



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 18th January 2021 at 7.00pm

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

Present: Councillors D Lister (Chairman) C Bartrum, B Pope, P Symonds and R Taylor and J Winder

In attendance: Mrs. S Robson–Town Clerk, Mrs. H Holmes – Finance and Administration Assistant,
Mr. A Kings – Amenities Manager.

A21/01#01 Apologies for Absence

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

Councillor J Utting

Absent – Councillors S Cole, B Howson

A21/01#02 Declarations of Interest

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

Councillor Taylor declared an ‘Other declarable interest - Welfare’ in Agenda Item 21/01#10 as he is on the Ross in Bloom Committee.

A21/01#03 Dispensations

[Localism Act 2021 S33\(1\)](#)

None.

A21/01#04 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

There were no members of the public present.

A21/01#05 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 Lister
Unanimous

Seconded: Councillor Winder

RESOLVED – that agenda item A21/01#17 - ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

A21/01#06 Amenities Sub-Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Monday 16th November 2020.

RESOLVED – that the minutes of the Amenities Sub-Committee Meeting held on Monday 16th November 2020 be signed as a correct record.

A21/01#07 Action Review Summary for information only

To receive, review and agree priorities in relation to outstanding actions (report attached).

Members were updated on one item:

- St Mary's churchyard wall - the previously done professional report will need updating.

RESOLVED – to receive and note the report.

A21/01#08 Committee Clerk's /Amenities Manager's Report

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

The Committee Clerk reported on the following:

- Unsafe memorials - an area in the Cemetery has been cleared and three memorials can now be moved.
- Cemetery paperwork has now been digitised and is in the process of being checked.
- Memorial tree in Wye Street has been purchased and the sponsor is awaiting a plaque. A date will be discussed to plant the tree in due course.
- Ropewalk Playground - Parts are on order, there could be a delay due to them being shipped from Europe.
- Armed Forces Day – Ross British Legion have provisionally booked the Ropewalk for 26th June.

The Amenities Manager reported on the following:

- Weekly programme of works ongoing.
- Long Acre / Wilton Bridge – Concrete base laid and memorial bench installed.
- Canoe Launch has been cleared and strimmed.
- List of benches that RTC is responsible for has been compiled and maintenance will be incorporated into the Annual Work Programme.
- Ropewalk / Long Acre – Work in progress to tidy up concrete pads that house benches.
- Bins and bench replacement 'wish list' sent to BBLP. Awaiting response.
- Crossfields - little area of birch trees will be renovated and replanted.
- Western Power have moved the telegraph pole and work has commenced on the Homs Road Depot.
- Small amount of flood debris has been cleared.
- The Parish Lengthsman has tarmacked the corner area of the Ropewalk playground.
- Cemetery hedges and trees have been trimmed. The area where the memorials will be moved to needs levelling. Kerbing areas have been tidied.
- Kerbing at Crossfields and Ropewalk areas will also be tidied.
- Meeting Contractor next week to discuss Amenity planting scheme.
- Meeting Contractor on Friday to discuss toilets at Redmeadow. Door locks were vandalised, and the coin pay didn't work correctly on a couple of occasions.
- P3 scheme – Ongoing work throughout the year. The Amenities staff have put in a total of 65hrs from January 2020-January 2021. This works out at a cost of approximately £1300 including tool hire.

RESOLVED – to receive and note the reports.

A21/01#09 Finance

- i. To receive income and expenditure report for the Amenities Committee Budget 2020/2021

RESOLVED - to receive and note the report.

- ii. To approve expenditure to authorise contractor to carry out tree works to Weeping Willow and Sycamore at Caroline Symonds Gardens at a cost of £495.00 plus VAT.
- iii. To approve expenditure to authorise contractor to carry out tree works to Acer near to Ropewalk play area. Sorbus and Rowan at Deanhill Park at a cost of £630.00 plus VAT

- iv. To approve expenditure to authorise contractor to carry out tree works to 3 x Thorn, 1 x Ash and 1 x English Oak at Long Acre at a cost of £425.00 plus VAT.
- v. To approve expenditure for work to riverside Willow/Alders from life buoy to canoe launch and carry on from Hope and Anchor Car park. Cost of £550.00 (day rate) plus VAT to a maximum of £3300.

It was agreed to take items ii – v en bloc.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Winder

RESOLVED – to approve expenditure for tree works to be carried out from the Trees Budget.

A21/01#10 Planters

- i. To approve expenditure for 4 x box planters at a cost of £1680.00 plus VAT and transport charge of £100 from the Street Furniture Budget.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Winder

RESOLVED – to approve expenditure in the sum of £1680.00 plus vat and transport for the purchase of four box planters from the Street Furniture Budget.

- ii. To seek approval for planting licences from BBLP for the installation of 4 x box planters at various locations around the town and to offer the licences to Ross in Bloom.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Pope

RESOLVED – to seek approval for planting licences from BBLP at the agreed locations around the town and once approved, offer the licences to Ross in Bloom.

A21/01#11 Benches

To approve expenditure of £850.00 + VAT from the Street Furniture Budget for a replacement bench at Brookend Street by the entrance to Red Meadow car park.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Symonds

RESOLVED – to approve expenditure in the sum of £850.00 plus vat for a replacement bench to be installed at Brookend Street from the Street Furniture Budget.

A21/01#12 Policies

To review and update the Council’s policy on Memorial Bench Regulations and Application Form (last reviewed July 2018) - deferred from 20th July 2020 meeting.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to approve the proposal to increase the fee, to reduce the maintenance period to five years and to amend the wording for inscriptions from ‘five lines or under’ to ‘up to five lines’.

A21/01#13 Playground Inspections and Report

- i) to receive and review Report from the inspections carried out on 7th October 2020.
- ii) to discuss and consider recommendations and agree timetable for works to be carried out.

Councillor Symonds thanked the Amenities staff for all their hard work in maintaining the play parks. It was noted that priority repairs are incorporated into the weekly work programme. There can be issues with components being supplied as certain parts come from abroad. Ropewalk Playground – Two parts are on order to replace items that have been vandalised. Deanhill Playground – Broken Stepping Pod has been repaired. Chains to be replaced on the swings. Skatepark – Welding at the base of the ramp has carried out.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Bartrum

RESOLVED – to receive and note the reports and to ensure that any repairs that are identified from current report are carried out within a two-month time period, subject to the availability of replacement parts.

A21/01#14 Planting Schemes

To review arrangements for sponsorship of planting schemes

- i) to receive correspondence from The Garden Store confirming the surrender of the Cultivation Licence at Wilton Road, Roman Way, Copse Cross Street and John Kyrle High School and to consider options for ongoing planting and maintenance at the sites.
- ii) To discuss opportunities for new sponsorship arrangements at allocated sites, to include calculation of fees and approved signage (list of sites enclosed).

The Sub-Committee discussed the planting schemes and it was proposed to ask the Contractor to take over the planting regime for the sites previously under licence which had been surrendered as an add on cost to the current contract.

It was agreed that in order to establish a table of fees for sponsorship the costings will be worked out for each individual bed and be brought back to the Sub- Committee.

It was proposed to defer the discussion relating to sponsorship schemes until the cost of the amenity planting had been identified.

8.00 pm Councillor Bartrum left the meeting.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Pope

RESOLVED – to receive and note correspondence relating to the surrender of the Cultivation licences. and to approve additional contract costs.

A21/01#15 Correspondence for consideration and response (enclosed)

- i) to discuss BBLP's appointment of a dedicated PROW steward.

The Sub-Committee was updated about the proposed new appointment. This had come about due to a vacant post for a Locality Steward in the north of the county and it was proposed to designate this post solely as a PROW Locality Steward, reducing the number of Locality Stewards to twelve. A cabinet member will be presenting a business case to retain the existing thirteen posts and creating a new post for a PROW Locality Steward.

