

MINUTES OF A MEETING OF THE **AMENITIES COMMITTEE** OF
ROSS-ON-WYE TOWN COUNCIL HELD ON MONDAY, 19 JANUARY 2015 AT 7.00PM IN
THE CORN EXCHANGE, HIGH STREET, ROSS-ON-WYE

Present: Cllr D Ravenscroft – Chairman
Cllr C Bartrum, Cllr R Mayo, Cllr C Utting

In attendance: Mrs D Mason - Town Clerk

A15/01 01 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Morgan, who had work commitments.

A15/01 02 DECLARATIONS OF INTEREST

None.

A15/01 03 APPLICATIONS FOR DISPENSATIONS

None

A15/01 04 PUBLIC PARTICIPATION

No members of the public present

A15/01 05 MINUTES OF THE PREVIOUS MEETINGS

IT WAS RESOLVED that the minutes of the meeting held on Monday, 17 November 2014 were signed as a true record of the meeting.

A15/01 06 BUDGET REPORT

The budget reported (as circulated for Full Council) was accepted.

A15/01 07 TUDORVILLE ALLOTMENTS

The need for additional top soil for the new allotments was discussed.

IT WAS RESOLVED to purchase top soil to the value of £1,200.

A15/01 08 ROSS TOWN CEMETERY

It was looking good and tidy. The operative was working well on keeping it tidy. Moles were proving to be a problem again and the Chairman would speak with the operative.

A15/01 09 DEANHILL PARK

The Town Council's operative had cleared all the ivy from the wall and was gradually taking the ivy from the trees and tidying up the flower bed.

Chairman.....

Date.....

D. Ravenscroft
24 Feb 2015

A15/01 10 ST MARY'S CHURCHYARD

Floodlighting should be LED but members were unsure whether or not the fittings could be changed. The Clerk would investigate.

A15/01 11 BANDSTAND

The Clerk raised the issue of possible treatment for the wood. She had contacted the manufacturers for recommendations on the way forward.

A15/01 12 SKATEBOARD PARK

The Clerk informed members that the Basement Trust would like to hold a series of summer events. The Chairman asked the Clerk to confirm that risk assessments will be undertaken.

A15/01 13 TOWN MAINTENANCE

Herefordshire Council had confirmed that the P3 scheme and Parish Lengthsman scheme will be continued. The Town Council would need to confirm whether or not they wished to participate in the enhanced lengthsman scheme.

A15/01 14 WEATHER STATION

Nothing to report.

A15/01 15 TOWN PLAN IMPLEMENTATION

Nothing to report.

A15/01 16 STREET FURNITURE

The Clerk reported that the volunteer who currently emptied the bin at the sports field did not wish to do it anymore. The Clerk was asked to add this to the site manager's duties.

In response to a question, the Clerk informed members that the insurance company would not pay out for the damage to the notice board outside NatWest. It was agreed that as it was the Town Council's property it needed to be repaired.

IT WAS RESOLVED to arrange for the repair of the notice board.

There being no further business, the Chairman closed the meeting at 7.25pm.

There being no further business, the Chairman closed the meeting at 8.25pm.

Chairman.....

Date 24 Feb 2015

FEBRUARY
MINUTES OF A MEETING OF THE AMENITIES COMMITTEE OF
ROSS-ON-WYE TOWN COUNCIL HELD ON MONDAY, 19 JANUARY 2015 AT 7.55PM IN
THE CORN EXCHANGE, HIGH STREET, ROSS-ON-WYE

Present: Cllr D Ravenscroft – Chairman
Cllr C Bartrum, Cllr R Mayo, Cllr C Utting, Cllr C Gray – ex-officio

In attendance: Mrs R Lewis – Deputy Town Clerk

A15/02 18 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Morgan, who had work commitments.

A15/02 19 DECLARATIONS OF INTEREST

None.

A15/02 20 APPLICATIONS FOR DISPENSATIONS

None

A15/02 21 PUBLIC PARTICIPATION

No members of the public present

A15/02 22 MINUTES OF THE PREVIOUS MEETINGS

*IT WAS RESOLVED that the minutes of the meeting held on Monday, 19 January 2015
were signed as a true record of the meeting.*

A15/02 23 BUDGET REPORT

The budget reported (as circulated for Full Council) was accepted.

A15/02 24 TUDORVILLE ALLOTMENTS

A letter had been received from the British Weights and Measures Association concerning traditional measurements at allotments. The DTC was asked to pass it to the Allotments Association.

A15/02 25 ROSS TOWN CEMETERY

The operative was continuing to work well on keeping it tidy.

Cllr Ravenscroft asked the Clerk to consider the need for another skip to be sited there to cope with the additional demand resulting from the work of the site manager. She was also asked to look at alternative means of emptying the skip/s in order to get the best deal.

A15/02 26 DEANHILL PARK

The Clerk had obtained a quote for removing the Golden Cyprus and two small conifer trees which were creating a problem in the playground area of the park.

Chairman.....

Date



16 March 2015

IT WAS RESOLVED to remove the Golden Cyprus and two small conifer trees and plant an 8ft Rowan tree for a total cost of £750. All agreed

A15/02 27 ST MARY'S CHURCHYARD

The Revd Nick Adley had sent a photograph of the steps leading to Church Street at the northern end of the churchyard and asked the council to look at the safety because there were gaps in the mortar underneath the steps. Cllr Ravenscroft asked the Clerk to instruct the Sites Manager to investigate and carry out remedial work.

