



Ross-on-Wye Town Council

Minutes of the meeting of the Ordinary **Amenities Committee Meeting**
held on Monday 20th January 2020 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

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

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

There were two members of the public in attendance

A20/01#01 Apologies for Absence
Councillor S Cole

A20/01#02 Declarations of Interest
None

A20/01#03 Dispensations
None

A20/01#04 Public Participation
None

A20/01#05 To resolve to exclude members of the press and public

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

There are no confidential items on the agenda.

The Chairman agreed to bring item #11 forward.

7.05pm Councillor Roberts arrived at the meeting

A20/01#11 Finance

To approve financial contribution in the sum of £15,000 from the Amenities Projects Budget towards the cost of replacing the floodlights in the Closed Churchyard.

Two representatives of the Friends of St Mary's were invited to address the Committee to confirm details of the proposed project.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Taylor

RESOLVED – to approve a financial contribution of £15,000 towards the cost of replacing the floodlights in St Mary's Closed Churchyard from the Amenities Projects Budget.

7.15pm Two members of the public left the meeting.

A20/01#06 Amenities Committee Meeting - Minutes

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

RESOLVED – that the minutes of the ordinary Amenities Committee Meeting held on Monday 18th November 2019 be signed as a correct record.

A20/01#07 Action Review Summary (report attached)

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

Members were updated on several items:

- Further discussions had taken place regarding the Arboretum at Long Acre regarding removal of several trees away from the Floodplain meadow as per agreement following the site visit in the summer with WVAONB. It was agreed by the Committee this would be done in due course.
- Footpaths – The Amenities Manager is keeping a log for costings and will know towards the end of the year how much time each path takes to clear. There is £3000 in the budget for the next financial year. Councillor Taylor to liaise with Walkers Are Welcome to establish if they are prepared to carry out any routine maintenance.
- Paved area at Blake Gardens needs further investigation.
- Signage at Canoe Launch to warn about other river traffic still needs to be installed.

A20/01#08 Town Clerk /Amenities Manager Report

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

The Amenities Manager updated the committee:

- Bins and Litter – problems down Butchers alley with fly tipping. Wood and building materials are being dumped. Needs to be reported to BBLP as fly tipping not our remit.
- SIDS – a few teething problems with downloading the data but this is now been rectified. The information and statistics will be reported to the Planning Committee to see if further action in hot spot areas could be taken by the Police.
- 6 bollards have been installed in Wye Street.
- Flood debris by the Hope and Anchor has now been cleared.
- Tree inspections will take place now the Amenities Manager has completed tree inspection course. The Amenities Manager to update committee of progress at next meeting.
- Costings for a secondary vehicle would be prepared for a future meeting.

The Town Clerk updated the committee:

- 5000 crocus bulbs at the Prospect were planted in the Autumn by Rotary
- A member of the public wrote to the council about the state of the Skatepark. A response was sent listing all the maintenance that had been carried out.
- Councillor Stark has been approached by a member of the public asking if they could take over the flowerbed by the totem pole at Ross Swimming Pool. The Committee could consider an application for a cultivation licence if a formal request was made.
- The competitive tender for the grounds maintenance contract is now live and the deadline for tenders is Friday 31st January 2020. Further questions will be put to the shortlisted contractors and the questions to be agreed at the next Amenities meeting.

A20/01#09 Budget

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

Questions were asked in relation to unspent monies in this year's budget, Members were informed that quotes are being sought to carry out work in a number of areas. It was suggested that the balance of funds from the Arboretum Sponsorship could be used to improve area behind bandstand and a plan will be brought to a future meeting for Committee approval.

RESOLVED – to receive and note the report

A20/01#10 Budget

Agree the one-year budget forecast as part of the 2020/ 2021 budget submission,

- ensure that any capital project (including building maintenance) has an appropriate project plan identifying the schedule of works (to an appropriate level of detail) and the source of funds e.g. budget or reserves,
- identify impact of capital projects on revenue budget for the first 5 years.

Councillors expressed concern that the newly refurbished park had been subjected to vandalism and an expression of interest made to extend CCTV coverage to this location. It was agreed this would be a recommendation to the F&P committee.

Proposer: Councillor Symonds
Unanimous

Seconder: Councillor Winder

RESOLVED – the Committee agreed to recommend the 2020/2021 Amenities budget for approval. It committed to further work in the coming months to ensure a three-year budget was prepared and agreed, which would be accompanied by a report to identify the impact on revenue budgets for any capital projects.

A20/01#12 Playground Inspections and Report

- i) to receive and review Report from the inspections carried out on 28th November
- ii) to discuss and consider recommendations and agree timetable for works to be carried out

Annual inspections of the play parks and the skate park have now been completed.

Ropewalk Playground – EIBE will rectify and repair broken/damaged pieces. Positive comments about the use of the new playground were made.

Deanhill Playground – several issues to be fixed and repaired. The Amenities Team has started work on the matting and will replace timber parts if necessary.

Skatepark – recent works done to the surfaces need to be reviewed as there is some degradation. Members were advised that broken wooden barriers would not be replaced and there were some minor repairs to be carried out.

RESOLVED – to receive and note the report

A20/01#13 Correspondence for consideration and response

- i) Balfour Beatty – request to consider omitting annual roadside verge maintenance in May/June to improve biodiversity.

The Committee agreed to confirm a single cut each year in August or September but would like Balfour Beatty to do a thorough litter pick before the cut. Councillors also asked if there is a map available of the areas around Ross which would be part of the programme.

- ii) Ross Lions – request for memorial tree at Caroline Symonds Gardens.

It was approved by the Committee that Ross Lions could plant a Liquidambar tree at the existing arboretum in Caroline Symonds Gardens.

Proposer: Councillor Winder
Unanimous

Seconder: Councillor Symonds

RESOLVED – to note and approve the requests.