The Sub Committee was advised the Expression of Interest invite has been received for the Lengthsman and/or P3 schemes. Once further information is received regarding the PROW Locality Steward, the Sub-Committee will be better informed to make a decision about P3.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Symonds

RESOLVED – to receive and note the report.

- ii) to consider Open Space Policy application from Market Square Group to hold a market at Caroline Symonds Gardens on 17th and 18th April 2021.

8.11pm Councillor Bartrum returned to the meeting.

The application was discussed and the Sub-Committee was informed enforcement of the terms of the Policy would be applied so that that any damages would be taken out of the deposit. The Sub-Committee was also informed that if any issues arise in the week beforehand, such as continuous rainfall or flooding, then the Council reserve the right to postpone the event.

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Taylor

RESOLVED – To approve the application from Market Square Group to hold a market at Caroline Symonds Gardens over the weekend of 17th and 18th April 2021, subject to any Government COVID-19 guidelines on Open Markets at that time.

- A21/01#16 To confirm date of next scheduled meeting and propose items for consideration.**
Monday 15th February 2021.
Review of Cemetery Fees
Review of Open Spaces Policy

8.18pm The Amenities Manager left the meeting.

- A21/01#17 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 A21/01 #05 above refers)

Staff in Confidence

Amenities Departmental Review

To receive confidential amenities staffing structure review and consider for approval options and recommendations.

The Members discussed the written report and although various documents have been made available as well as discussions at the Finance and Personnel Sub-Committee, they didn't feel they had enough information to be able to make a decision.

It was proposed to set up a Working Group.

Proposed: Councillor Symonds
For: 4 Against: 0 Abstentions: 2

Seconded: Councillor Bartrum

RESOLVED – to set up a Working Group comprising Councillors Bartrum, Lister, Taylor and Winder with Councillor Symonds as Convener and to produce a detailed report to bring back to the March Amenities Sub-Committee meeting.

There being no further business the meeting closed at 9.00pm.

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 15th February 2021 at 7.00pm

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

Present: Councillors D Lister (Chairman) C Bartrum, S Cole, B Pope, P Symonds and R Taylor and J Winder

In attendance: Mrs. S Robson–Town Clerk, Mrs. H Holmes – Finance and Administration Assistant,
Mr. A Kings – Amenities Manager.

There was one member of the public present.

A21/02#18 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)
Councillor J Utting
RESOLVED – To accept the apologies given.
Absent – Councillor R Howson

A21/02#19 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
None

A21/02#20 Dispensations
[Localism Act 2011 S33\(1\)](#)
None

A21/02#21 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)
A member of the public addressed the sub-committee to report he had a catering unit at the Ropewalk last year with regular customers visiting. The feedback had been very positive and he was very appreciative of the Council's support during the difficult time in 2020.

7.13pm Councillor Taylor joined the meeting

The Chairman agreed to bring item #27 forward

The meeting was temporarily suspended due to some technical issues 7.13pm – 7.30pm

A21/02#27 Policies
i) to review the Open Spaces Policy (last reviewed July 2020) and receive feedback from lettings during 2020.
ii) to agree charges for commercial operations outside the scope of the current Policy.

Members were appraised of feedback and comments made during the lettings in 2020 and agreed to amend the policy in relation to the fees, feedback was sought from a previous trader.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Cole

RESOLVED – To make additions to the policy in line with licencing requirements and adopt Option 2 for charges with discounts being offered for block bookings of 3 and 6 months.

7.49pm The member of the public left the meeting

A21/02#22 To resolve to exclude members of the press and public

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

There were no confidential items on the agenda.

A21/02#23 Amenities Sub-Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Monday 18th January 2021.

RESOLVED – that the minutes of the Amenities Sub-Committee Meeting held on Monday 18th January 2021 be signed as a correct record.

A21/02#24 Action Review Summary for information only

To receive, review and agree priorities in relation to outstanding actions (report attached).

Cemetery digitisation and unsafe memorials to be completed shortly. The Chairman thanked all staff involved.

Churchyard Wall – previous structural report and stone masons quote from three years ago was reviewed. The Sub-Committee would like an up-to-date structural report before making further decisions.

RESOLVED – to receive and note the reports.

7.54pm Mr Kings left the meeting

A21/02#25 Committee Clerk's /Amenities Manager's Report

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

The Committee Clerk reported on the following:

3 unsafe memorials are to be removed and stored in the Cemetery.

2 funerals have taken place so far during February.

Planters are on order. Awaiting licence approval from BBLP.

The Chairman gave the Amenities Manager report:

Weekly programme of routine works ongoing.

46 new bins to be installed by BBLP. Completion date 1st April.

Portacabin has now been delivered to the Depot.

Potholes in St Mary's Church pathway have been filled

Butchers and Pigs Alley have been weeded and cleared.

More debris from the recent floods to be cleared at the Ropewalk and on RTC's land at The Hope and Anchor PH.

Ongoing work continues at the Playparks. Awaiting parts to be delivered from Europe for the Ropewalk and safety matting to be replaced at Deanhill.

An area in the cemetery has been cleared and levelled ready for unsafe memorials to be stored.

RESOLVED - to receive and note the reports.

A21/02#26 Finance

- i. To receive income and expenditure report for the Amenities Committee Budget 2020/2021

RESOLVED - to receive and note the report.

- ii. To consider review of cemetery fees and approve proposed increases with effect from 1st April 2021

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Cole

RESOLVED – to approve the increased cemetery charges as detailed within the report with effect from 1st April 2021 with the next review date April 2023.

A21/02#28 Lengthsman & P3 Scheme

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

Members discussed the Lengthsman scheme and the P3 scheme. It was noted that the footpaths are a statutory responsibility for HC to maintain. It was proposed to continue with the Lengthsman scheme but to cease with the P3 scheme. Any footpaths that are not RTC’s responsibility should now be reported directly to BBLP.

Proposed: Councillor Cole
For: 6 Against: 0 Abstentions: 1

Seconded: Councillor Winder

RESOLVED – to approve to make the application to BBLP to allow continuation of works throughout by the Parish Lengthsman. To cease with the P3 scheme.

8.30 pm Councillor Pope left the meeting

A21/02#29 To confirm date of next scheduled meeting and propose items for consideration

Monday 15th March 2021.

Canoe Launch

Amenities Staff Review – report from Working Group

Picnic Bench at Totem Pole

There being no further business the meeting closed at 8.37pm.

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 15th March 2021 at 7.00pm

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

Present: Councillors D Lister (Chairman) C Bartrum, S Cole, R Howson, B Pope, P Symonds, R Taylor and J Winder

In attendance: Mrs. S Robson–Town Clerk, Mrs. H Holmes – Finance and Administration Assistant, Mr. A Kings – Amenities Manager.

There was one member of the public present.

A21/03#30 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)
None

A21/03#31 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
None

A21/03#32 Dispensations
[Localism Act 2011 S33\(1\)](#)
None

A21/03#33 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)
A member of Riversea Holdings Ltd addressed the Sub-Committee on his proposals for developing the canoe launch.

A21/03#34 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 Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – that agenda item A21/03#42 - ‘Commercial in Confidence’ and ‘Staff in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

A21/03#35 Amenities Sub-Committee Meeting - Minutes
[Local Government Act 1972 Sch 12 Para 41\(1\)](#)
To confirm and sign the minutes of the previous meeting held on Monday 15th February 2021.

RESOLVED – that the minutes of the Amenities Sub-Committee Meeting held on Monday 15th February 2021 be signed as a correct record.

7.03pm – A representative from Riversea Holdings Ltd entered the meeting.

A21/03#36 Action Review Summary for information only

To receive, review and agree priorities in relation to outstanding actions (report attached).

Rowing Club passing places – low priority. The Chairman will contact the Rowing Club.

P3 scheme – withdrawn as the Council has withdrawn from the scheme.

Canoe Launch – warning signs on hold

7.07pm – Councillor Pope joined the meeting.

