



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 17th January 2022 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, P Symonds and J Winder
Ex Officio Member : Councillor J Utting
Substitute Member : Councillor M Setchfield
In attendance: Mrs. S Robson – Town Clerk and Mrs. L Carpenter – Amenities Manager
There were no members of the public in attendance.

A22/01#01 Apologies for Absence

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

Councillors S Cole and R Howson

RESOLVED – To accept the apologies given.

A22/01#02 Declarations of Interest

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

None

A22/01#03 Dispensations

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

None

A22/01#04 Public Participation

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

None

A22/01#05 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.

A22/01#06 Amenities Sub-Committee Meeting - Minutes

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

To confirm and sign the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 1st November 2021.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 1st November 2021 be signed as a correct record.

A22/01#07 Action Review Summary for information only

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

- Community Climate and Nature Grant Scheme application for planter bike racks and public bike pumps was unable to proceed due to short time frame and constraints regarding siting on pavement areas.
- Highways Resurfacing to be removed this has now been transferred to the Planning Sub- Committee.
- Crossfields, Spaces for Faces Project to follow up with Councillor Roberts.

RESOLVED – To receive and note the report.

A22/01#08 Town Clerk /Amenities Manager Reports

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

The Amenities Manager reported on the following:

- Herefordshire Council have notified the Council that the new barrier to the Ropewalk must be left open, due to it obstructing a Public Right of Way. The Amenities Team have secured the gate open, and plans are in place to re-site the lockable bollard, large rocks have been placed in the area to stop unauthorised vehicles driving on the Rope Walk whilst providing access to the Public Right of Way. The Sub-Committee asked for an agenda item for the February meeting to further discuss
- The Amenities Team received a thank you email from a resident regarding the work on the Rope Walk
- St. Mary’s Church Yard, all vegetation cleared except on the head stones, this will be carried out in the spring, not to disturb the habitat
- Crossfields – the fire damaged area has been cleared and replanted
- Skate Park - repairs to the skate park identified in the annual inspection have been agreed and confirmation of a start date is awaited
- Deanhill Park – 2 new benches installed. Plenty of scope for others if required
- Tree work identified through the Tree Inspection has commenced along Wye St, and the Rope walk in addition to emergency work at Long Acre
- Rope Walk Play Park – further vandalism at the park has occurred, replacement parts are on order
- Locality Steward Meeting 15.12.21
- Traders Christmas Trees collected and disposed of through the project at Ross-on-Wye Community Garden
- Flood debris cleared from the Riverbanks

The Town Clerk reported on the following:

- The Deputy Clerk has responded to a DEFRA Consultation on land use at cemeteries, further information will follow in due course
- The new play equipment for the Ropewalk has an estimated delivery date of mid-February

RESOLVED –To receive and note the reports

A22/01#09 Finance

i. to receive YTD budget report for the Amenities Sub-Committee 2021/2022.

RESOLVED – To receive and note the report.

- ii. *to approve expenditure in the sum of £1700.00 from the Grounds Maintenance budget to carry out a ROSPA open spaces risk assessment at five sites, as recommended in the H&S Audit .*

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – to approve expenditure in the sum of £1700.00 from the Grounds Maintenance budget to carry out a ROSPA open spaces risk assessment at five sites, Crossfields, Rope Walk, Blake Memorial Gardens, Long Acre, and Caroline Symonds Gardens.

- iii. *to approve expenditure in the sum of £500 for the purchase of replacement trees for the arboretum as a result of damage, vandalism and some having died*

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – to approve expenditure in the sum of £500 to purchase replacement trees.

A22/01#10 Review of Cemetery Fees

To approve proposed increases in cemetery fees with effect from 1st April 2022

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Pope

RESOLVED – to approve the proposed increase in cemetery fees from the 1st April 2022.

A22/01#11 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.