There being no further business the meeting closed at 20.36

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Committee

held on Monday 17th February 2020 at 7.00pm

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

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

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

A20/02#14 Apologies for Absence
None

A20/02#15 Declarations of Interest
None

A20/02#16 Dispensations
None

A20/02#17 Public Participation
There were no members of the public present.

A20/02#18 To resolve to exclude members of the press and public
There are no confidential items on the agenda.

A20/02#19 Amenities Committee Meeting - Minutes
To confirm and sign the minutes of the previous meeting held on Monday 20th January 2020.

RESOLVED – that the minutes of the ordinary Amenities Committee Meeting held on Monday 20th January be signed as a correct record.

A20/02#20 Action Review Summary (report attached)
To receive and review outstanding Actions on the Action Review Summary.

Members were updated on several items:

- Memorial testing at the cemetery to be done
- Preparing a spec for outside wall at the Churchyard is ongoing and talks with contractors progressing
- Talks are still ongoing with the rowing club regarding passing places
- P3 Scheme - will monitor throughout the year and review costs so that there is true reflection of how much it will cost the council to maintain the footpaths as County Council funding withdrawn.

7.05pm Councillor Howson arrived at the meeting

A20/02#21 Town Clerk /Amenities Manager Report
To receive and note update from the Town Clerk/Amenities Manager (for information only).

There was no report from the Town Clerk as she had sent her apologies, the Amenities Manager updated the committee:

- Deanhill Park and St Mary's Churchyard tree inspections have been completed
- A quarry visit took place to obtain prices for rocks/boulders for the Ropewalk, this will be a future agenda item

A20/02#22 Budget

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

A question was asked which Committee is responsible for the notice boards around the town. A document is going to March Full Council meeting and one of the questions raised is whether it should be the Amenities or Community Markets & Tourism (CM&T) Committee. The preference is CM&T.

RESOLVED – to receive and note the report

7.21pm Councillor Pope arrived at the meeting.

7.22pm The meeting paused as Councillor L Stark entered the council chamber and updated Councillors about the recent flooding situation.

7.29pm Meeting resumed.

A20/02#23 Finance

1. To approve expenditure for work to various riverside Willows to improve bank stabilisation, improve the health of the tree stock and open up view to the river from strategic locations at a cost of £465.00 (day rate) plus VAT up to a maximum of £5000 from the remaining grounds maintenance budget for 2019/2020.

Proposed: Councillor Cole
Unanimous

Seconded: Councillor Winder

RESOLVED – to approve the expenditure for up to a maximum of £5000 from the remaining grounds maintenance budget for 2019/2020.

2. To approve expenditure for urgent tree works identified in the Tree Inspection report for St Mary's Churchyard. (x no.1 Silver Birch and no.1 Sycamore).

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Howson

RESOLVED – to approve expenditure in the sum of £1908.00 for urgent works from the Trees Budget.

A20/02#24 Grounds Maintenance and Planting Contract 2020/2023

1. To receive verbal report on the process for the tender evaluation.
2. To consider proposed questions for the shortlisted candidates.
3. To approve Councillors Lister and Ravenscroft to be on the appointed panel.
4. To give delegated authority to the Authorised Officer (Town Clerk) in consultation with the appointed panel to award the Contract, subject to interview.

The Chairman explained the process for the tender evaluation and how the candidates were shortlisted. The Committee would like to add two further questions to the shortlisted candidates. The questions being, can they supply evidence of good environmental practices and what are they doing to reduce their carbon footprint.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Winder

RESOLVED – to receive and note the verbal report. Appoint Councillor’s Lister and Ravenscroft to the panel and to give the Town Clerk delegated authority to award the contract.

A20/02#25 Tree Inspection Reports Deanhill Park and St Mary’s Churchyard
To receive and note written report from the Amenities Manager.

RESOLVED – to receive and note the reports.

There being no further business the meeting closed at 8.05pm

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Committee
held on Monday 16th March 2020 at 7.00pm
at The Corn Exchange, High Street, Ross-on-Wye, Herefordshire, HR9 5HL

Present: Councillors B Pope, P Symonds and R Taylor,
Ex-officio Members: Councillors D Lister (Chairman) and J Roberts
Substitute Member: Councillors D Ciolte and J Utting

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

A20/03#26 Apologies for Absence
Councillors S Cole and B Howson

A20/03#27 Declarations of Interest
None

A20/03#28 Dispensations
None

A20/03#29 Public Participation
There were no members of the public present.

A20/03#30 To resolve to exclude members of the press and public
There are no confidential items on the agenda.

A20/03#31 Amenities Committee Meeting - Minutes
To confirm and sign the minutes of the previous meeting held on Monday 17th February 2020.

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

A20/03#32 Action Review Summary (report attached)
To receive and review outstanding Actions on the Action Review Summary.

Members were updated on several items:

- Memorial testing at Ross Town Cemetery still to take place
- Spec for outside wall in St Mary's churchyard to be prepared
- Lease for the Allotments has progressed and will be a future agenda item
- Long Acre – the designated trees for replanting apart from the Cock Spur have been done
- Amenities Operatives are logging hours spent on maintaining P3 footpaths
- Costings to purchase a second vehicle still being investigated and will be a future agenda item

A20/03#33 Town Clerk /Amenities Manager Report

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

The Town Clerk and the Amenities Manager updated the committee on the following:

Amenities Manager:

- Cllr Cole was thanked for moving the containers at the depot which had been displaced during the recent flooding
- The Amenities team have spent a considerable amount of time down at the Ropewalk clearing up debris caused by the recent flooding
- Sandbags - The Environment Agency have confirmed that there is a low risk of contamination from re-use. A stock is being kept at the depot for future deployment rather than returned to BBLP

Town Clerk:

- Repainting of the surface of the Skate Park ramps is now under way and the contractor hopes to finish by the end of the week
- P3 scheme - there will be additional funding from BBLP for drainage, however details still need to be finalised. Caroline Symonds Gardens and Long Acre are two areas that have been identified as having drainage problems. The Parish Lengthsman has sent in two quotes, £475 plus VAT for CS Gardens and £1200 plus VAT for Long Acre. This will be an item for further discussion on the next meeting's agenda. A question was asked about the lower end of the Town and Country Trail as this was affected by the recent floods. This has been flagged up as an affected area within the town but it was noted the trail is Herefordshire Council's responsibility.