Planting Schemes – Councillor Taylor to draw up plans and specifications for the beds for MCC to cost – deadline is 31st March 2021

RESOLVED – to receive and note the report.

The Chairman proposed to bring item #42 'Commercial in Confidence' forward

A20/03#42 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 A21/03#34 above refers)

Commercial in Confidence – Long Acre

To receive and consider a confidential proposal to utilise the site for commercial purposes.

7.15pm – Councillor Howson joined the meeting.

The Chairman suspended Standing Orders to allow a representative from Riversea Holdings Ltd to appraise the Sub-Committee about a potential canoe launch, car park and café at Long Acre.

7.53pm – A member of Riversea Holdings Ltd left the meeting.

Standing Orders were re-instated.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – to make further investigations with regards to costings, overage clauses, utility services over the pathway, planning permissions and possible competitive tender processes and that further discussions and consultations with other members of the Council is needed in readiness for this item to go to a future Management Committee meeting.

8.15pm – It was proposed to go back into open session.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Pope

A21/03#37 Committee Clerk's /Amenities Manager's Report

To receive and note update from the Committee Clerk/Amenities Manager.

The Committee Clerk reported on the following:

An email was read out to members regarding BBLP's verge cutting program. The Sub-Committee to nominate C and U class's on the roads network that they would like only to receive one cut. The Committee Clerk will forward the email to the County Councillor, who will respond on behalf of the Sub-Committee and make investigations into the extent of the verge cutting program in town.

The Amenities Manager reported on the following:

Weekly program of routine works ongoing.

Increase in volume with the amount of rubbish in bins and litter around the town.

Further vandalism down at The Ropewalk playground. The Springy has now been replaced but another part needs to be ordered for the main ship.

General increase in anti-social behaviour at the playparks and carparks. An email has been sent to the police to ask to increase their patrols in these areas and staff will log any incidents.

Long Acre and The Ropewalk – finished cutting around the concrete bases where benches are situated.

Riverside erosion has been noted at Long Acre. A planting scheme in the area is a possible suggestion to stop the erosion. A member of the Sub-Committee will work with the Amenities Manager to draw up some plans and take this to the Climate Emergency Working Group.

A skip has been ordered to clear debris at Ropewalk.

Mowing – MCC will begin at the end of April.

Deanhill Park – ongoing work to the safety surfaces. Replaced some seats on the swings. New bearings and shaft on the see-saw. The park would benefit from some upgrading/improvements.

Skate Park – A quote has been received to paint the surfaces. It is quite high and the Amenities Operatives could possibly undertake this work themselves. The Amenities Manager will make further investigations into cost of the paint.

Homs Road Depot – The exterior has been rendered.

Tree works have commenced.

Awaiting better weather to continue with repairs to the gate at the Ropewalk.

RESOLVED – to receive and note the reports.

8.26pm – Mr A Kings left the meeting.

8.26pm – Councillor Howson left the meeting.

A20/03#38 Finance

- i) to receive income and expenditure report for the Amenities Committee Budget 2020/2021.
- ii) to receive and note the balances of general and earmarked reserves.

RESOLVED – To receive and note the reports.

8.33pm – Councillor Pope left the meeting due to a family emergency

- iii) to consider recommendations for transfers from unspent budgets.

The written report outlining budget heads with unspent funds was discussed and it was agreed to carry forward £2500 from the Planting Scheme budget to enable the development of a sustainable planting scheme for existing beds and for taking on the additional beds that have been relinquished.

Proposed: Councillor Symonds
For: 6 Against: 1

Seconded: Councillor Cole

RESOLVED - to carry forward £2500 from the Planting Scheme budget.

It was proposed to carry forward £1100 from the Play Parks Cost Centre to cover removal / replacement of equipment at Deanhill Park.

Proposed: Councillor Symonds
For: 6 Against: 1

Seconded: Councillor Winder

RESOLVED - to carry forward £1100 from the Play Parks Cost Centre.

It was proposed to carry forward £7550 from the Closed Churchyard Building and Maintenance budget for repairs to the wall.

Proposed: Councillor Lister
For: 5 Against: 2

Seconded: Councillor Cole

RESOLVED - to carry forward £7550 from the Closed Churchyard Building and Maintenance budget.

It was proposed to carry forward £1100 from the Skatepark Cost Centre to paint the ramps.

Proposed: Councillor Lister
For: 5 Against: 2

Seconded: Councillor Symonds

RESOLVED - to carry forward £1100 from the Skatepark Cost Centre.

A20/03#39 Churchyard Wall, St Mary's Church

To approve expenditure in the sum of £450.00 plus vat from the Closed Churchyard budget to instruct a structural engineer to complete a report, with recommendations, for the repair of the retaining walls to the north east side of the churchyard.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED - To approve expenditure in the sum of £450.00 + VAT from the Closed Churchyard budget to instruct an engineer to complete a report for the repair of the retaining walls to the north east side of the churchyard.

8.52pm – Councillor Pope returned to the meeting.

A20/03#40 Herefordshire Council Consultation

To consider the Council's formal response for the extension of another three years to the Anti- Social Behaviour, Crime and Policing Act 2014, Public Spaces Protection Order (Dog Control) and to authorise the extension of the order.
[Deadline 17:00hrs 18th March 2021]

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Taylor

RESOLVED - To recommend to HC the extension of the order.

A21/03#41 To confirm date of next scheduled meeting and propose items for consideration.

Monday 19th April 2021.
Deanhill Park upgrade / Flowerbed Sponsorship / Report from the Parish Lengthsman

9.00pm – The Chairman proposed an extension for additional time to the meeting.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Bartrum

RESOLVED - To extend the meeting by 30 minutes.

A20/03#42 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 A21/03#34 above refers)
Staff in Confidence
Amenities Departmental Review

Members were given an update and the Chairman appraised the Sub-Committee that this item is going back to the Working Group.

RESOLVED – to receive and note the report.

There being no further business the meeting closed at 9.26pm.

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee held on Wednesday 28th April 2021 at 7.00pm

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

Present: Councillors D Lister (Chairman) C Bartrum, S Cole, P Symonds, R Taylor, J Utting
and J Winder

In attendance: Mrs. S Robson–Town Clerk, Mrs. H Holmes – Finance and Administration Assistant,

A21/04#43 Apologies for Absence

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

None.

Absent – Councillors R Howson and B Pope

A21/04#44 Declarations of Interest

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

None

A21/04#45 Dispensations

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

None

A21/04#46 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

There were no members of the public present.

A21/04#47 To resolve to exclude members of the press and public

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

There were no confidential items on the agenda.

A21/04#48 Amenities Sub-Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Monday 15th March 2021.

RESOLVED – that the minutes of the Amenities Sub-Committee Meeting held on Monday 15th March 2021 be signed as a correct record.

A21/04#49 Action Review Summary for information only

To receive, review and agree priorities in relation to outstanding actions

Ropewalk – passing places to be discussed with the Rowing Club once the gate has been repaired. There have been several reports of speeding vehicles and un-authorized parking in the area.

Long Acre – Cockspur is in full leaf and flower so cannot be moved yet. Autumn 2021 will be the best time to move. WVAONB to be advised.

Blake Gardens – A small number of stones could do with being re-laid and cleaned. Different materials have been used to try and alleviate any slippiness and the Amenities Manager has found a material that helps.

There is a step to the other side of the gardens with a small chip on the bull nose edge. The Amenities Manager is going to investigate materials needed to repair and report back to the Sub-Committee.

Benches – Unable to put bench at Brookend Street / entrance to Red Meadow Car Park so the Sub-Committee agreed to the new location of Gloucester Road, outside Dream Homes. BBLP will issue licence and the existing bench can be re-sited.

Canoe Launch - Clear and concise signs to produced and displayed about river traffic.

RESOLVED – to receive and note the reports.