A15/02 28 BANDSTAND

Nothing to report.

A15/02 29 SKATEBOARD PARK

Nothing to report.

A15/02 30 TOWN MAINTENANCE

- Nothing to report on street cleansing or P3 scheme.
- It was agreed that the new council should decide whether it wished to participate in the enhanced lengthsman scheme.
- The DTC had met with representatives from JKHS and an officer from Herefordshire Council to look at the flower beds outside the school. The school wished to take them over but needed the banks removed as these are no unsafe. The DTC would liaise with HC and the school and contact the Allotment Association to see if they would like to take the excess soil away.

IT WAS RESOLVED to request a cultivation licence from Herefordshire Council for the flower beds outside John Kyrle High School in order for the school to look after them. All agreed

A15/02 31 WEATHER STATION

Nothing to report.

A15/02 32 TOWN PLAN IMPLEMENTATION

Nothing to report.

A15/02 33 STREET FURNITURE

Cllr Utting had received complaints of dog mess in Archenfield Road and requested the council obtain signs which could be put up where necessary. She felt a new design was necessary and members asked her to draw up a design and the clerk to get prices for manufacturing. It was felt that many of the dog signs, including those in the churchyard, were old and unclear and would benefit from being replaced.

A15/02 34 VAN

IT WAS RESOLVED to hire a caged tipper for a five year period at a cost of £470 per month to replace the van currently being hired. All agreed

There being no further business, the Chairman closed the meeting at 8.25pm.

Chairman



Date

16 March 2015

MINUTES OF A MEETING OF THE **AMENITIES COMMITTEE** OF
ROSS-ON-WYE TOWN COUNCIL HELD ON MONDAY, 16 MARCH 2015 AT 7.00PM IN
THE CORN EXCHANGE, HIGH STREET, ROSS-ON-WYE

Present: Cllr D Ravenscroft – Chairman
Cllr C Bartrum, Cllr R Mayo, Cllr C Utting

In attendance: Mrs D Mason – Town Clerk
Cllr A Soble, Mr T Griffiths – Parish Lengthsman

A15/03 35 APOLOGIES FOR ABSENCE

No apologies received.

A15/03 36 DECLARATIONS OF INTEREST

None

A15/03 37 APPLICATIONS FOR DISPENSATIONS

None

A15/03 38 PUBLIC PARTICIPATION

Nothing.

A15/03 39 MINUTES OF THE PREVIOUS MEETINGS

*IT WAS RESOLVED that the Minutes of the meeting held on
Monday, 23 February 2015 were signed as a true record.*

A15/03 40 BUDGET REPORT

Nothing.

A15/03 41 TUDORVILLE ALLOTMENTS

Report letter

A15/03 42 ROSS TOWN CEMETERY

Trees to be removed.

A15/03 43 DEANHILL PARK

Wildplay will be requesting use of the park for a day.

A15/03 44 ST MARY'S CHURCHYARD

Bins might need replacing.

IT WAS RESOLVED that two bins be purchased to replace the two currently in the churchyard.

Chairman.....*DR*.....

Date*20/3/15*.....

A15/03 45 BANDSTAND

Looks ok.

A15/03 46 SKATEBOARD PARK

Clean and tidy.

A15/03 47 TOWN MAINTENANCE

Weed spraying needs to be started.

(i) P3 scheme

Nothing to report.

(ii) Parish Lengthsman

Mr Griffiths presented his report:

Signs from Wilton Road were cleaned. The Ross-on-Wye sign the paintwork is beginning to lift. It requires sandblasting and repainting. Also jetted and cleaned the drains that lead on the Long Acre. Problems at Greytree with the drain under the bridge. The Locality Steward has had a look. The Clerk to chase. Pleased to say the jetting has worked. Regular maintenance is having a benefit. Most of the roads have been done except the unclassified road. Sweeper is picking up road bricks. Using the sweeper and hose is proving effective. The Clerk would prepare a list of jobs for the next maintenance day. Mr Griffiths could offer a pot hole repair service.

(iii) Town Flower beds

Cultivation licence has been granted for the beds at John Kyrle High School.

A15/03 48 WEATHER STATION

Nothing to report.

A15/03 49 TOWN PLAN IMPLEMENTATION

Plants – this time last year a budget for the baskets for the Market House was suggested. It was hoped to do the same

***IT WAS RESOLVED** to recommend a budget of £1,000 from the town plan implement budget is set aside to provide hanging baskets for the Market House.*

A15/03 50 STREET FURNITURE

Bins; Finger Posts; Benches – nothing to report.

There being no further business, the Chairman closed the meeting at 8.00pm.



Chairman..... Date ...20 March 2015.....

OPEN SPACES *R.M*

MINUTES OF A MEETING OF THE ~~AMENITIES~~ **AMENITIES COMMITTEE** OF
ROSS-ON-WYE TOWN COUNCIL HELD ON MONDAY, 20 APRIL 2015 AT 7.00PM IN
THE CORN EXCHANGE, HIGH STREET, ROSS-ON-WYE

Present: Cllr D Ravenscroft – Chairman
Cllr C Bartrum, Cllr C Utting

In attendance: Mrs D Mason – Town Clerk

A15/04 51 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Allen, who was on holiday, and Cllr Morgan, who had work commitments.

A15/04 52 DECLARATIONS OF INTEREST

There were no declarations.