A20/03#34 Finance

- i) to receive income and expenditure report for the Amenities Committee Budget 2019/2020.
- ii) to receive and note the balances of general and earmarked reserves.
- iii) to consider recommendations for transfers from unspent budget heads.

The Committee noted that the EMR for the Skate Park is gradually reducing (less than £11,500 in the reserve) and nothing has been put into next year's budget for capital improvements. It was suggested that when the forward budget for the next three years is considered that a budget is included to make improvements to the Skate Park, in addition to a s106 contribution being requested or to seek external grant funding.

RESOLVED – To receive and note the reports and to carry forward £5000 from the Grounds Maintenance budget, £1965 from the Pest Control budget and £2800 from Tree Works budget.

A20/03#35 Town Clerk's Delegated Powers.

The Town Clerk updated the Committee on the outcome of the Grounds Maintenance and Planting Contract 2020/2023. Members were appraised of the tender evaluation process and the outcome of the interviews undertaken by the appointed Panel.

Monmouthshire County Council was awarded the contract which commences 1st April 2020 at a Contract Value of £60,111.09

RESOLVED – to note the Report.

A20/03#36 Lengthsman & P3 Scheme 2020/21

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.

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

A20/03#37 Allotments Lease

To review previously agreed terms (Amenities February 2016) and consider new lease agreement based on a ten-year term.

The Clerk requested a deferment to a future meeting to enable further clarification to be sought as to who would be the named Parties to the Lease. It was proposed that a new ten year term which would be preferable due to the legal cost of drafting the documents and registration fees.

RESOLVED – to defer to a future Amenities Committee Meeting to allow the Town Clerk to finalise the report.

A20/03#38 Sponsorship

To review the Council's opportunities to make available sponsorship packages for businesses and private individuals.

The Committee set out its ambition to encourage local businesses and individuals to take part in sponsoring flower beds and planters. It was agreed this would be deferred until the Autumn to enable some thought to be giving to the process.

RESOLVED – that an agenda item be included for a future meeting.

A20/03#39 Planters

- i) to consider purchase of 2 x box planters at a total cost of £799.90 plus VAT and transport charge of £50 from the Planting Scheme Budget.
- ii) to seek approval for a planting licence from BBLP for the installation of 1 x box planter at junction of Cantilupe Road/Gloucester Road and to offer the licence to Ross in Bloom.
- iii) to approve siting the remaining planter adjacent to the Market House and seek local sponsor (planting licence previously approved).

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Symonds

RESOLVED - to approve the purchase of two planters and offer a licence to Ross in Bloom. To approach The Kings Head public house to sponsor the remaining planter adjacent to the Market House as the licence is already in place.

A20/03#40 Caroline Symonds Gardens – Landscaping Project

- i) to consider the proposed design for the implementation of a planting scheme.
- ii) to approve expenditure up to a maximum of £2000 to be taken from funds received through the Arboretum sponsorship scheme.

The Committee was shown a detailed scheme for the new landscaping project along with a list of proposed plants and shrubs. It was agreed that Councillor Taylor would lead the project and use volunteer help with the planting, subject to carrying out a Risk Assessment and giving volunteers a briefing to include Health & Safety precautions along with a 'toolbox talk'. It was noted that plants had been selected which would have a low impact on future maintenance obligations.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Symonds

RESOLVED – To implement the planting scheme and to approve the expenditure of up to a maximum of £2000 from the Arboretum sponsorship scheme.

A20/03#41 Ropewalk –Landscaping Project

To approve expenditure for the purchase of approximately 33 tonnes of quarried stone at a cost of £4915.00, to include delivery charge plus HIAB, from the Amenities Projects budget 2020/21.

Councillors were reminded this had been a long term ambition which would see the removal of the existing wooden fence along the access road, which had previously been vandalised as well as suffering from flood damage. The stone would be strategically placed taking into account the newly planted phase of the Arboretum and would secure the area better from unauthorised vehicular access.

Proposed: Councillor Roberts
Unanimous

Seconded: Councillor Pope

RESOLVED - To approve the expenditure of £4915 to purchase the quarried stone for the Ropewalk landscaping project (2020/21).

A20/03#42 Ropewalk - Street Trading Application

- i) to respond to formal request from Herefordshire Council to grant a Street Trading Licence for the sale of ice cream products within a scheduled timetable (deadline 3rd April 2020).
- ii) to consider request for use of the Council’s open space at the Ropewalk for the purpose of an ice cream van.
- iii) to agree a scale of charges for commercial operations outside the scope of the current Open Spaces Agreement.

Proposed: Councillor Utting
For: 6 Against: 1

Seconded: Councillor Taylor

RESOLVED – that this Committee

- i) **confirms it has no objection to Herefordshire Council granting a Street Trading Licence**
- ii) **approves the request from the Applicant to use the site identified at the Ropewalk, within the restrictions set out in the Licence Application**
- iii) **gives authority for the Clerk to negotiate financial terms depending on rights of exclusivity and to request Applicant considers the environmental impacts to reduce single use plastic, and takes measures to ensure removal of litter where possible, before approving the request.**

A20/03#43 Correspondence for consideration and response

- i) Herefordshire Local Access Forum – Accessibility Working Group – re improving Herefordshire’s Public Rights Of Way network to enable access for all
- ii) Friends of St Mary’s Church – Updated information on proposed new lighting scheme in the Closed Churchyard

RESOLVED – to receive and note the reports.