The Sub Committee agreed to review the Lengthsman Scheme and an agenda for the next meeting would include approval to sign up to the Scheme for 2022/23. It was agreed to resend The Lengthsman’s report.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – to agree the one-year budget forecast as part of the 2022/2023 budget submission for approval to Full Council.

A22/01#12 Ropewalk – Playground Equipment

- i) to confirm acceptance of the grant award of £5k from Herefordshire Community Foundation / Get Active Green Spaces Fund

The Sub-Committee thanked Councillor Pope for her work in making an application for funding.

Noted

- ii) to approve expenditure in the sum of £5k from the Play Equipment Capital budget (Nom 4960/391) to match fund the grant award for the supply and installation of a teenage play unit

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Pope

RESOLVED – to approve expenditure in the sum of £5k from the Play Equipment Capital budget to match fund the grant award for the supply and installation of a teenage play unit at the Ropewalk.

- iii) to approve expenditure in the sum of £1170 from the Play Equipment budget (Nom 4235/315) for the supply and installation of a disabled picnic bench

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve expenditure of £1170 from the Play Equipment budget to supply and install a disabled picnic bench at the Ropewalk.

A22/01#13

Policies

To review the Council's Policies on

Cemetery Administrative and Operational Policy and Memorial Regulations

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Winder

RESOLVED – to accept the proposed changes to the Cemetery Administrative and Operational Policy and Memorial Regulations.

A22/01#14

Long Acre Fishing Platforms

To receive a verbal update on the progress in relation to the installation of new Fishing Platforms and consider the allocation of funding in the sum of £2500.00 as a contribution towards the cost from the Grounds Maintenance Budget.

It was noted that Consent has been granted by the Environment Agency for the works to commence. The Platforms will over time improve and help maintain the riverbank, and increase biodiversity.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – to approve funding of £2500.00 as a contribution towards the cost of the new fishing platforms at Long Acre from the Grounds Maintenance Budget.

A22/01#15

Canoe Launch [Outstanding Action from previous meeting – A21/10#109]

To receive a written report with recommendations further to communications with representatives of the canoe companies.

A written report had been provided to the Sub-Committee in advance of the meeting detailing the outcome of recent site visits and communications with representatives from the commercial canoe hire companies. The Sub-Committee agreed to trial a system of allowing storage at Long Acre to see if it reduced traffic congestion at Wye St. It was agreed that regular assessments would be undertaken during the trial period to establish whether this plan had the desired effect. The Sub-Committee would need to review the outcome and could then consider next steps depending on the success or otherwise of providing a storage area.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Lister

RESOLVED – to trial the proposal to create a designated area to the rear of the Riverside Inn for canoe storage for one season. Sub-Committee to review the new arrangements at the end of June and October. Signage to confirm canoes left at own risk, Town Council not liable for theft/damage. Canoe Companies to be informed charges will be introduced in 2023.

Councillor Symonds proposed that an amendment be made to the Standing Orders that where a written report has been circulated in advance of the meeting, that it will be taken as read. It was agreed this would be put on a future Full Council agenda as it was hoped this would reduce the time spent at meetings reading out previously circulated reports.

A22/01#16 Ropewalk Access Road to Ross Rowing Club [Outstanding Action from previous meeting – A21/11#125]
To receive feedback from the meeting with representatives of the RRC Committee.
Feedback

Feedback on the recent meeting held with representatives of the Rowing Club was provided by Councillors Pope and Taylor, who reported a productive meeting had taken place. After discussion, concerns were raised about the speed of vehicles, the security of the land and the extra traffic from the Camp Site.

8.45pm Councillors Setchfield and Utting left the meeting.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Bartrum

RESOLVED – Clerk to arrange a follow up meeting with the Rowing Club Chairman. Delegated Authority was given to approve drawing up a formal agreement which would enable the Council to secure the access road with a locked gate, in return for permitting use by other traffic to access the camping field with the current restrictions of the existing permitted development rights. It was agreed to review the agreement at the 5-year point and to include a written 3-month notice period by either party to revert.