A15/04 53 APPLICATIONS FOR DISPENSATIONS

There were no applications for dispensations.

A15/04 54 PUBLIC PARTICIPATION

No members of the public present.

A15/04 55 BUDGET REPORT

Nothing to report

A15/04 56 TUDORVILLE ALLOTMENTS

Looks very tidy.

A15/04 57 ROSS TOWN CEMETERY

Again the cemetery looked very tidy.

A15/04 58 DEANHILL PARK

I have requested repairs on the fence. Flower bed to be grassed over.

A15/04 59 ST MARY'S CHURCHYARD

The wall was finished and looked very good.

A15/04 60 BANDSTAND

Nothing to report.

A15/04 61 SKATEBOARD PARK

Again repairs to the fence are being done.

Chairman.....
Date *22/6/15*.....

A15/04 62 TOWN MAINTENANCE

- (i) Street cleansing/weeds

Weed spraying will be undertaken.

- (ii) P3 scheme

A discussion ensued on the scheme. With the two parishes now to walk it was suggested that it might be a good idea to appoint three PFOs for each of the town wards, north, east and west. Rather than advertise it was agreed to ask the walking groups in the town whether there was a volunteer.

- (iii) Parish Lengthsman

Nothing to report.

- (iv) Town Flower beds

These will be discussed by new council.

A15/04 63 WEATHER STATION

Nothing to report.

A15/04 64 TOWN PLAN IMPLEMENTATION

Nothing to report.

A15/04 65 STREET FURNITURE

- (i) Bins

We have had a request for more litter bins. A list would be compiled. Hawthorn Lane has been suggested as a possible.

- (ii) Finger Posts

If any need moving, please let the office know.

- (iii) Benches

Nothing to report.

There being no further business, the Chairman closed the meeting at 7.15pm.

Chairman.....

Date 22/6/15.....

Ross-on-Wye Town Council

Minutes of the meeting of the Open Spaces Committee
held on Monday, 23 June 2015 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr R Mayo– Chairman
Cllr C Bennett, Cllr N Gibbs. Cllr D Lister, Cllr D Ravenscroft, the Mayor, Cllr C Gray.

In attendance: Mrs R Lewis – Deputy Town Clerk.

O15/06 01 ELECTION OF VICE CHAIRMAN

IT WAS RESOLVED: that Cllr D Lister be elected Vice Chairman. all agreed

O15/06 02 APOLOGIES FOR ABSENCE

None – all members were present

O15/06 03 DECLARATIONS OF INTEREST

None

O15/06 04 APPLICATIONS FOR DISPENSATIONS

None

O15/06 05 PUBLIC PARTICIPATION

None

O15/06 07 MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings held on Monday 20 April 2015 were signed by the chairman.

O15/06 08 TUDORVILLE ALLOTMENTS

Everything was looking very good and no problems had been reported.

O15/06 09 ROSS TOWN CEMETERY

It was agreed to keep an eye on the large bin which is now being emptied by Herefordshire Council on a weekly basis to see if the capacity was sufficient.

It was further agreed to investigate other companies to provide and empty a bin and to investigate another site in the town for another bin.

It was also agreed to look at the licensing implications of emptying pavement litter.

The cemetery itself was looking tidy, thanks to the work of the Sites Manager.

There was a dead ivy covered tree by the front gate which members requested to be removed. The DTC would instruct the Sites Manager to do this.

Chairman.......... Date.....27/7/15.....

O15/06 10 DEANHILL PARK

A letter had been received from residents of Kent Avenue requesting that the fir tree recently removed by the Council be replaced with two attractive deciduous trees (not rowan) and had suggested various species. In the planning application for the removal of the trees the planning officer had approved one replacement rowan tree.

Members asked the DTC to find out costs and sizes of the trees.

It was agreed to ask the DTC to price two picnic benches for the play area to replace the dilapidated bench.

O15/06 11 ST MARY'S CHURCHYARD

A mole problem had been reported by the contractor in the closed churchyard. It was agreed to consider the use of tunnel traps and Cllr Ravenscroft would talk to the Sites Officer.

It was agreed to prune the tree by the Royal Hotel garden wall in order to allow the light from the floodlight to light up the tower.

The DTC was to ask the Sites Officer to clean the covers of all the floodlights and remove the suckers from the trees along the diagonal path behind the church.

IT WAS RESOLVED: to repoint the steps by the pillars and by Okells at a cost of no more than £500.

The DTC was asked to request the Phoenix Theatre to tidy up the area where the tree had been removed by the churchyard steps.

The DTC was asked to request that the Royal Hotel remove the ivy growing on the wall between the secret garden and the churchyard which was causing damage to the wall. The DTC to check ownership of the wall and either request the Royal Hotel to repair it (chunks of stone are missing) or get a quote for its repair.

The DTC was asked to check on the legal obligation of inspecting headstones for safety in the closed churchyard.

The DTC was asked to request the parish lengthsman clear the drains along the churchyard wall (by Church Street).

O15/06 12 BANDSTAND

Nothing to report

O15/06 13 SKATEBOARD PARK

The DTC was asked to arrange for the contractor who repaired the ramps previously to reassess the use of concrete at the bottom of the ramps which has now broken leaving a gap.

it was requested that the fence is kept in good order to prevent any misuse of the ramps by unsuitable heavy or motor bikes.