There being no further business the meeting closed 8.25pm

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the meeting of the **Amenities Committee** held on Monday 20th July 2020 at 7.00pm

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

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

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

A20/07#44 Apologies for Absence
Councillor S Cole

A20/07#45 Declarations of Interest
None

A20/07#46 Dispensations
None

A20/07#47 Public Participation
There were no members of the public present.

A20/07#48 To resolve to exclude members of the press and public
There were no confidential items on the agenda.

A20/07#49 Amenities Committee Meeting - Minutes
To confirm and sign the minutes of the previous meeting held on Monday 16th March 2020.

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

A20/07#50 Action Review Summary
To receive, review and agree priorities in relation to the outstanding actions

Members were updated on several items, it was noted that a number of actions have been completed over recent months. There were no agreed priorities.

A20/07#51 Committee Clerk /Amenities Manager Reports
To receive and note update from the Committee Clerk/Amenities Manager (for information only).

The Amenities Manager reported on the following:

- Praise for the work of the CDT for arranging the home deliveries was given. Staff were involved initially with helping out with delivering groceries
- Post flood clear up work saw 4 large skips filled from debris from the Ropewalk area

- There has been a significant rise in the amount of litter and vandalism at sites including the skatepark, Wye St, Ropewalk and Homs Road car park. The Police have confirmed their increased commitment to patrol and monitor the areas
- Second phase of work to trees along the riverbank has been completed and work on planned maintenance continues
- A number of dangerous trees from the Churchyard and Deanhill Park have been removed
- Work under the new grounds maintenance contract has got off to a good start
- Town streetscene is looking good with the planting, pole toppers and hanging baskets
- The first phase of spraying by the Lengthsman and staff has been completed, a second application will be made in August
- Preparations at the Ropewalk to remove the low level fencing have been carried out in anticipation for the quarried stones which are due to be delivered this week
- Additional cleaning of bins and signs has taken place
- Work to renovate benches along the river has commenced
- Repairs have been made to the damaged fence between the Ropewalk/Hope and Anchor car park
- Memorial topple testing at Tudorville has taken place with the next phase at the closed churchyard in St Mary's to commence shortly
- Regular visual building checks have been introduced to ensure works for planned and responsive maintenance on the Council's assets can be carried out
- Continuation of maintenance on PROWs
- Risk Assessments have been completed for tasks and equipment identified from the Health & Safety Audit
- Disinfecting and deep cleaning of playparks has taken place prior to their re-opening post Covid19 closure
- New Fishing Platform will be installed on the riverbank shortly in partnership with AONB and Ross Angling Club

The Committee Clerk reported on the following:

- The Memorial testing was completed on 4th June by trained staff /19 unsafe memorials were identified for remedial works – a full report will be submitted for the Committee's consideration at the September meeting as there are potential financial costs to the Council.
- Historic cemetery paperwork is currently being digitized to ensure the documents are securely archived
- The new planter has been installed in Gloucester Road and the other one which was purchased is going to be sponsored by a local Hotel and located at the Market House
- Risk assessments have been completed for key tasks and operations

In addition the Chairman updated the Committee on the following;

The Parish Lengthsman has recently purchased a new gully sucker which is proving useful

The faculty to upgrade St Mary's Churchyard lights has been approved and the order has been placed with works due to start soon

The approved planting scheme at Caroline Symonds Gardens has been on hold due to Covid 19

Plans to authorise commercial licencing activities on Ropewalk have also been put on hold, but will be actioned shortly

RESOLVED – to receive and note the reports.

A20/07#52 Finance

- iv) to receive income and expenditure report for the Amenities Committee Budget 2020/2021.

Noted

- v) to reevaluate the committee budgets and priorities to identify funds that could be allocated to attract visitors and residents alike to our high street

The Committee agreed to keep a watching brief on the expenditure and income, there was a consensus that it might be too early yet to reevaluate as the full effects of the lockdown on operations are still not known. It was highlighted that some of the budget heads are committed due to contracts already in place. A question was asked as to whether there are small savings which could be made to discretionary budget heads.

Noted

- vi) to consider and approve report with recommendations from the Amenities Manager in relation to options for replacing the Council's vehicle due to the end of the five-year term of the initial lease (August 2020)

The Committee recognises the Council's ambition to reducing its carbon footprint and investigations have been made in relation to the replacement of the vehicle with an electric one. A range of options have been looked at but at present there are some heavy financial disincentives in relation to moving towards an electric vehicle. It was accepted that the low mileage of the vehicle has a minimal impact on the Council's carbon footprint and the additional financial cost would be difficult to justify at this time. There was a preference expressed to move towards the purchase of a second-hand vehicle as this offered potential longer- term savings than the lease option.

The Committee was advised that any such recommendation for capital expenditure would need Full Council approval as the existing budget for the vehicle was a revenue cost.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Symonds

RESOLVED – to continue with the existing lease on a monthly rolling basis to allow for further investigations to be made in relation to the purchase of a second hand diesel vehicle. The Committee agreed that the search criteria should stipulate the vehicle be no more than two years old vehicle with a maximum value of £25k.

A20/07#53 Policies

To review the Council's Policies

- Cemetery Administrative and Operational Policy and Memorial Regulations (last reviewed March 2018)

A number of questions were raised in relation to the Cemetery Policy and there were points made in relation to some of the terms and conditions. It was accepted that the Policy does need to be prescriptive as experience has shown that offering more flexibility creates ambiguity and confusion.

There were some suggestions made to amend the appointed officer taking decisions under delegated authority to reflect changes to the Council's staffing structure.