A21/04#50 Committee Clerk's /Amenities Manager's Report

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

The Committee Clerk reported on the following:

Spring Market held by Market Square Group on 17th and 18th April 2021 was a great success and raised £1000 for the Council. The Town Clerk and The Sub-Committee thanked the Committee Clerk for all her hard work with this event. Market Square Group would like to bring a Food and Drink Festival to Ross 13-15th August 2021. It was proposed to vote in principle for this to go ahead and further information to be an agenda item at June's meeting.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Symonds

RESOLVED – The Committee Clerk to advise Market Square Group that a Food and Drink festival can go ahead with further information needed at the June meeting.

Catering Units at the Ropewalk and CS Gardens to trade weekends only until end of June. So far this financial year they generated an income of £1400. The Committee Clerk read out an email from a resident to compliment both units. Only one complaint has been raised about the unit at Ropewalk and issues have be dealt with promptly by the vendor. A point was raised asking if the placing of the unit could go further over onto the Ropewalk, by the Pumping Station and the Committee Clerk will liaise with vendor to establish if this is possible. It was noted that this unit is unable to go further along towards the Rowing Club due to trees being planted and the electricity cable.

Cemetery Records – All complete and paper records at HARC.

Funerals – 3 took place in March. None in April.

Planters – Licences have now been approved for two locations. Gloucester Road and the right-hand side if the Baptist Church. The other two locations were not suitable but two other locations have been identified. Left hand side of the Market House as there is already a licence in place and Brookend Street. The Committee Clerk will contact BBLP to approve the licence at Brookend Street. Ross in Bloom to take over the cultivation licences once the planters are in situ.

The Amenities Manager unable to attend the meeting due to sickness.

A21/04#51 Finance

- i. To receive income and expenditure end of year report for the Amenities Committee Budget 2020/2021 (enclosed).
- ii. To approve expenditure of £95 from the Cemetery Contractors budget for membership to the Institute of Cemetery and Crematorium Management, ICCM. (enclosed).

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Utting

RESOLVED - To approve expenditure of £95 from the Cemetery Contractors Budget for membership to the ICCM. Committee Clerk to report back to the Sub-Committee next year on the benefits. To receive and note the income and expenditure end of year report.

A21/04#52 Parish Lengthsman

To receive and accept a verbal and written report from the Lengthsman relating to the routine Highways Maintenance programme and other works as instructed.

Bunting to go up around the town in May and the yellow lines at Homs Road Car will be upgraded when completing the outstanding bus lane markings.

Eco Drains – The Chairman and Councillor Winder to liaise with the Localities Steward.

Carriageway and surfacing repairs to C and Unclassified Road will be carried out by BBLP, however no A or B roads. The Sub Committee to consider asking the Lengthsman for any costs to surfacing repairs on A or B roads but would need consultation with residents before any work is undertaken.

Councillor Symonds to liaise with the Lengthsman about blocked drains in residential areas.

RESOLVED - To receive and accept the written report from the Lengthsman.

A21/04#53 Deanhill Play Park

To receive a verbal report from the Play Strategy Working Group.

A quote was noted for resurfacing works, however as only one quote was available the second quote would be needed for further discussion. The Amenities Manager to supply the second quote.

RESOLVED - To receive and accept the report and to review the upgrade to play park as a whole with any contracts to be taken to the Management Sub-Committee.

A21/04#54 St Mary's Churchyard Boundary Wall along Church Street

To receive and accept the written report from the Chartered Structural Engineer and agree course of action.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Utting

RESOLVED – to receive and note the report and to recommend that the specification identified in the report be drawn up and quotes sought to undertake the work.

A21/04#55 Planting Schemes

- i. To approve increased expenditure to develop a sustainable planting scheme (information enclosed)
- ii. To discuss sponsorship scheme for flower beds and approve scale of charges.

8.21pm Councillor Cole left the meeting

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Winder

RESOLVED – to approve increased expenditure to develop a sustainable planting scheme and to bring back the Sub-Committee the contract costs for flower bed to approve a scale of charges.

A21/04#56 Cycle Stands

To approve the suggested locations of The Ropewalk, Caroline Symonds Gardens and Homs Road Car Park to site four free cycle parking stands.

Item P21/03#53 Planning and Development Sub Committee refers

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – to approve the locations of The Ropewalk, Caroline Symonds Gardens and Homs Road Car Park and apply in next round of funding.

A21/04#57 Correspondence for consideration and response (enclosed)

Correspondence from Cllr Stark (West Ward County Cllr) to request to approach BBLP to install a litter bin at the bus stop in Greytrees Road.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – to approve the request to approach BBLP to install a litter bin and to establish who will take over the responsibility of emptying the bin.

A21/04#58 To confirm date of next scheduled meeting and propose items for consideration.

Monday 7th June 2021.

Update on Planting Schemes.

Deanhill Play Park

Memorial Bench at the Ropewalk

8.53pm Councillor Utting left the meeting

There being no further business the meeting closed at 8.55pm

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee

held on Monday 7th June 2021 at 7.00pm

at Paxton Hall, The Larruperz Centre, Grammar School Close, Ross-on-Wye HR9 7QD

Present: Councillors R Taylor (Chairman) C Bartrum, S Cole, D Lister, B Pope and P Symonds and J Winder

In attendance: Mrs H Holmes – Finance and Administration Assistant
Mr. A Kings – Amenities Manager.

A21/06#59 Apologies for Absence

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

Councillor Utting

RESOLVED – to accept the apologies given.

Absent – Councillors Howson and Setchfield

A21/06#60 Declarations of Interest

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

None

A21/06#61 Dispensations

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

None

A21/06#62 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

The Lengthsman introduced himself to members and gave a verbal update about his work and updated members with the written report.

Routine maintenance is ongoing and due to the Pandemic, staffing issues have proved a challenge.

Drainage/gully work - Concentrate on commercial areas first and then residential areas. As there is no Balfour Beatty/HC depot now in Ross, the gully cleaner has to be taken back to his depot in Llangarron to be emptied. On this note, the Lengthsman would like to ask that when the precept is set, can we ask for two days per month to concentrate on drainage. Residential areas are under the remit of the street cleansing contract with HC/BBLP and they only do as required this in turn is leading to drains not cleared properly. Councillor Symonds will liaise with HC/BBLP to establish what evidence they can provide for gully cleansing on residential roads. Eco Drains come under HC/ BBLP's remit. Councillors Lister and Winder to liaise with Localities Steward about reinstatement/repairs).

Potholes are not included in routine maintenance but happy to supply a quote to the Council for any identified areas that need filling or re-surfacing.

The Lengthsman concluded that he will complete a mid-term report to update the Sub-Committee and asked the Sub-Committee Clerk to send a copy of the contract between Council and HC/BBLP for his insurance purposes. The Sub- Committee thanked the Lengthsman for all his hard work.

The Lengthsman left the meeting at 7.40pm

A21/06#63 To resolve to exclude members of the press and public

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

There were no confidential items on the agenda.

A21/06#64 Election of Deputy Amenities Sub-Committee Chairman

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Lister

RESOLVED – to appoint Councillor Symonds to be the Deputy Sub-Committee Chairman.

A21/06#65 Amenities Sub-Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Wednesday 28th April 2021.

RESOLVED – that the minutes of the Amenities Sub-Committee meeting held on Wednesday 28th April 2021 be signed as a correct record.

A21/06#66 Action Review Summary for information only

To receive, review and agree priorities in relation to outstanding actions.

Canoe Launch – Install a simple sign to warn canoe users of other river traffic. Signage is going up at the Rowing Club.

Long Acre - Councillor Cole will provide up to date costings and scale drawings for the potential canoe launch, car park and café and bring the item to the next meeting.

Churchyard Wall – Spec is going out.

RESOLVED – to receive and note the report.

A21/06#67 Committee Clerk's /Amenities Manager's Report

To receive and note update from the Committee Clerk/Amenities Manager.

The Amenities Manager reported on the following:

Bins are being emptied daily due to increase in visitors.

Vandalism at Red Meadow toilets, Skate Park, The Ropewalk and Bandstand. Reported to the police.