O15/06 14 TOWN MAINTENANCE

Street cleansing/weeds - spraying

The Sites Officer carrying out a programme of spraying around the town (he completes all pesticide records which are available for inspection by councillors in the office, and wears the correct protective clothing). He continues to clean certain areas e.g. the Market house undercroft when needed.

BBLP are no longer doing any pavement cleaning. The DTC was asked to get a quote from the Parish Lengthsman for the hire of a Precinct Cleaner in order that the Town Council can keep pavements clean economically and efficiently.

Chairman.......... Date..........

The contract last year with Enviroability for street cleansing had been stopped and it was agreed that we needed extra help in this area. It was agreed that more time was need by our sites officer and that a further operative would be ideal, normally working in the afternoon and utilising the same van and equipment. There would also be scope for two men to work together on bigger jobs when needed.

IT WAS RESOLVED: to recommend to the HR Committee that a further operative be employed to work with the Sites Officer.

P3 scheme

Sam Phillips has agreed to act as Footpath Officer following the resignation of Nigel Lewis. The DTC will arrange suitable training for him.

There was concern over the narrowness in parts of ZK23 (path by Ashfield Park School). Members would have a look and report back to the next meeting.

Parish Lengthsman

Cllr Mayo reported on a meeting with the Lengthsman. Currently the Lengthman does one full day per month but there is concern that because of the cuts to the Herefordshire contract who now work on a reactive basis rather than maintaining the areas they are responsible for (drains, verges etc), that areas are being neglected.

The DTC was asked to find out how much time the Lengthsman devoted to Ross Rural as the time we have now is the same as for the previous Town Council. The DTC would also let members have a list of the jobs which can be undertaken by the Lengthsman.

There was further discussion about bin emptying.

Town Flower beds

The DTC reported that she had been in contact with Herefordshire Council and John Kyrle High School regarding the flower beds outside the school. A cultivation license had been promised as had the removal of the large mounds. This was still outstanding.

Members asked for a list of all the Herefordshire Council Flower beds in order to decide on acquiring cultivation licenses for them all.

Cllr Mayo asked that members support a move to restart Ross-in-Bloom. It was suggested that the Blake's gardens Volunteer group may like to take a lead. Cllr Mayo would talk to Cllr Utting. Cllr Mayo would also prepare a press release seeking help.

Cllr Gray left the meeting

O15/06 15 WEATHER STATION

Nothing to report

O15/06 16 STREET FURNITURE

Bins - two new bins were required in the churchyard as the existing ones were worn out.

Finger Posts - The Sites Officer is to be asked to paint out the heritage Centre/TIC from the finger post outside Rossiters Bookshop.

Chairman.......... Date..........

Benches

IT WAS RESOLVED: to put the bench given by the Betzdorf twinning in Blake's Garden to replace the unsightly one half way down the slope.

Town Maps – The DTC was asked to write to Daniel Pearce who had a contract to look after the town maps, to ask for work to be done on the Market Place map, the Red Meadow Car Park map, the Maltings Car Park map and the Wilton Road Car Park map

O15/06 17 TOWN PLAN IMPLEMENTATION

The DTC suggested that this be put on the Full Council Agenda as well as committee agendas as items in the Town Plan were covered by more than one committee. Recommendations from any relevant committee could be made and approved by Full Council.

There being no further business, the Chairman closed the meeting at 8.55pm.

Chairman.......... Date..........

Ross-on-Wye Town Council

Minutes of the meeting of the Open Spaces Committee
held on Monday, 27 July 2015 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Cllr R Mayo– Chairman
Cllr C Bennett, Cllr N Gibbs. Cllr D Lister, Cllr D Ravenscroft.

In attendance: Mrs R Lewis – Deputy Town Clerk.

O15/07 18 APOLOGIES FOR ABSENCE

None – all members were present

O15/07 19 DECLARATIONS OF INTEREST

None

O15/07 20 APPLICATIONS FOR DISPENSATIONS

None

O15/07 21 PUBLIC PARTICIPATION

Terry Griffiths, the Parish Lengthsman gave a report on work undertaken.

Schedules maintenance was up to date with drains all clear with the exception of the one in Walford Road which had been blocked by BT with a junction box and a fractured pipe in Gloucester Road.

The banners are beginning to show signs of wear and will not last another year. Fixings are being repaired where possible.

Signs are washed when the lengthsman comes across them.

There is a scarab (pavement sweeper) which we can hire for £20 per hour for sweeping town centre pavements. The Lengthsman will check insurance.

The Clerk was asked to find out if the council is in the Winter Aid scheme run by Herefordshire Council.

O15/07 22 MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings held on Monday 22 June 2015 were signed by the chairman.

O15/07 23 TUDORVILLE ALLOTMENTS

There was nothing to report.

Chairman  Date 28/9/15

O15/07 24 ROSS TOWN CEMETERY

Cllr Ravenscroft had met with the sites manager to look at mole traps (Town Cemetery and St Mary's Churchyard).

Cllr Mayo requested that we keep the cemetery locked to vehicles and would research a method (similar to that used in St Mary's Churchyard).

IT WAS RESOLVED: to lock one of the cemetery gates to prevent vehicles from entering the cemetery. *All agreed*

O15/07 25 DEANHILL PARK

Benches

IT WAS RESOLVED: to ask Enviroability to refurbish the two benches in the children's area. *All agreed*

IT WAS RESOLVED: to purchase two picnic benches made from recycled plastic at a maximum cost of £700 provided Walford Timber could not sponsor a picnic bench. *All agreed*

Trees

The Project Officer was preparing a report on the cost of trees as requesting at the last meeting.

