” be treated as confidential and be dealt with after the public (including the press) have been excluded.**

The Chairman brought forward item #92 to allow a member of the public to be present for the discussion.

**CM&T20/09#92** **Market House eating area**  
To receive a report on the Market House eating area

Cllr Pope gave a verbal report on the success of the initiative which had been praised by many including Jesse Norman MP. She thanked those who had helped get the scheme up and running and the Management Committee for allowing it to continue into October. Cllr O'Driscoll felt that this had been the most successful project undertaken by the Council during his term of office in terms of serving the public.

The sub committee agreed to ensure funds were put in the budget next year to allow it to restart in the spring and go through to autumn 2021. Suggestions were made for purchasing aluminium tables and chairs, including providing tourist information in the job spec for future staff manning the area and having a chess table. Further ideas and costings will be brought to the January meeting for inclusion in the 2021/22 budget.

It was agreed to write a letter of thanks to both staff members.

*A member of the public left the meeting at 7.30pm*

**CM&T20/11#87** **Community, Markets and Tourism Sub Committee Meeting - Minutes**  
[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the ordinary meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 1<sup>st</sup> September 2020.

**RESOLVED: that the minutes of the meeting of the extra ordinary meeting of the Community, Markets and Tourism Sub Committee held on Tuesday 1<sup>st</sup> September 2020 be signed as a correct record.**

**CM&T20/11#88** **Action Review Summary**  
To receive and review outstanding items on the Action Review Summary

The report was received. The Market Working Group would meet in the new year when things hopefully would be getting back to normal.



The Christmas lights had been put up and the Christmas Tree was due to arrive and be installed on Thursday. The contractor had reported that two Gloucester Road tree lights had been damaged through vandalism and one tree had cables cut when the trees were pruned. He would be repairing them with spare fittings – there would be an additional cost. A second Christmas tree to go up at the Millpond was also being delivered.

The Project Officer was asked to chase Balfour Beatty for a green light to proceed with installing Christmas lights on the lamp standards.

*A member of the public left the meeting at 7.40pm*

**CM&T20/11#89**      **Finance** (budget report enclosed)  
to receive the income and expenditure report for the Communities, Markets & Tourism Sub Committee 2020/2021 (enclosed).

The report was noted. There were no concerns and there had been a considerable underspend during the year to date due to Covid 19 with £20,000 remaining in the budget.

**CM&T20/09#90**      **Grants**

To consider the following applications for grants (enclosed):

- i.      The Basement Youth Trust Limited – request for grant funding in the sum of £432 towards the cost of games and Covid safety equipment
- ii.     Ross Business Association – request for grant funding in the sum of £300 to provide, put up and remove 22 Christmas trees for brackets over shops throughout the town centre

Proposed: Cllr O’Driscoll  
Unanimous

Seconded: Cllr Winder

**RESOLVED: to approve grant funding of £432 to the Basement Youth Trust Limited towards the cost of games and Covid safety equipment and of £300 to the Ross Business Association to provide, put up and remove 22 Christmas trees for brackets over shops throughout the town centre.**

It was further agreed to remind the two applicants that they can apply for up to £750 during the financial year (subject to match funding on anything over £500).

Members also asked for consideration next year to pay for Christmas trees throughout the town from its Christmas Budget.

**CM&T20/09#91**      **Christmas Mini Markets**

To consider, subject to the outcome of a risk assessment, whether to continue with arrangements for mini markets post lockdown, and if so:

- i.      To agree how the markets are to be managed and by whom
- ii.     To confirm the maximum number of stalls possible each week
- iii.    To agree the cost of a stall at £20
- iv.    To decide whether to have any additional entertainment and if so, to obtain a Temporary Events Notice ([Information](#)) at a cost of £21.00
- v.     To agree that income and expenditure go to the Christmas Fayre budget



Following the latest lockdown imposed by the government and with uncertainty as to how things will develop, it was reluctantly agreed that it would be very difficult to make arrangements for Sunday mini markets which then might have to be cancelled. The working group would like to look at having an Easter Market instead if conditions have improved by then.

It was agreed to invite potential Christmas stall holders to come to the Saturday markets on either 5<sup>th</sup>, 12<sup>th</sup> or 19<sup>th</sup> December as casual traders and utilise as much of the apron as can be used safely. The Project Officer will liaise with the Markets' Officer to facilitate an extension to the existing market.

In order to give the market a Christmas feel, as well as the Christmas tree which will be up, the Town Crier would be invited to come along and other ideas would be sought which would add to the market without drawing too many crowds at any one time (e.g. a Christmas photo booth).