- Open Spaces Terms and Conditions of Hire and Application (last reviewed July 2018)
- Tree Planting and Donation Policy (last reviewed July 2018)

No amendments were necessary as the Committee agreed the policies were fit for purpose. The policies were proposed and voted for en bloc.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Howson

RESOLVED – to approve the proposals subject to some further minor amendments which will be drafted and circulated for Committee Members approval.

- Memorial Bench Regulations and Application (last reviewed July 2018)

It was agreed to defer this until further information is available in relation to the costs.

A20/07#54 Allotments Lease

To review previously agreed terms (Amenities February 2016) and consider new lease agreement based on a ten-year term.
[Deferred from previous meeting held on 16th March Agenda Item A20/07#37]

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Taylor

RESOLVED – to approve the terms of the new 10-year lease proposed at the allotments site to Tudorville Allotments Association for a peppercorn rent.

A20/07#55 Correspondence for consideration and response

- iii) Application for a Memorial Bench at The River Walk between Wilton Road and River Wye.

The Committee approved the request and it was agreed that the Amenities Manager/ Tree Warden would be asked to select the most appropriate position taking into account any potential erosion of the riverbank.

- iv) Request by St Mary’s PCC to carry out works to footpaths in the closed churchyard.

A quote was considered by the Committee which was submitted by the Contractor currently doing works to the entrance at St Mary’s Church. it was recognised there is a budget for the Churchyard however that has been earmarked for the wall running along Church Street. A recent site visit did not identify any immediate safety issues on the path but that if the Church would like to upgrade the path whilst the contractors are on site the Committee would not object.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Pope

RESOLVED – to write to the PCC to confirm no footpath works are programmed but should they wish to undertake further works there would be no objection.

A20/07#56 To confirm date of next scheduled meeting and propose items for consideration
Monday 21st September 2020

Blake Gardens – Planting & Cultivation Licence for Volunteers
Update on Long Acre Floodplain Meadow
Memorial Testing Report
Review of previous report to Committee relating to the Canoe Launch

There being no further business the meeting closed 8.55pm

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the meeting of the Amenities Sub Committee held on Monday 21st September 2020 at 7.00pm

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

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

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

A20/09#57 Apologies for Absence
Councillor R Howson

A20/09#58 Declarations of Interest
Councillor Utting declared a ‘Schedule 2’ Interest in Agenda Item 20/09#69 as his wife is on the Thomas Blake Memorial Garden Committee.

Councillor Taylor declared a ‘Schedule 2’ Interest in Agenda Item 20/09#69 as he on the Thomas Blake Memorial Garden Committee.

A20/09#59 Dispensations
None

A20/09#60 Public Participation
A member of the public has been liaising with the West Ward Councillor in regard to the mowing regime in Ross. Her concerns are that in this time of climate change and loss of biodiversity, that we are doing too much mowing. Whilst being aware of the areas that are being left and retained, areas such as Firs Road and Roman Way play / amenity area, she is concerned these are being mown too much. The impact is highly detrimental to wildlife and would like the Council need to establish a balance by leaving football pitches open and leaving the margins, the buffers and the areas under the trees uncut until the end of the season, so that the wild flowers can flower and the pollinators can pollenate and therefore create a more diverse neighbourhood. The Chairman will liaise with the Ward Councillor and Herefordshire Council as certain areas are not within the Town Council’s remit and also discuss with other members of the Amenities Committee, about any other bio-diversity areas they would like to see within the town. The Council has a working group set up to discuss biodiversity. The member of the public, who has an ecology background has offered to work with the Council.

A20/09#61 To resolve to exclude members of the press and public
There were no confidential items on the agenda

A20/09#62 Election of Deputy Amenities Sub Committee Chairman

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Symonds

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

A20/09#63 Amenities Committee Meeting - Minutes

To confirm and sign the minutes of the previous meeting held on Monday 20th July 2020.

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

A20/09#64 Action Review Summary for information only

- i) To receive, review and agree priorities in relation to outstanding actions (report attached).
- ii) Away Day Priorities

- *Develop a play strategy for Ross (26.7/30 ranked #5, three groups).*

Two groups suggested scheduling into Year 1 and two into Year 2.

Recommendation: Amenities Committee to set up a Play Strategy Working group in May 2020 to report back September 2020. Report to go also to the Planning committee so that s.106 implications can be considered.

- *Develop canoe launch to provide an income stream (26.3/30 ranked #7, three groups).*

Scheduling Y1 x1; Y2 x 2; Y3 x 1.

This is a long-term project which will need careful planning and extensive consultation with stakeholders. A robust business plan will be needed. It is probably already too late to carry out the necessary works before the start of the 2020 season.

Recommendation: That the Amenities Committee set up a working group, initially to investigate the feasibility of developing the canoe launch by the start of the 2021 season, including identification of costs and benefits. To report back June 2020.

Members were updated on several items; it was noted that a number of actions have been completed over recent months.

Both priorities were discussed and it was agreed that a play strategy for Ross was the priority and that a Working Group should be set up. It was agreed that Councillors Bartrum, Cole, Lister and Pope would be members with Councillor Winder as Convenor.

Proposed: Councillor Lister

Seconded: Councillor Cole

For: 7 Against: 0 Abstentions: 1

RESOLVED – To set up a Play Strategy Working Group

A20/09#65 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:

- After lockdown eased, there have been two funerals and three interment of cremated remains. There were no funerals during lockdown.
- The catering units at the Ropewalk and Bandstand have been trading during August and September. September trading is weekends only. They have both been very busy and have generated £964 as income for the council. They will be contacted to see if they wish to continue trading during October. Some correspondence has been received regarding the unit at the Ropewalk and we the Council will look at reviewing the hire of open spaces policy next year.