Annual Inspection Report

Following the receipt of the Annual Inspection Report it was agreed that the Chairman would meet with the DTC to go through at and quotes would be obtained for the work required. He would report back to the committee at the next meeting.

Old Border

It was agreed to get the Sites operative to look into clearing and reseeded (grass) the redundant border by Alton Street.

Perimeter Fence

It was agreed that quotes would be obtained for replacing the perimeter Fence which was now dangerous in parts. The Chairman would liaise with the DTC.

O15/07 26 ST MARY'S CHURCHYARD

Pruning of branches

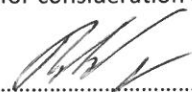
It was agreed to ask the Sites Manger to remove low branches near the Prospect in order to make grass cutting more easy and make the Churchyard look tidier. It was further agreed to ask him to prune the branch from the tree which is blocking the light from the flood light to the west side of the steeple.

Flood Lights

The DTC was asked to arrange for the repair of the flood light fixings to the south side of the church.

Steps

The DTC had received a quote for repointing the steps as by the pillars and by Okells which cane to considerably more than £500. The DTC was obtaining further quotes for the work for consideration at the next meeting.

Chairman.......... Date.....*28/9/15*.....

Wall

The DTC would be writing to the Royal Hotel to ask them to repair the stonework by the secret garden.

Pillar

The DTC was waiting for quotes which had been promised for the repairs. She was asked to check whether the Church's insurance should be used rather than the Council's.

O15/07 27 BANDSTAND

Vandalism had been reported by the Sites manager but everything appeared to be in order. The Chairman would check the state of the roof tiles.

O15/07 28 SKATEBOARD PARK

The DTC reported that the ramps had now been repaired at no cost.

The Annual Inspections Report had been received and the Chairman and Clerk would consider the implications and report back at the next meeting.

There was immediate concern over the state of the fence surrounding the ramps which had recently been vandalised. The chairman and clerk would discuss this and decide the best way forward.

O15/07 29 TOWN MAINTENANCE

Street cleansing/weeds

A letter had been received from L Tomlinson about the general state of the town. The DTC would reply and explain what the council is doing to improve matters.

IT WAS RESOLVED: to hire the scarab at £20 per hour plus insurance from the Parish Lengthsman. The clerk would advise the sites manager of the amount of time it can be used.

All agreed

The Sites Manager had requested the purchase of a petrol vacuum blower. Cllr Lister had a blower identical to the one which the Sites Manager had identified and would arrange for him to trial it before committing to purchase it.

Following agreement of the HR Committee to appoint a second operative, the DTC would meet with Cllr Ravenscroft and Mayo to discuss the Job Description, Person Specification and advert for the post. It was agreed to advertise in both the Forest Review and the Ross Gazette. The closing date would be after the arrival of the new clerk so that she could carry the process forward with shortlisting and interviewing.

P3 scheme

There had been no reports yet from Sam Phillips. The DTC would check that he was walking the paths.

Parish Lengthsman

The Lengthsman had spoken during Public Participation.

Chairman.......... Date.....28/9/15.....

Town Flower beds

Various groups had done work on some of the town's flower beds. The boat in Caroline Symonds Gardens was now looking particularly good. Tim Shelley of the Community Gardens had also done work on the Welcome Sign beds and cleared the bed by JKHS. The Chairman suggested that sponsorship is sought for all the beds for next year. In order to do this a horticultural licence would be required. The DTC was to find out the wording of such a license.

O15/07 30 WEATHER STATION

Nothing to report

O15/07 31 STREET FURNITURE

Bins - once the asset transfers have been completed the bins may need replacing by the river.

Finger Posts - The Sites Officer is to be asked to paint out the heritage Centre/TIC from the remaining finger posts and check they are pointing the right way.

Benches – nothing to report

Town Maps – The DTC would write to Daniel Pearce who had a contract to look after the town maps, to ask for work to be done on the Market Place map, the Red Meadow Car Park map, the Maltings Car Park map and the Wilton Road Car Park map

Cycle racks – The Chairman had received a request from No 3 to move the cycle racks on the pavement outside the restaurant a little further along. He was prepared to do this at his own expense.

IT WAS RESOLVED: to write to Herefordshire Council supporting the moving of the cycle racks in Gloucester Road.

15/07 32 ASSET TRANSFER – OPEN SPACES

The DTC was asked to get quotes for a tree survey for the new assets and the existing ones ready for when the assets are transferred.

The DTC was also asked to find out about having an environmental survey of the riverside carried out.

O15/07 33 TOWN PLAN IMPLEMENTATION

Nothing to report.

There being no further business, the Chairman closed the meeting at 8.50pm.

Chairman.......... Date..........

Ross-on-Wye Town Council

Minutes of the meeting of the **Open Spaces Committee**

held on Monday 28th September 2015 at 7.00pm

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

Present: Councillor R Mayo – Chairman
Councillor C Bennett, Councillor N Gibbs and Councillor D Ravenscroft

In attendance: Mrs S Robson - Town Clerk and Mrs R Lewis – Deputy Town Clerk
There were nine members of the public and no members of the press present.