Proposed: Cllr O'Driscoll  
Unanimous

Seconded: Cllr Taylor

**RESOLVED: to extend the Saturday market to enable casual traders to sell gifts and Christmas items.**

**and**

Proposed: Cllr Utting  
Unanimous

Seconded: Cllr Lister

**RESOLVED: to apply to Herefordshire Council for a Temporary Events Notice to play recorded Christmas Music at the Saturday markets on 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> December at a cost of £21 from the Christmas Fayre budget.**

**CM&T20/09#93**

**Tourism Strategy – Action Plan**

To receive a report from the Digital and Social Media Marketing and Events Co-ordinator

A report had been circulated prior to the meeting. The Co-ordinator spoke about her report explaining the various tourism organisations and businesses she had been in contact with and how she was promoting social media.

She would also be looking at the digital noticeboards (also discussed in Public Participation).

Members suggested she look at the FB group Ross Noticeboard to see what was going on in the town and Cllr Lister would make her an editor on the Ross-in-Bloom FB page.

Cllr O'Driscoll thanked the Co-ordinator for what she had done so far.

**CM&T20/09#94**

**Ross-on-Wye Economic Masterplan**

To receive an update on progress of the Ross-on-Wye Economic Masterplan

Cllr Utting had met the Herefordshire Council consultant assigned to Ross. The process will be completed in April 2021 with suitable projects being submitted for consideration by Christmas.

Projects can last up to 2 years, 3-5 years or over 5 years and while they are geared towards industrial zones, tourism is an important industry where jobs can be created.

Projects currently being looked at are the Museum without Walls, the digital notice boards and the canoe launch and Riverside Inn (depending on the future of the Hope & Anchor). Initial community led stakeholders are being consulted in order to send a draft report after Christmas to Herefordshire Council.

Any members of the committee who have any ideas for further projects should contact Cllr Chris Bartrum.

**CM&T20/09#95**

**Market**

To receive and note the new information pack and license for market traders

Members had received a copy of the information pack and license for market traders.

**RESOLVED – to receive and note**

**CM&T20/09#96**

**Website**

To receive an update on the progress of the Town Council's new website

The Project Officer reported that a training session for members of staff to maintain the new website had taken place the day before the meeting. The build was complete but everything was still being tested and bugs being resolved. It was hoped to go live towards the end of the next week.

The Project Officer confirmed that the site was mobile friendly.

**RESOLVED – to receive and note**

**CM&T20/09#97**

**Correspondence**

- i. To receive and consider a letter requesting help with events for the Knife Angel visit to Hereford (enclosed)

The event takes place in Hereford next June. It was felt that other than pass the information on to possible interested parties (John Kyrle High School and the Basement Youth Trust) there was nothing that they were able to do.

- ii. To receive and consider an offer of free parking before Christmas by Herefordshire Council

Members asked to request three days free parking for the three Saturday Christmas Markets but in the event that we could only have one day, to opt for Saturday 19<sup>th</sup> December.

**CM&T20/09#98** 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 CM&T 20/11 # 86 above refers)  
**Bandstand summer concerts 2021-2023**

- i) To confirm the terms and conditions of the Agreement
- ii) To appoint an organiser for the 2021-2023 series of summer band concerts

Two applications were considered (a third having withdrawn their application prior to the meeting). It was agreed to appoint the second applicant to manage the 2021 season of band concerts as per the spec the which had been given. In the event of Covid 19 preventing any concerts taking place, the fee would be reduced proportionately.

Proposed: Cllr O'Driscoll  
Unanimous

Seconded: Cllr Lister

**RESOLVED: to appoint David Harding to manage the Bandstand Concerts for the summer seasons 2021-2023 inclusive at a cost of £5,346.88 per annum.**

**CM&T20/09#99** 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 CM&T 20/11 # 86 above refers)  
**Staff in Confidence**

To approve payment for additional hours worked by the Markets Officer in making necessary arrangements in keeping the Markets Covid secure between July and September 2020.

Proposed: Cllr Utting  
Unanimous

Seconded: Cllr Lister

**RESOLVED: to pay the Markets Officer for 46.5 extra hours worked between July and September.**

The clerk was asked to write a letter of thanks to the Markets Officer for her brilliant work in carrying out Covid 19 measures to keep the market safe.

**CM&T20/09#100** To confirm date of next scheduled meeting (19<sup>th</sup> January 2021) and propose items for consideration

The next meeting will take place on Tuesday 19<sup>th</sup> January 2021

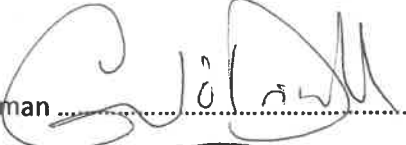
Items to be discussed to include:

Budget 21/22

Market House seating area

Easter Mini Fayre

There being no further business, the meeting closed at 8.40pm.

Chairman 

Date 25.1.21