- The Kings Head would like to take over the cultivation license for a planter at the Market House in October. The planter is at the depot and a license from Herefordshire Council is already in place.
- The memorial bench, which is to be placed on the River Walk between Wilton Road and River Wye, has been delivered and awaiting Monmouthshire County Council to install the concrete base.

The Amenities Manager reported on the following:

- General day to day jobs such as emptying the bins and watering continues. Councillor Lister spent the day with the Amenities staff and the invitation is open to all councillors.
- Boulders are now in place at the Ropewalk.
- Several trees came down in strong winds at the Ropewalk and have been made safe. Ongoing issue with a tree on the right-hand side as still trying to determine who owns the tree, Herefordshire Council or The Rowing Club.
- Access gate to the Ropewalk has been damaged. The posts have been removed and there is some concrete there so digging equipment will need to be hired to re-instate the posts.
- Strimming has been done down at the Ropewalk and the riverbank. The area around the pumping station needs to be done.
- Weekly cleaning of playparks is ongoing.
- Annual cut has been done on the wild-flower area of the Bandstand and Long Acre. AONB ran out of seed so discussions taking place about getting some plugs.
- P3 scheme – ongoing maintenance of the footpaths. Strimming has been completed at Crossfields and the path beside the Post Office sorting depot.
- The Corn Exchange courtyard has been pressure washed as there a lot of pigeon droppings and algae. To look at getting some mesh netting installed to try and alleviate the pigeon dropping problem. Also look at a draught excluder for the door to stop feathers coming into the building.
- The Market House has been sprayed to remove grass and weeds. The Parish Lengthsman to do another spray of the roads.
- Homs Road – waiting for quotes for a portacabin and to renovate the old toilet block. The Parish Lengthsman still to paint the parking lines in car park.
- The second vehicle has been HPI checked and £500 deposit to be sent. Cost of the vehicle is £19,945.

A20/09#66 Finance

vii) to receive income and expenditure report for the Amenities Committee Budget 2020/2021

RESOLVED – To receive and note the report

viii) to approve HMRC mileage rate at 45p per mile for staff using privately owned vehicles for operational purposes, and to agree payment of additional insurance premium, if applicable to cover vehicle for business use.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Cole

RESOLVED – to approve the HMRC mileage rate at 45p per mile and/or agree payment of additional insurance payment to whichever the option a member of staff feels is most relevant.

A20/09#67 Memorial Testing Report

To receive the report and consider recommendations and approve expenditure to make safe four failed memorials

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Utting

RESOLVED – to write again to the two unsafe memorial deed holders and if no response to lay the memorials down in the cemetery. To lay the further two unsafe memorials down, where the deed has expired and where no known deedholder or next of kin can be established. To update the cemetery policy and memorial regulations with regards to failed memorials.

A20/09#68 Ropewalk

To consider a formal request from Mr. J Preece to approve an adoption agreement under Section 104 of the Water Industry Act 1991 for access to the sewer at the Ropewalk to allow works to be carried out.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Taylor

RESOLVED – to grant request for an easement on the condition that there is no damage to existing trees and root systems and that any disturbance to the grounds be made good.

20:29 *Councillor Utting left the meeting*

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Bartrum

RESOLVED - to suspend standing orders so that Councillor Taylor could speak as a member of the public

20:30 *Standing Orders suspended.*

20:33 *Standing Orders re-instated.*

20:33 *Councillor Taylor left the meeting.*

A20/09#69 Blake Gardens and Margaret Lucas Wildlife Garden

To consider request from the Thomas Blake Memorial Garden Volunteers for a licence to cultivate, manage and maintain the amenity area.

A member of the public had updated the Committee about the work that the volunteers are undertaking and asked for a licence to be granted so that the volunteers could continue with the work. The licence would save the Council a vast amount of money and enable the volunteers to apply for various grants.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Winder

RESOLVED – to grant a licence to the Thomas Blake Memorial Garden Volunteers to cultivate, manage and maintain the Blake Gardens and Margaret Lucas Wildlife Garden and to write to the volunteers to thank them for their hard work.

20:38 *Councillors Taylor and Utting returned to the meeting*

A20/09#70 Referred by Community, Markets & Tourism Committee [CM&T20/08#45]

To consider a request from Walkers are Welcome to extend the Buggy Route from the canoe launch to Wilton Bridge.

“Minute of CM&T Committee

Members looked at the proposal from Walkers are Welcome and were supportive of the idea.

They agreed that it could be part of a broader plan for footpaths which may be considered in the near future. They also felt that this should go to the Amenities Committee who would be able to look at the plan in detail”.

The Sub Committee looked at the request and would like an updated proposal from Walkers Are Welcome to include up to date quotes and to clarify who will cover the ongoing maintenance. When this has been received, the Sub Committee would look at referring it to the newly set up working group for Economic Investment. The Sub Committee discussed where the budget for this request would come from. It is not envisaged that it would come from the Tourism budget, but possibly Section 106 funding or the capital budget.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Utting

RESOLVED - To write to Walkers Are Welcome for an updated proposal and up to date quotes and to refer to the Economic Investment Working Group.

A20/09#71 Correspondence for consideration and response (enclosed)

- i) Friends of St Mary's – letter of thanks dated 3rd August 2020
- ii) Friends of St Mary's – progress report dated 13th September 2020

RESOLVED - to receive and note the correspondence.

A20/09#72 To confirm date of next scheduled meeting and propose items for consideration

Date of next meeting is Monday 19th October 2020. No items were proposed.

There being no further business the meeting closed 8.55pm

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Chairman

.....
Date



Ross-on-Wye Town Council

Minutes of an ordinary meeting of the **Amenities Sub-Committee** Held on Monday 19th October 2020 at 7.00 pm

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- part meeting, P Symonds-part meeting, R Taylor and J Winder.
Ex Officio Members: Councillor Utting.

In attendance: Mrs L Wilcox – Acting Clerk (HALC).
Mr A Kings – Amenities Manager.
There were no members of the press or public present.