OS15/09 34 Apologies for Absence

Councillor C Gray – Illness and Councillor D Lister – Work Commitment

RESOLVED – to accept the apologies given

OS15/09 35 Declarations of Interest

None declared

OS15/09 36 Dispensations

None

OS15/09 37 Public Participation

A representative from the Environmental Affairs Group from U3A Ross addressed Committee Members about the work they are involved in with sharing knowledge and improving social contact for their members. The Group is increasing as people are becoming more aware of the environment and the members wished to express their willingness and desire to work with the Town Council on the development and implementation of an environmental strategy.

A representative of Ross Walkers are Welcome group came to report to Members information on the seventh walking festival which saw a record number of bookings this year. One of the group's aims is to help improve the footpath network and the Buggy Route has been one of their projects that has been very well received with positive feedback. The Group would like to propose an extension to the footpath from the Hope & Anchor Inn around the Rope Walk as it has been identified as an area that needs improved accessibility to this open space area and they would like to work with the Council in trying to achieve this.



A member of the public came to address the Committee about the flower borders near Crossfield Car Park and the future planting schemes in this area.

7.20pm One member of the public left the meeting

OS15/09 38 Open Spaces Committee Meeting Minutes - to confirm and sign the minutes of the previous meeting held on Monday 27th July 2015. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Open Spaces Committee Meeting held on Monday 27th July 2015 be signed as a correct record.

OS15/09 39 Action Review Summary – to receive and review outstanding actions

RESOLVED – to receive and note the report.

OS15/09 40 Deanhill Park

i) To receive report and consider recommendations arising from the play park Inspection carried out by Herefordshire Council Parks & Countryside Service.

Members were reminded of the report that came to Committee at a previous meeting. Work has taken place to prioritise the items that have been identified. There is already a programme of works in place some of which are scheduled to be done by the Council's staff and also quotes are being sought for replacement items or repairs. Further reports will come before the Committee in due course.

RESOLVED – to receive verbal report and approve the actions already undertaken to carry out remedial works.

ii) To receive notification of costs for the purchase of a replacement tree and consider further action.

Members were updated of investigations made to plant a replacement tree in Deanhill Park. Prices were provided for the various trees that had been previously suggested by residents. Members considered the options and decided on making a firm decision at the next committee meeting. There was a preference expressed for a Great White Cherry and this would be an agenda item to authorise up to £100.00 expenditure at the next meeting.

RESOLVED – to receive the report and note the information.

It was agreed to move item 41 to the end of the meeting to be discussed in closed session due to commercial confidentiality.



OS15/09 42 Skate Park

- i) To receive report and consider recommendations arising from the Inspection carried out by Herefordshire Council Parks & Countryside Service.

Remedial work has already started on the fencing to ensure it discourages further vandalism and prevents vehicles from entering the park. It was noted that some of the proposed changes and recommendations have come about due to changes in legislation.

RESOLVED – to receive the report and note the information.

OS15/09 43 Street Cleansing

- i) To consider report on hire charges for pavement sweeper and consider further action.

There has been further work towards looking at the specification for the street cleansing contract to ensure that suitable equipment can be sourced if this Council agrees to supplement the work already carried out. There will be a need to identify the scope and scale of the work required so it can be agreed by Council. Members were informed that a demonstration with the Amenities Team would be taking place shortly for a 'leaf blower' to assess its suitability.

RESOLVED – to bring forward a detailed report to the next meeting with recommendations.

OS15/09 44 Planting Schemes and Flower Beds

- i) To receive an update on progress for the introduction of a planting licence and consider developing a sustainable planting policy that facilitates voluntary work.

A sample document has been sought but it was felt that it needed amendments to ensure it meets the Council's requirements and ensure it offers flexibility rather than being too prescriptive. There was recognition that a budget for planting for 2016/2017 would be needed to supply plants and flowers for the borders, beds and planters in and around the town.

RESOLVED – to bring a draft licence document to the next committee meeting for approval.

- ii) To consider offer of voluntary hours for community service on a horticultural scheme.

This item has been withdrawn.



- iii) To consider correspondence from The Blake Memorial Garden Volunteers for tree surgery works at the Gardens.

The Committee asked that a letter of thanks be sent to the Group for all their hard work.

RESOLVED – to defer this item until the Asset Transfer has been concluded and this work can be considered as part of the Tree Audit that will be necessary.

- iv) To consider proposal from Ross Horticultural Society to carry out maintenance on the beds on the Putting Green adjacent to Crossfields car park.

The Committee reported this had already been done and further work is due but this has been delayed pending spraying of two of the beds.

RESOLVED – to accept the proposed offer of voluntary work from Ross Horticultural Society on the flower beds at Crossfields car park.

OS15/09 45 Allotments

- i) To confirm expenditure for allotment signage

It has been recognised that the new section of allotments need some signage and that the signs at the old section need replacing too.

RESOLVED – to authorise expenditure of up to £100.00 for the new signage from the Allotments Budget.

OS15/09 46 Assets (for information only)

To receive verbal reports from Members on outstanding issues and matters of interest.

Investigations should be made about the possibility of a yard/garage for the Council's amenities operations.

OS15/09 47 Town Plan Implementation

To consider any issues relating to open spaces in the Town Plan for recommendation.

The Town Plan covers a wide remit and the Committee felt there might be potential for asking for funds towards the play area fencing.



OS15/09 41 To resolve to exclude members of the press and public

[Public Bodies \(Admission to Meetings\) Act 1960](#)

To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

Proposed: Councillor Mayo
Unanimous

Seconded: Councillor Gibbs

RESOLVED – that agenda item # OS15/09 41 ‘Commercial in Confidence’ is to be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

8.05 pm the remaining members of the public left the meeting

St Mary’s Churchyard

- i) To receive and consider estimate for repointing the access steps and approve appointment of a contractor.