Tree work along riverbank is ongoing and wildflowers have been left.

BBLP have replaced benches at Crossfields and High Street.

Several bins have been replaced by BBLP.

Met with AONB and Herefordshire Meadows to discuss the wildflower meadow.

Flowerbeds - Ongoing discussions about planting. Will report back to the Sub-Committee.

Ropewalk – A heavy duty triangular barrier is the preferred option and the Sub-Committee were appraised with costings. Speed humps may be a future deterrent to stop speeding vehicles.

Deanhill Park -2nd quote has been received for the safety surfacing.

The Committee Clerk reported on the following:

The outcome of investigations into an alternative location for the Catering unit at The Ropewalk.

Email from a member of public praising 'No Mow May'.

Fly tipping by the Market House – 3 instances reported to BBLP.

No funerals in April or May.

RESOLVED – to receive and note the reports.

A21/06#68 Finance

- i. To receive income and expenditure report for the Amenities Committee Budget 2021/2022

RESOLVED - to receive and note the report.

- ii. To approve expenditure from the Grounds Maintenance budget in the sum of £1500 to supply 2 x heavy duty triangular barriers plus installation cost at the Ropewalk.

Members discussed the benefits of the barriers and it was agreed that an extra £1000 be approved to cover the cost of coating the barriers with powder dipped paint.

Proposed: Councillor Cole
For: 6 Abstention: 1

Seconded: Councillor Taylor

RESOLVED – to approve expenditure from the Grounds Maintenance budget in the sum of £2500 to supply 2 x heavy duty triangular barriers with powder dipped green paint plus installation costs at the Ropewalk.

A21/06#69 Ropewalk

To receive a verbal report from Market Square Group on the Food and Drink Festival at The Ropewalk 13th to 15th August 2021.

A representative from Market Square Group gave their apologies. Agenda item deferred as the Sub-Committee would like a detailed report on the proposed cinema screening.

A21/06#70 The Queens Green Canopy – “Plant a Tree for the Jubilee”

To consider and approve involvement in the initiative and approve a suitable location and tree.

Members suggested The Prospect as a suitable location with an Oak or Beech tree to be planted. Permission will need to be obtained from BBLP. The office administrator will enlist in the initiative and liaise with the Chairman who is the lead councillor for this initiative.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Pope

A21/06#71 Floodplain Meadow

- i. To receive a verbal update on meeting with Herefordshire Meadows
- ii. To review suggested restoration methods and management plan for Long Acre

The Chairman appraised the Committee on meeting with Herefordshire Meadows. The Council can apply for grants via the AONB for plug plants and will explore different species. No talk of using sprays but to reduce docks by using spades. Cllr Taylor to arrange a working party for volunteers.

A21/06#72 Correspondence for consideration and response (enclosed)

- i. Application for a memorial bench at Long Acre (Patterson)
- ii. Application for a memorial bench at Long Acre (Coleman)

The Committee approved the requests for the Patterson and Coleman benches at Long Acre.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Pope

A21/06#73 To confirm date of next scheduled meeting and propose items for consideration Monday 5th July 2021.

Consider a tree planting scheme along the riverbank to minimise erosion
Planting schemes and sponsorship
Update from Market Square Group

Play Strategy Working Group – Redefine Terms of Reference and appoint new convenor
Wheelchair friendly/fully accessible bench in the town.
Long Acre - update of layout and costings for potential canoe launch, car park and café.

There being no further business the meeting closed at 8.52pm.

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 5th July 2021 at 7.00pm

at Paxton Hall, The Larruperz Centre, Grammar School Close, Ross-on-Wye HR9 7QD

Present: Councillors R Taylor (Chairman) C Bartrum, S Cole, D Lister, B Pope and P Symonds,
and J Winder.

Ex: Officio Member: Councillor J Utting

In attendance: Mrs H Holmes – Finance and Administration Assistant,
Mr. A Kings – Amenities Manager, Mrs A Jelali – Office Administrator

There were two members of the public present

A21/07#74 Apologies for Absence

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

None

Absent – Councillors R Howson and M Setchfield

A21/07#75 Declarations of Interest

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

None

A21/07#76 Dispensations

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

None

7.03pm Councillor Cole joined the meeting

7.08pm Councillor Utting joined the meeting

A21/07#77 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

A representative from the Rowing Club came to address councillors about what the Council's plans are for locking the barrier on the Ropewalk access road. He is in favour of having a locked barrier but having it locked during the day may cause problems with certain members of the club. The representative asked if the Council could look at having the same opening and closing principle as the barrier at the Red Meadow car park.

The Chairman advised that the police have concerns about the gate being left open and that further discussion with the rowing club is needed, with a meeting on site and an item on September's agenda.

7.13pm A member of the public left the meeting

A21/07#78 To resolve to exclude members of the press and public

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

There were no confidential items on the agenda.

A21/07#79 Amenities Sub-Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous meeting held on Monday 7th June 2021.

RESOLVED – that the minutes of the Amenities Sub-Committee meeting held on Monday 7th June 2021 be signed as a correct record.

A21/07#80 Action Review Summary for information only

To receive, review and agree priorities in relation to outstanding actions.

- Churchyard Wall – Specification is going out to establish an estimated cost
- Lengthsman - Committee Clerk to email all councillors to ask for a list of streets they would like to see re-surfaced.
- Blake Gardens paved areas - repair works still to be identified
- Queens Green Canopy – identified an area within The Prospect for a London Plane to be planted, awaiting permission from Herefordshire Council

RESOLVED – To receive and note the report.

A21/07#81 Committee Clerk's /Amenities Manager's Report

To receive and note update from the Committee Clerk/Amenities Manager.

The Committee Clerk reported on the following:

- Catering Units at Ropewalk and Caroline Symonds Gardens to continue until the end of September
- Long Acre – Concrete pad installed. Awaiting delivery of the memorial benches
- Long Acre / Canoe Launch - An email to state unattended canoes will be removed and impounded has been sent to canoe hire companies. A member asked if the Council could incorporate wording to the effect of “Canoes are not to be left unattended at any time. Unattended canoes will be removed and impounded.” into any signage in the area and to explore if the Council could levy a charge for the release of a canoe or a byelaw and/or Council policy be drawn up
- No funerals this month however the Council has received three memorial applications

The Amenities Manager reported on the following:

- Weekly program of routine works ongoing
- Mayor's bench now in situ on Gloucester Road and the existing bench has been relocated at Crossfields
- Flowerbeds – a meeting with the contractors has taken place and some changes to the beds are in progress. A plan will be drawn up for next year
- Ropewalk - Barriers are being delivered this week
- Lengthsman – main application of spraying completed. Second treatment in September. The line painting at Homs Road Car Park will be completed this week weather permitting
- A Community Resolution is in place for offenders who caused vandalism at the Red Meadow toilets. A list of duties is being compiled

RESOLVED – To receive and note the reports.

A21/07#82 Finance

- To receive income and expenditure report for the Amenities Committee Budget 2021/2022

RESOLVED – To receive and note the report.

- ii. To approve expenditure from the Planting Scheme budget to a maximum of £500 to purchase plug plants for the floodplain meadow.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Utting

RESOLVED – to approve expenditure from the Planting Scheme budget to a maximum of £500 to purchase plug plants for the floodplain meadow.

A21/07#83 Riverbank Tree Planting scheme

To receive a verbal report and approve a tree planting scheme along the riverbank to minimise erosion.

The Chairman appraised the Sub-Committee with species of trees which would be suitable to use in stabilising the bank. The Sub-Committee asked for the Chairman to produce a written report with a full management plan, a planting scheme, and costings to circulate to members for discussion at September’s meeting. Before a plan is considered discussions with the AONB and Herefordshire Council should take place to identify their views.

A21/07#84 Ropewalk – CCTV Scheme

To approve tree works on the Ropewalk for the removal of x1 tree and replanting of x1 tree once agreement for the CCTV scheme has been authorised.