A20/10#73 Apologies for Absence

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

To receive and approve any apologies for absence
Councillors S Cole (*due to technical difficulties*) and R Howson.

A20/10#74 Declarations of Interest

None

A20/10#75 Dispensations

None

A20/10#76 Public Participation

There were no members of the public present.

A20/10#77 To resolve to exclude members of the press and public

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

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

No confidential business to be transacted.

A20/10#78 Amenities Committee Meeting - Minutes

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

To confirm and sign the minutes of the previous meeting held on Monday 21st September 2020.

RESOLVED – that the minutes of the previous meeting held on Monday 21st September 2020 be signed as a correct record.

A20/10#79 Action Review Summary for information only

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

Shrubs for Caroline Symonds Gardens would be delivered to Homs Road Yard tomorrow.

A20/10#80 Committee Clerk's /Amenities Manager's Report

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

Committee Clerk's Report

- Cemetery – Unsafe Memorials ... Two known deed holders had received a third communication which gave them a deadline of 1st November to contact the office. Advice from the ICCM was to leave the relevant memorials in situ but make them safe by laying them flat and/or cordoning them off. Following discussion at the previous meeting and so as not to impede grounds maintenance, it was felt more appropriate to move the stones to an appropriate location within the cemetery.

Councillor Symonds joined the meeting following IT I difficulties

- Catering Units at Bandstand and Ropewalk:
Ropewalk – Continuing with weekends throughout October.
Bandstand – Finished for this year but would like to come back next year.
It was proposed to discuss permissions at a future meeting.
- Memorial Bench - The concrete base due to be laid this week and bench to be installed.
- Walkers Are Welcome - The Buggy Route was on hold for the time being.

Amenities Manager's Report

- Hanging Baskets would be replanted for the winter.
- Strimming was continuing along the riverbank and around the pumping station on Rope Walk.
- There had been about 22 hours work on the paths so far. A mini digger had been hired to get a post out at the entrance to Rope Walk and a new post would be put in.
- Homs Road Yard now has a compost area made from the old fence posts. Plants and ground waste will provide the compost.
- The new van would be picked up that Friday – there had been no movement on the price but it was suggested that possibly a free service and a full tank of petrol could be thrown in.
- Lengthsman had put down new parking lines in the car park and footpath markings.
- Quotes were coming in for the renovation of the toilet block and portakabin

Councillor Pope joined the meeting following technical difficulties

- There was ongoing vandalism at the Rope Walk park (the climbing frame and plastic windows had been kicked through and broken) and it was felt that CCTV in that area would be helpful. It was noted that the Clerk was already looking into that.

RESOLVED – to receive and note the reports.

Mr Kings left the meeting

A20/10#81 Finance

to receive income and expenditure report for the Amenities Committee Budget 2020/2021 (enclosed).

The Chairman commented that most of the small tools budget would soon be spent.

RESOLVED – to receive and note the report.

A20/10#82 Amenities Operatives

To discuss and agree to log hours that Amenities Operatives are spending on current workload, further to question asked via email by a member of the public (enclosed).

Members acknowledged their responsibility to be able to give local residents informed answers to questions raised about work undertaken by Town Council operatives. There was detailed discussion on the need to:

- a) Define Balfour Beatty responsibilities and monitor what is actually undertaken, as well as pressing for additional use of their equipment such as the chewing gum remover machine which is shared by the five Market Towns and only visits Ross on Wye twice a year.
- b) Identify areas of work which the Town Council might choose to fund for the benefit of local residents in the absence of sufficient funding for Balfour Beatty to undertake all items.
- c) Produce an Annual Schedule of Works for open spaces which includes actual hours required for a Town Council operative to undertake individual jobs of work, so as to enable effective budgeting.
- d) Prioritise individual jobs to be undertaken and enable sufficient work hours for the completion of those jobs within a specified timeframe.

Proposed: Councillor Utting

Seconded: Councillor Symonds

RESOLVED – that Councillor Utting discuss items a)-d) above with the Town Clerk, in readiness for debate at the next Amenities Sub Committee on 16th November, with a view to including further information for widening the debate at a future meeting of the Management Committee.

A20/10#83 Correspondence for consideration and response (enclosed)

To discuss and consider if the Committee would like to get involved in BBLP’s new pilot scheme to assess defects and carry out minor maintenance work on parish footpaths.

There was a need to discuss the pilot scheme with the Footpaths Officer but members expressed concern that the role appeared to be too onerous for a volunteer. It was noted that current stiles were not accessible.

RESOLVED – to discuss the scheme with the Footpaths Officer and invite a Balfour Beatty representative to discuss the following aspects at a future meeting of the Management Committee:

- a) Incentives for the Town Council if they joined the new pilot scheme.
- b) Improvement in design of current stiles to ensure they were accessible.
- c) A representative from Herefordshire Council to be invited to a future meeting of the Management Committee to identify their responsibilities for rights of way and explain how those responsibilities were being met.

A20/10#84 To confirm date of next scheduled meeting and propose items for consideration Monday 16th November 2020

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

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Chairman

Date



Ross-on-Wye Town Council

Minutes of an ordinary meeting of the **Amenities Sub-Committee** Held on Monday 16th November 2020 at 7.00 pm

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
Ex Officio Members: Councillor Utting.

In attendance: Mrs S Robson – Town Clerk
Mrs H Holmes – Finance and Administration Assistant
Mr A Kings – Amenities Manager
There were no members of the press or public present.

A20/11#85 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)
None

A20/11#86 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
None

A20/11#87 Dispensations
[Localism Act 2021 S33\(1\)](#)
None

A20/11#88 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)
There were no members of the public present.

A20/11#89 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.

A20/11#90 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 19th October 2020.