Three estimates had been sought and Members were provided with copies and considered the merits of each.

RESOLVED – to accept the quote from Contractor 3 (SSM Building Company) at a cost of £2272.00 plus vat subject to approval from the Conservation Officer.

- ii) To agree to make financial contribution towards the cost of repairing and fixing the stone entrance pillar.

Members were informed the insurance company has been slow in responding to the claim for the damage done by the Council’s vehicle. The Members were asked to approve the additional cost to include the installation of a metal rod within the pillar to strengthen the post. The additional cost was still as yet unknown and further information was needed to authorise the additional work over and above what the insurer would agree to cover.

RESOLVED – to note the report and consider further the expenditure once the information was made known.

There being no further business the meeting closed at 8.25pm


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Chairman

23/11/15
.....
Date

Ross-on-Wye Town Council

Minutes of the Extra Ordinary meeting of the **Open Spaces Committee**
held on Monday 26th October 2015 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillor R Mayo – Chairman
Councillor C Bennett, Councillor N Gibbs, Councillor D Lister and Councillor C Gray

In attendance: Mrs S Robson - Town Clerk

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

OS15/10 47 Apologies for Absence

Councillor D Ravenscroft – Holiday

RESOLVED – to accept the apologies given

OS15/10 48 Declarations of Interest

None declared

OS15/10 49 Dispensations

None

OS15/10 50 Public Participation

None

OS15/10 51 Budget 2016/2017

To consider Draft Budget for the Open Spaces Committee for approval and recommendation to Full Council.

The Committee discussed the draft proposals and Members agreed to recommend the Open Spaces draft 2016/2017 budget for approval.

There being no further business the meeting closed at 8.00pm


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Chairman

23/11/15
.....
Date

Ross-on-Wye Town Council

Minutes of the meeting of the **Open Spaces Committee**

held on Monday 23rd November 2015 at 8.00pm

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

Present: Councillor R Mayo – Chairman
Councillors C Bennett, N Gibbs, D Ravenscroft and C Gray

In attendance: Mrs S Robson - Town Clerk
There was one member of the public and no members of the press present.

OS15/11 52 Apologies for Absence
Councillor D Lister – Holiday

RESOLVED – to accept the apologies given

OS15/11 53 Declarations of Interest
Councillor Mayo – declared a NDPI in Agenda Item OS15/11 #64
'Planting and Flower beds' being a County Councillor as they are currently in the ownership of Hereford Council.

OS15/11 54 Dispensations
None

OS15/11 55 Public Participation
A representative from the Ross and District U3A Group addressed Members about the introduction of a management policy for the Open Spaces that have been transferred to Ross Town Council. A proposed policy was circulated and the offer to assist with doing further work on this policy was made. A suggestion was made to the Committee to set up a Working Party to look at the inception of a Management Plan with U3A being requested to come forward with some further proposals to enable discussions to take place for a long term plan.

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OS15/11 56 Open Spaces Committee Meeting Minutes - to confirm and sign the minutes of the previous meetings held on Monday 28th September and Monday 26th October 2015. LGA 1972, Sch 12 para41 (1).

RESOLVED – that the minutes of the Open Spaces Committee Meetings held on Monday 28th September and Monday 26th October 2015 be signed as a correct record.

OS15/11 57 Action Review Summary – to receive and review outstanding actions

RESOLVED – to receive and note the report.

OS15/11 58 Blake Memorial Gardens

To consider cost of repairs to wall and authorise expenditure for work

Members were informed that a large crack has appeared in one of the walls. It was noted that an estimate from a local builder had indicated expenditure in the sum of £500.00 would be necessary to carry out the works to repair the crack and make good the wall.

RESOLVED – unanimous approval was given for estimated expenditure of £500.00 from the General Maintenance/Amenities budget to carry out the repairs on the area of cracked wall at the Blake Memorial Gardens.

OS15/11 59 Deanhill Park

- i) To authorise the purchase of spare parts for the refurbishment of rocking horse at a cost of no more than £560 plus carriage.

Members were advised that works need to be carried out on this rare piece of equipment to restore it and further refurbishment should be carried out to bring the equipment back up to a good standard.

Proposed: Councillor Ravenscroft
Unanimous

Seconded : Councillor Gibbs

RESOLVED – approval was given for expenditure of £560.00 from the General Maintenance/Deanhill Park budget to carry out the repairs on the play equipment at Deanhill Park

- ii) To authorise the purchase of a Great White Cherry at a maximum cost of £100.

Members approved the choice of tree for the Park and it was agreed that the siting of the tree should be done in agreement with Chairman.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Bennett

RESOLVED – to authorise expenditure of £84.00 plus vat for the cost of a Great White Cherry for Deanhill Park.



- iii) To approve expenditure for the supply of materials for the replacement fence around the perimeter of the play areas (see Agenda Item OS15/11 # 66).

This work was highlighted on the Inspection Report for action. A number of quotes have been received for replacement timber fencing and also metal fencing. The Members discussed the option of having a more substantial metal fence and considered the benefit of a longer lifespan and due to its robustness it would be less likely to be subject to vandalism.