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Utting

RESOLVED – to approve tree works on the Ropewalk for the removal of one tree and the replanting of one tree once the CCTV scheme has been authorised.

A21/07#85 Play Strategy Working Group

To agree Terms of Reference and appoint a new convener.

The Terms of Reference(TOR) were discussed and agreed with a proposal for an amendment to the wording “identify any areas of the town which could benefit from an additional play park to include the addition of “and youth activities.” The Working Group will consist of Councillors Pope, Bartrum and Winder.

Proposed: Councillor Bartrum
For: 5 Against 3

Seconded: Councillor Winder

RESOLVED - The TOR’s were agreed and Councillor Pope was appointed as convener for the Working Group.

A21/07#86 To confirm date of next scheduled meeting and propose items for consideration

Monday 6th September 2021.

Street Repairs for Lengthsman/Rowing Club Barrier/Riverbank Tree Planting scheme - report
Play Strategy Working Group update/Canoe Launch

There being no further business the meeting closed at 8.45pm.

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 6th September 2021 at 7.00pm
at St Mary's Church Hall, Ross-on-Wye HR9 5HR

Present: Councillors R Taylor (Chairman) C Bartrum, S Cole, D Lister, B Pope and P Symonds,
and J Winder.
Ex: Officio Member: Councillor J Utting
In attendance: Mrs S Robson – Town Clerk

A21/09#87 Apologies for Absence

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

None

Absent – Councillors R Howson and M Setchfield

A21/09#88 Declarations of Interest

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

None

A21/09#89 Dispensations

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

None

A21/09#90 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

None

A21/09#91 To resolve to exclude members of the press and public

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

There were no confidential items on the agenda to be transacted.

A21/09#92 Amenities Sub-Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 5th July 2021.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 5th July 2021 be signed as a correct record.

A21/09#93 Action Review Summary for information only

To receive, review and agree priorities in relation to outstanding actions.

- Rowing Club – the installation of the new access gates has been delayed due to the contractor's schedule
- Floodplain Meadow Long Acre – plug plants are on order for planting in September
- BBLP/Verge Cutting Programme – map circulated showing areas on cutting schedule, two cuts this year due to late response to request. It was agreed that all future maintenance to verges should be reduced to one cut per year

- Canoe Launch – a site visit was agreed for Friday 17th September at 11.00am to review the scale of the proposed work. It was recognised a wider look at other facilities would be helpful to establish a need for developing the Council’s site. It was suggested that this project should be looked at as part of the budget setting process. There were questions asked about community consultation to seek views of the residents about whether this is a desirable proposition.
- Lengthsman - Committee Clerk emailed councillors requesting list of priorities for road re-surfacing which had been forwarded to the chairman. A Working Group was agreed and Councillor Symonds, Cole and Bartrum were appointed. The Terms of Reference call for a review to establish which areas should be put forward as part of a project through the Lengthsman Scheme on a match funding basis which is available for bids to be made
- Queens Green Canopy –permission from Herefordshire Council is in hand, no registration of scheme necessary, option to upload photo once planted onto official commemorative website and plaques will be available to purchase through official channels

RESOLVED – To receive and note the report.

A21/09#94 Committee Clerk’s /Amenities Manager’s Report

To receive and note update from the Committee Clerk/Amenities Manager.

The Committee Clerk reported on the following:

- Long Acre –two memorial benches due to be delivered imminently, pads ready for installation
- One funeral took place in August plus several memorial permits had been granted
- The proposed new fishing platform at Long Acre had stalled pending authority from the Environment Agency. Enquiries with the Angling Club had been made to establish the best time for the works to be carried out
- Cllr Taylor is working on drawing up a design and plans for the sustainable planting scheme to be rolled out at Roman Way, JKHS, Wilton Road and Copse Cross St beds. Plants are in the process of being sourced and will be planted by volunteers as soon as practicable. Once planted arrangements will be made for their inclusion within the Planting Contract for scheduled and routine maintenance
- Follow-up memorial testing took place in July, prior notice was posted at the cemetery to advise visitors. Of the eleven fails last year there are still seven outstanding. Letters were issued to deed holders advising them to authorise works to make them safe before 31/10/21. Works must only be carried out by a registered Memorial Mason

RESOLVED – To receive and note the report.

A21/09#95 Finance

To receive income and expenditure report for the Amenities Committee Budget 2021/2022

RESOLVED – To receive and note the report.

A21/09#96 Play Strategy Working Group

- i) to receive written report from the Working Group

Noted

- ii) to agree recommendation to develop the Ropewalk Play area as a priority action

Some Members felt that the development of the next phase should follow the same approach as the first phase with a more comprehensive scheme rather than on a piecemeal basis. It was however recognised this would take more time to develop and go through a full external tender

process. The Working Group asked that priority should be given to the Ropewalk and that by agreeing to instal the proposed swing set, this would signal the Council’s commitment.

- iii) to approve recommendation to the Management Committee for the authorisation of expenditure from the Amenities Contingency EMR to purchase new equipment

There was a consensus to move with the phased approach to development and the Working Group confirmed that installing the swings would not prevent further development of the area or jeopardise plans for more equipment in the future.

A question was asked about whether there was a requirement to have safety fencing around the equipment and also where the location of the proposed new equipment would be. The Working Group confirmed that in selecting the most appropriate site, thoughts had been given to other users of the park and also the location of trees.

It was a condition of the approval that checks must be made regarding whether the equipment needed to be in an enclosed area.

Three quotes had been sought and it was agreed to use the local company which was also the lowest price.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Symonds

RESOLVED – to approve expenditure from the Play Equipment Capital Budget for the purchase and installation of one nest/two flat seat swing set at a cost of £3994.78 plus vat and 40.70m² grass mat safety surface at a cost of £850.00 plus vat.

A21/09#97 To confirm date of next scheduled meeting and propose items for consideration

Next scheduled meeting due on Monday 4th October 2021.

Items for discussion – Canoe Launch/Parish Lengthsman Highways Maintenance Programme
A report regarding the Riverbank Stabilisation Scheme has been delayed due to an awaited response from the Environment Agency – to be brought to October meeting if available.

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

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 4th October 2021 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors R Taylor (Chairman) C Bartrum, D Lister, B Pope and P Symonds.
In attendance: Mrs S Robson – Town Clerk
There was one member of the public in attendance.

A21/10#98 Apologies for Absence

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

Councillor S Cole and J Utting,

RESOLVED – To accept the apologies given.

Absent – Councillors R Howson, M Setchfield and J Winder

A21/10#99 Declarations of Interest

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

Councillor Taylor declared a Schedule 2 Interest in Agenda Item A21/10#106 being the Chairman of the Thomas Blake Memorial Garden Volunteers, as he intended to make a request for funding towards the installation of a new sensory garden.

It was agreed that Councillor Taylor could address the Sub-Committee during the Public Participation item.

A21/10#100 Dispensations

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

None

A21/10#101 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

A Trustee of Ross Lions Club addressed the Council in respect of a request to plant some spring bulbs in the grass at Caroline Symonds Gardens.

The Chairman brought forward the item in question to allow the member of the public to listen to the debate.

A21/10#111 Correspondence for consideration and response

- i) *Ross Lions Club – request for permission to plant daffodil bulbs at Caroline Symonds Gardens*

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve authority for Ross Lions to plant spring bulbs in the grass at Caroline Symonds Gardens.

7.15pm The member of the public left the meeting

A21/10#101 Public Participation was resumed

[Standing Orders Clause 3 \(e, f, g & h\)](#)

The Chairman from Thomas Blake Memorial Garden Volunteers reported plans to introduce a sensory garden and would like the Sub-Committee to consider this as one of the schemes to apply for funding in the sum of approx. £7k from the funding identified in agenda item A21/10#106.

A21/10#102 To resolve to exclude members of the press and public

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

There were no confidential items on the agenda to be transacted.