RESOLVED – that the minutes of the Amenities Sub-Committee Meeting held on Monday 19th October 2020 be signed as a correct record.

A20/11#91 Action Review Summary (for information only)
To receive, review and agree priorities in relation to outstanding actions (report attached).
Members were updated on several items

- St Mary's Churchyard Wall –The Committee would like this action completed as a priority, and to be looked at in January
- P3 scheme – reviewing costs is an ongoing action which the Amenities Manager reported to the Committee at last months meeting

- Amenities Operatives workload—A report will be presented to the Council regarding the scheduling and management of operational services as agreed at the October meeting. Any councillors wishing to obtain specific information about operational arrangements are welcome to contact the office.
- A member asked if further talks with the rowing club regarding passing places were still on hold and it was noted that this is a low priority action.
- No progress had been made for warning signs at the Canoe Launch due to other priorities and it was noted that this is a low priority action
RESOLVED – to receive and note the report.

A20/11#92 Committee Clerk's /Amenities Manager's Report

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

The Amenities Manager reported on the following:

- A weekly report is available detailing the amenities operatives daily, weekly tasks, any priority and outstanding work. It was agreed this report would be added to supporting documents when the agenda for future meetings is circulated.

7.23 pm Councillor Howson joined the meeting

- Work on footpaths is on-going and hours are still being logged on any work undertaken.
- Riverbank work is continuing and areas are being cleared as part of an on-going maintenance plan. Work is very time consuming so a contractor will be tasked for any extra work.
- Hanging baskets are now up around the Market House. The Christmas tree and lights are also in place. The Christmas tree to go up this week at EnviroAbility.
- Weeding and clearing of leaves has been carried out around the Market House and in the Churchyard.
- The Annual inspection of play parks has been completed, a report will be prepared for the next committee meeting. The ramp at the Skate Park has been repaired.
- The new vehicle is in use and the leased vehicle has been returned.
- An email has been received from a resident at Vinetree Park regarding a tree situated at the back of the Allotments. Investigations are in hand to determine the ownership so that if work is necessary it can be done by the relevant land owner
- BBLP have asked for a wish list to replace bins and benches around the town. The Committee discussed this and would like all town centre bins replaced ones which have chewing gum and cigarette end disposal facilities. The priority benches identified were those around the Tennis Courts. The Amenities Manager will identify any further bins or benches and send a report to BBLP by 27th November.

The Committee Clerk reported on the following:

- Four remaining unsafe memorials – of the two known deedholders who received a final communication, no response from one whilst the other letter was returned unopened to the office marked 'Not known at this address'. The other two memorials, no family or next of kin can be established. A final notice will be placed near to the memorial to state that the headstone will be removed. It was agreed to proceed by instructing a BRAMM registered mason to remove the memorials and lay them flat in the cemetery.
- Digitising the cemetery records due to commence early December and training on use of the cemetery mapping system due to take place early February 2021.
- Catering Units at the Bandstand and Ropewalk areas have now finished trading. Over the three months an unbudgeted income for the Council in the sum of £1500 has been received. The Chairman thanked the Committee and Town Clerks for all their hard work.
- The Committee was updated on the Floodlighting at St Mary's Church. The fantastic improvement was noted

- Market House Planter - The Kings Head have planted the shrubs and attached sponsor signage.

RESOLVED – to receive and note the reports.

A20/11#93 Finance

to receive income and expenditure report for the Amenities Committee Budget 2020/2021 (enclosed).

A member of the Committee asked for a breakdown of committed expenditure for the Grounds Maintenance and Planting Scheme budgets to understand the scope for savings. When the budget was agreed for this year for Grounds Maintenance, negotiations had not been completed to appoint the new contractors. There was a variation in the specification from the previous contract which saw the Grounds Maintenance and Planting amalgamated into one contract. This will deliver some cost savings within the budget. It was hoped that changes to the contract would allow an opportunity for Ross in Bloom to do the baskets.

Due to the underspend in the Street Furniture Budget suggestions were invited from members for locations where additional planters and benches could be located.

The Town Clerk believed there had been no additional cuts and MCC had done an outstanding job, certainly an improvement from previous years. The Amenities Manager stated that the grass would probably need one more cut just to tidy the area up but also agreed that MCC have done an outstanding job. A member of the committee has also received good feedback from residents about the quality of work from MCC.

RESOLVED – to receive and note the report.

A20/11#94 Budget

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

- Agree the one-year budget forecast as part of the 2021/ 2022 budget submission,
- ensure that any capital project (including building maintenance) has an appropriate project plan identifying the schedule of works (to an appropriate level of detail) and the source of funds e.g. budget or reserves,
- identify impact of capital projects on revenue budget for the first 5 years.

It was noted there is likely to be an overspend on the payroll costs as projections for salaries were estimated at a lower rate than the agreement. The draft payroll figures in the budget are based on the existing team but that if there is the need to increase the resource within the Amenities team this figure would need to be adjusted.

The 2021/2022 budget forecast was discussed, and several budget heads were identified for potential savings, with Grounds Maintenance, Planting and Vehicle costs being the main ones. It was recommended to continue with the budget for P3/Footpaths

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Utting

RESOLVED – the Committee agreed to recommend the 2021/2022 Amenities budget for approval and to identify the impact on revenue budgets for any capital projects once a plan had been identified.

A20/11#95 Correspondence for consideration and response (enclosed)

To consider and approve application for a memorial tree in memory of Daryl Jenkins.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Taylor

RESOLVED – to approve the request for a Memorial Tree in Wye Street at the location of the original arboretum. A Magnolia tree has been deemed as suitable for the area.

A20/11#96 To confirm date of next scheduled meeting and propose items for consideration

Monday 18th January 2021

Street Furniture – new locations for planters/benches

Review Open Spaces Policy

There being no further business the meeting closed at 8.43 pm

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Chairman

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Date