Proposed: Councillor Bennett
Unanimous

Seconded : Councillor Gray

RESOLVED - to approve expenditure of £5946.00 for metal bow top fencing in a green finish and also £ 728.00 for two self-closing gates in a yellow finish. The Committee would make a recommendation for a £3000.00 contribution from the Town Plan Implementation Fund and the remaining balance of expenditure to be vired from within an Open Spaces Committee budget head where an underspend is identified.

OS15/11 60 Allotments

To authorise the purchase of either one new sign at allotments at a cost of £145 or two new signs at a total cost of £255.

Proposed: Councillor Gray
Unanimous

Seconded: Councillor Gibbs

RESOLVED - to approve expenditure of £255.00 for two new signs from the Allotments Budget Code.

OS15/11 61 St Mary's Churchyard

To receive verbal report regarding the outdoor floodlights and proposed tree surgery works.

It was agreed to request that the Amenities staff clean the floodlight lenses to improve clarity. It was decided there needs to be further discussions about the lighting to look at the type of fixings and bulbs and to consider options available and to report what works, if any, have been done recently. The Members asked for a report for consideration at the next meeting. A discussion about tree works took place and it was agreed that further investigations should be made about the extent of the responsibilities of the Town Council in the closed churchyard.



OS15/11 62 Skatepark

To make a recommendation to Full Council for approval of expenditure from the Earmark Reserve (EMR) for repairs to fencing and minor alterations at Skatepark.

Members were reminded of the EMR set up for improvements at the Skatepark and it was agreed to approve a recommendation to Full Council for authority for expenditure on repairs and maintenance to fencing at the Skatepark.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Gray

RESOLVED – to approve recommendation to Full Council for EMR funding for fencing works at Skatepark.

OS15/11 63 Street Cleansing

To receive verbal report on recent demonstration of Mechanised Pavement Sweeper.

Members were informed of a recent site visit to Leominster to view the pavement sweeper that is in use there. It was reported that investigations are on-going regarding current arrangements for town centre cleansing in Ross and it is anticipated a report with proposals will be made to the Committee in due course.

OS15/11 64 Planting Schemes and Flower Beds

To receive a verbal report from the Chairman and discuss approaching HC with a view to taking over responsibility for planting in key sites.

Members were appraised of recent investigations with HC about the licence for taking over responsibility for planting at specific sites. There are 22 beds listed on HC's Asset Register some of which have already been transferred with the Asset Transfer package. The Committee considered approaching HC to take over the following areas;

Flowerbeds and Borders

Copse Cross Street

Edde Cross Street Car Park (on the land outside)

Gloucester Road/High Street Junction

John Kyrle High School x 2 (on verges outside the entrance)

Merrivale Crescent (residents already maintaining this area – should continue)

Prospect Beds

Roman Way/Betzdorf Walk Junction (propose reduce in size to crescent shape)

Swimming Pool Area (propose approach Scouts to take over this bed)

Wilton Road (currently sponsored by the Garden Store)

Herb Garden - Blake Memorial Gardens

Tubs and Baskets (16) – some of these are already maintained by businesses and clubs. It was agreed that those that aren't should be removed as they are in a state of disrepair and with further potential budget savings it is not possible to maintain these at present, this is a project for consideration at a later date.



Welcome to Ross on Wye gateway signs – it was agreed to grass these areas over for the time being until further plans could be drawn up for planting

Gloucester Road
Ledbury Road
Wilton Road

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Gray

RESOLVED – to approach HC and request licences for managing the sites that have been identified above.

OS15/11 65 Trees

Members received a verbal report from the Chairman outlining the need to plot and survey all the trees that are on the Council's land. The report would also include recommendations regarding necessary work to be carried out to enable a fully costed and budgeted maintenance plan to be set up.

Proposed: Councillor Gibbs
Unanimous

Seconded: Councillor Bennett

RESOLVED - To approve delegated authority to the Town Clerk in consultation with the Committee Chairman to select and appoint a suitable Contractor to carry out a comprehensive Tree Survey at sites owned and managed by the Town Council.

OS15/11 66 Town Plan Implementation

To consider recommendation to Full Council for £3000.00 contribution to the Open Spaces Committee for replacement fencing at Deanhill Play Area from the Town Plan Implementation Budget.

The Committee debated this under Agenda Item OS15/11 # 59 and recognised the need to carry out this work in accordance with the latest safety inspection report.

Proposed: Councillor Bennett
Unanimous

Seconded: Councillor Gray

RESOLVED – to approve recommendation to Full Council for a contribution in the sum of £3000.00 to the Open Spaces Committee towards the cost of new metal bow top fencing and gates at the Deanhill Park play area from the Town Plan Implementation Budget.



OS15/11 67 Correspondence for consideration and response

- i) Ross on Wye Walkers are Welcome Group – request approval for extension of the Buggy Route.

The Members approved their support of this project, there was recognition that the Town Council would need to take responsibility for maintenance once the path has been constructed. The Members requested early sight of the proposed location and reports from English Nature should be sought in advance to ensure compliance with all necessary guidelines. The Members were unanimous in acknowledging the need to follow an approved specification taking into consideration the location on the flood plain and proximity within the AONB.

- ii) Tom Mayo – Request for permission to use metal detection equipment on Town Council owned land.

The Members approved of this approach and requested the issue of a licence to give authority to the named individual only. The approval is granted subject to cancellation without notice at any time. The Committee expressed it would be very interested in any potential finds and instructed the Clerk to provide a list of areas of land under the authority of the Town Council.

There being no further business the meeting closed at 9.10 pm


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Chairman

25/1/16
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Date