A21/10#103 Amenities Sub-Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 6th September 2021.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 6th September 2021 be signed as a correct record.

A21/10#104 Action Review Summary for information only

To receive, review and agree priorities in relation to outstanding actions.

- Queens Green Canopy –permission from Herefordshire Council had been delayed, further emails have been sent to chase up authority for the tree to be planted
- Floodplain Meadow Long Acre – the plug plants are on order

RESOLVED – To receive and note the report.

A21/10#105 Committee Clerk's /Amenities Manager's Report

To receive and note update from the Committee Clerk/Amenities Manager.

The Committee Clerk reported on the following:

- Rowing Club – the new barriers have been installed; arrangements are being discussed with the Rowing Club to reach consensus over responsibilities for securing the site
- The proposed new fishing platform at Long Acre is still outstanding pending authority from the Environment Agency. The Angling Club is ready to commence the works once permission is granted
- An invitation from the Allotments Association to attend the November meeting has been issued to enable a report to be presented to the Sub-Committee about their work
- BBLP Winter Maintenance Programme – an offer of a 1 tonne bag of salt, discussions about offloading and suitable storage are taking place
- St Mary's Closed Churchyard - path clearance and general maintenance taking place on 19th October to remove vegetation – Enviroability have been contracted to carry out the work. The Church warden has been notified
- Grounds Maintenance – the final cut of the season has taken place, cutting the tree cover is being carried out this week, apologies were received for the poor maintenance to the planted beds
- Allotments/Cemetery – negotiations with Full Fibre have been taking place to establish permission for further works on existing infrastructure for the continued roll out of a new fibre service to residents at Vine Tree Park

RESOLVED – To receive and note the report.

A21/10#106 Finance

i) to receive income and expenditure report for the Amenities Committee Budget 2021/2022

RESOLVED – To receive and note the report.

ii) To consider priorities for utilising potential funding under HC's 'Great Places to Visit' and 'Welcome Back' Schemes for recommendation to the Management Committee.

The Members discussed a number of options with the main theme being to improve accessibility into and around the town.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Symonds

RESOLVED – to recommend for approval to the Management Committee, three projects to be included on the wish list for HC's 'Great Places to Visit' and 'Welcome Back' Schemes. The projects to be ranked in order of priority; Town and County Trail resurfacing and drainage improvements, secondly improving access into town for people with mobility problems in the Greytrees area, North Ward through the installation of dropped kerbs and thirdly an extension to the Buggy Route through Long Acre to connect to Wilton Road.

iii) To consider potential eligible projects for an application for funding under the Community Climate and Nature Grant Scheme.

It was agreed to defer this until the November meeting to enable more time to think about eligible projects.

A21/10#107 Street Furniture

To consider requests for new street furniture and discuss priorities for allocating expenditure

i) Cycle racks at the Market House –

Deferred for consideration at the November meeting

ii) Benches/Bin at Deanhill park

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve expenditure up to a maximum of £1000.00 from the Street Furniture budget for the purchase of two benches made of recycled plastic.

A21/10#108 HC/BBLP – Parish Lengthsman Highway Improvement Scheme

To receive update from Chairman and consider requests made to the Sub Committee for prioritisation of works under the Scheme.

It was reported that a list of priorities had been drawn up, a site visit with the Lengthsman had taken place and investigations into costings were being made to establish the likely cost. The Sub-Committee would consider this at a future meeting for a recommendation to the Management Committee for approval.

A21/10#109 Long Acre Canoe Launch

i) to receive a verbal report from the Chairman following the site visit on 17th September

It was reported that Members had attended the site and marked it out in line with the architect’s drawings, which had been previously circulated, to show the extent of the proposals. It was noted that a number of members of the public had also been present and expressed concerns about the proposed scheme, although it was unclear about the extent of their understanding of the proposals and the limitations and on-going issues at the site. It appeared there had been support given by representatives of some of the canoe companies and any proposal to reduce traffic congestion and irresponsible parking should be further considered.

ii) to consider options for the development of the site including potential expenditure and income

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Pope

RESOLVED - the Sub-Committee asked that the newly appointed Amenities Manager convene a meeting with representatives of the canoe companies to discuss with them a proposed licence scheme to establish their views about potential new infrastructure and improvements to enable them better access, with a view to help the Council manage the site better.

A21/10#110 Woodlands for Water Project

To receive notification from the Dept. Of Environment, Food & Rural Affairs about a national project to create new woodland along rivers and watercourses and to discuss submitting an Expression of Interest in the grant funding for the [England Woodland Creation Offer](#).

The Chairman was asked if the report for the proposals to stabilise the riverbank had been prepared. It was noted that this would form part of the management of the open spaces for which this funding application would be sought.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Pope

RESOLVED – to authorise the Clerk to submit an Expression of Interest in making an application for grant funding under the Scheme.

A21/10#111 Correspondence for consideration and response

ii) Fishers Angling Dreams –complaint regarding permission for catering vehicle at Long Acre Meadow and enquiry about traffic and parking at Wye Street

Noted

A21/10#112 To confirm date of next scheduled meeting and propose items for consideration

Next scheduled meeting due on Monday 1st November 2021.

Items for discussion: Styles for Miles/Walkers are Welcome, Allotments Association update HC/BBLP – Parish Lengthsman Highway Improvement Scheme, Faces for Spaces, Draft Budget

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

.....
Chairman

.....
Date



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 1st November 2021 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors R Taylor (Chairman), C Bartrum, S Cole, B Pope and P Symonds
Substitute : Councillor J Roberts
In attendance: Mrs. S Robson – Town Clerk and Mrs. L Carpenter – Amenities Manager
There were two members of the public in attendance.

A21/11#113 Apologies for Absence

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

Councillor R Howson, D Lister, J Utting and J Winder

RESOLVED – To accept the apologies given.

A21/11#114 Declarations of Interest

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

None

A21/11#115 Dispensations

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

None

A21/11#116 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)

Cllr Stark in attendance representing the County Council spoke regarding Item A21/11#125, he expressed in his view that Ross Rowing Club (RRC) is a valuable community asset. He reported RRC had been trying to build up the business to develop the camping site, whilst bringing visitors to the town. He believed the recent correspondence indicates an issue of a lack of dialogue between the parties over many years. He advised he had already asked RRC a number of questions and suggested that an informal group would be beneficial to exchange views and enable a moving forward.

Cllr Stark said he wished to see community facilities within Ross flourish and recognised that the Town Council had a responsibility to maintain, develop and protect the areas within its care. He noted the potential impact of the traffic using the access road at the Ropewalk with the residents living close by, visitors and members of the public also using the area. Cllr Stark reported he had discussed alternative access sites to the camping area but those had not been fruitful to date.

The Chairman brought forward item A21/11#123 so that Mr. Bosley could give his report

A21/11#123 Tudorville Allotment Association

To receive a verbal report from the Secretary – Mr John Bosley.

Mr. Bosley reported he had been the Secretary of the Allotments Association for 2 years. He explained the site currently has 65 plots on 2 different sites, which are of varying size. (10 on new site/55 to the rear of the cemetery) their average size being 75m², with smaller ones from 40m² to the largest of 164m², he advised the large range in sizes was due to some subdivision

over time. This move had proved useful with plot holders as they have different requirements, and the more towards smaller plots is a trend supported by the national association. There are currently 54 plot holders as some people have more than 1 plot, this was a historic situation as in the past there had not been a waiting list and this enabled plots to be taken up rather than being left vacant. There is a waiting list now of 12 people, which operates on a first come basis. The next person waiting has been on the list for 18 months, and anyone joining the list now is likely to wait over 2 years. Lockdown saw a large number of people applying for plots, which mirrored the national picture, this has caused frustration for people having to wait 2 years. The plots usually become free when people become unable to continue to work them through becoming infirm and/or old age. There is a system to try and help people with downsizing or upscaling within the waiting list scheme that assists when people want to move towards a smaller plot. The rent provides good value with every plot holder paying £5 p.a. standing charge and then according to the plot size 25p per sq. meter. There is a £25 admin charge for new members to cover the costs of joining. Plot holders must live within the Ross town boundary, most plot holders grow vegetables or soft fruit, the only things prohibited are ornamental trees which can grow large and cause problems, no chickens, bees or livestock. The plot holders are allowed to put up greenhouses, sheds or polytunnels and water is available on site, which is paid for from the rent, communal mowers and strimmers are available for use to keep the site looking tidy. In addition, a seed scheme is available to enable members a 50% discount on sales. The Association has become a member of the National Allotment Society as it was felt supporting the national association was beneficial.

In closing, the Secretary expressed what a great facility the allotments are, they are much enjoyed, and a credit to the town. Thanks were given to the Town Council for their support and an offer was made for the councillors to visit in the Spring to enable a look around.

Councillors asked how recently the rent had been reviewed and was there a case to increase it given there had been a large increase in the demand. It was noted there had already been an increase this year to cover the cost of the subscription to the Society, and also the commercial servicing costs of the mowers and strimmers. The financial position of the Association is good.

A question was asked about surplus produce and whether this was made available to other people, an enquiry from the Community Garden had been made to see if the surpluses could be diverted through them, but this was still unresolved.

A question about whether there were sites with other plots within the town, it was noted that previous sites have since gone. The NDP identifies the need for additional allotment sites, the town does need more provision and with the increasing demand this needs to be considered.

7.30 pm Mr. Bosley left the meeting

The Chairman brought forward item A21/11#125 to enable Cllr Stark to hear the debate

A21/11#125 Correspondence for consideration and response

iii) Ross Rowing Club – Access to Rowing Club

It was reported there had been issues over security of the RRC site with pedestrians gaining access. Some of the councillors felt that with one point of access, one locked barrier would provide security to both sites, but opinion suggested that to remove the gate to the RRC site would not be an option. It was agreed to widen the debate and encourage a meeting of minds to try to facilitate a successful outcome.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Pope

RESOLVED - to invite representatives of the RRC Club Committee to a meeting with the purpose of trying to reach a satisfactory conclusion. The Members appointed to negotiate were Cllrs Taylor, Cole, Lister and Pope.

7.50pm Councillor Stark left the meeting

A21/11#117 To resolve to exclude members of the press and public

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

There were no confidential items on the agenda to be transacted.

A21/11#118 Amenities Sub-Committee Meeting - Minutes

[Local Government Act 1972 Sch 12 Para 41\(1\)](#)

To confirm and sign the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 4th October 2021.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 4th October 2021 be signed as a correct record.

A21/11#119 Action Review Summary for information only

To receive, review and agree priorities in relation to outstanding actions.

- Floodplain Meadow Long Acre – the plug plants had been delivered; preparation of the site would be carried out by the Amenities staff later in the week
- Queens Green Canopy – permission from Herefordshire Council had been given for the tree planting, the licence is in the process of being prepared
- Canoe Launch – a Briefing Paper had been distributed to canoe companies. A meeting between British Canoeing and the Environment Agency would be taking place on 5th November with the proposed RTC licence scheme to be discussed. A further report to the Sub-Committee would be made in due course
- Eco Drains – the Locality Steward had reported work had been done, further enquiries have been raised as there are still concerns about their effectiveness as some were still not operating properly. Members were reminded to report problems on ‘fix my street’ to ensure a proper log is kept
- Woodlands for Water Project - the government initiative to offer grant funding for the creation of woodland areas had been further investigated and the Chairman reported he did not think RTC would be eligible for funding as the proposed area would be too small. The Conservation, Biodiversity and Tree Policy Management Plan had made some progress and would be coming back to the sub-committee at a future date.
- Greater Places to Visit Funding – updated Buggy Route costings required
- Deanhill Park – two new benches are on order for delivery mid December
- Churchyard Wall – one quote had been received and a meeting with another contractor had taken place, other quotes were being sought

RESOLVED – To receive and note the report.

A21/11#120 Town Clerk /Amenities Manager Reports

To receive and note update from the Committee Clerk/Amenities Manager.

The Town Clerk reported on the following:

- Ropewalk Play Park - the new equipment had been ordered; a site visit to confirm the location was in hand. Members were advised that the grant funding application for teenage play equipment was yet to be determined.

The Amenities Manager reported on the following:

- Repairs to equipment at Ropewalk play area
- Vandalism at Ropewalk play area/ Wye St toilet door
- Fly tipping at Ropewalk – Canoe/Furniture
- Ropewalk barrier/ awaiting quotes to install path to ensure accessibility
- Deanhill park replaced broken play equipment

- 4th Nov/Installation of electric meter at Homs Road Depot and an inspection at Wye St toilets by Welsh Water
- Winter Hanging Baskets would soon be available
- Fishing Platforms along Long Acre, the Env. Agency permits are in hand
- Rotary Club are replacing 3 broken tubs under the Planter Licence Scheme
- Tree inspections are on-going, early indications have revealed some trees will need removing
- Plans to replace the safety surfacing at Deanhill Park are still being investigated

RESOLVED – To receive and note the report.

A21/11#121 Finance

iv) *to receive income and expenditure report for the Amenities Committee Budget 2021/2022*

RESOLVED – To receive and note the report.

v) *To consider potential eligible projects for an application for funding under the Community Climate and Nature Grant Scheme. [Deferred from previous meeting – A21/10#106]*

Councillors considered the proposal to instal a number of planter bike racks and public bike pumps, details of which had been circulated in advance, if an application to the Community Climate and Nature Grant Scheme was successful. A number of locations were suggested and in addition the Clerk was asked to make investigations through the cycle shop to establish other potential sites.

It was noted that the quotes for costings had not been received and that any application in excess of £5k would need to have match funding of 25%.

Enquiries with HC Planning had identified there would not be any need for planning consent as it could be done under the General Permitted Development Order but that a licence from BBLP might be necessary for installations at locations managed within the Public Realm.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Pope

RESOLVED – to make an application to Herefordshire Council for funding under the Community Climate and Nature Grant Scheme and to give delegated authority for the Clerk to authorise expenditure needed for any match funded element.

A21/11#122 HC/BBLP – Parish Lengthsman Highway Improvement Scheme

i) *To receive update from Chairman and consider requests made to the Sub Committee for prioritisation of works under the Scheme. [Deferred from previous meeting – A21/10#108]*

Correspondence from the Lengthsman was noted and councillors were advised that another contractor had been approached to enable a site visit meeting to establish costings. The Sub-Committee asked that those Members already involved arrange a meeting with BBLP to ensure that consultation over work on their asset takes place prior to any potential agreement.

A21/11#124 Ross Community Development Trust (CDT)/ Enviroability

To consider request for permission to site the first installation of the Spaces for Faces project at Crossfields and to discuss post installation maintenance obligations.

Councillor Roberts declared a Schedule 2 interest in this item on the basis she is the Chairman of the Trustees of Ross CDT

The Sub Committee was informed the project was to design public seating areas to facilitate face to face conversations and social interaction, they would be fully accessible, have a sensory planting scheme and would provide attractive spaces for people to meet. The proposal would see community involvement in the siting and design and also in the on-going maintenance. The CDT is working with local partners Enviroability and with professional input from Landscape designers.

It was noted that the proposed area at Crossfields is currently leased to Ross Tennis Centre and that consent would need to be approved by the tenant in advance of the start of any work.

Proposed: Councillor Symonds
For : 5 Abstain: 1

Seconded: Councillor Cole

RESOLVED – that in principle support for the project should be given for an initial two sites, the first one being at Crossfields and that if a future maintenance plan could not be agreed that this Council would take responsibility.

A21/11#126 To confirm date of next scheduled meeting and propose items for consideration
Monday 3rd January 2022.

Items for discussion: Draft Budget, Canoe Launch, Rowing Club Access Road

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

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Chairman

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Date