8.47pm Councillor Setchfield returned to the meeting

A22/01#17 St Mary's Closed Churchyard
To receive and accept the Quinquennial Inspection Report dated August 2021 for consideration and approval of recommendations.

The Sub-Committee noted the PCC'S comments in relation to not being in a position to contribute financially. A further report would be made in due course with a specification and costings for the works identified in the Report.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Bartrum

RESOLVED – accept the Quinquennial Inspection Report dated August 2021 and approve the recommendations.

A motion to extend the meeting by 15 minutes was proposed.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Lister

A22/01#18 Climate & Eco Emergency Working Group

To consider draft reports and proposals for recommendation to the Management Committee on the following;

- *Tree work on Council owned trees and considerations when making planning recommendations regarding trees*

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Symonds

RESOLVED – to recommend approval of the Tree Policy to the Management Committee

- *The establishment of a riparian corridor and stabilising the erosion of the riverbank*
- *Proposals for increasing biodiversity and reducing carbon dioxide in Ross-on-Wye*

The Sub-Committee agreed to defer discussion of the other reports pending receipt of a site map including specific planting proposals.

A22/01#19 Play Strategy Working Group

[Councillors Bartrum, Pope, and Winder]
(Terms of reference – A21/07#85)

To receive a report from the Play Strategy Working Group.

The Sub-Committee agreed to defer this to the next meeting and asked for a written report outlining options.

A22/01#20 Correspondence for consideration and response

- *Request for planting a memorial tree at Caroline Symonds Gardens*

The Sub-Committee agreed to defer this to the next meeting

A22/01#21 To confirm date of next scheduled meeting and propose items for consideration

Monday 7th February 2022.

Agenda items for next meeting: Rope Walk Gate, Rowing Club, Lengthsman Scheme,

There being no further business the meeting closed at 9.15pm.

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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 February 2022 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors P Symonds (Deputy Chairman) C Bartrum, S Cole, B Pope, and J Winder
Ex Officio Member: Councillor J Utting
Substitute Member: Councillor M Setchfield
In attendance: Mrs. S Robson – Town Clerk and Mrs. L Carpenter – Amenities Manager
There were no members of the public in attendance.

A22/02#22 Apologies for Absence

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

Councillors R Taylor (Chairman), D Lister and R Howson

RESOLVED – To accept the apologies given.

A22/02#23 Declarations of Interest

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

None

A22/02#24 Dispensations

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

None

A22/02#25 Public Participation

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

None

A22/02#26 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.

7.04pm Councillor J Winder joined the Meeting

A22/02#27 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 17th January 2022.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 17th January 2022 be signed as a correct record.

A23/02#28 Action Review Summary for information only

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

- Spaces for Places Project is recommending a site elsewhere for the first project as Crossfields now looks unlikely. A thank you to the Town Council for their support of this project. The Sub-Committee asked for information on the new location.

RESOLVED – To receive and note the report.

A22/02#29 Town Clerk /Amenities Manager Reports

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

The Amenities Manager reported on the following:

- Ropewalk Path revised to comply with Public Right of Way.
- Skate Park required an urgent H & S repair. Also damage to the barrier at the weekend.
- Rowing Club sign re-installed on the new barrier.
- Red Meadow an issue with the lock to the Gents toilet, now repaired
- Wye Street Toilets, a flush not working, now repaired.
- Ropewalk replacement equipment, delayed at customs.

The Town Clerk reported on the following:

- BBLP has confirmed there is money available through the drainage scheme grants and the Sub-Committee was reminded of the previously agreed projects at Long Acre and Caroline Symonds Gardens. Further requests were made to include the eco drains in the town centre as well as the footpath at Cawdor.

RESOLVED – To receive and note the report.

A22/02#30 Finance

iv. to receive income and expenditure report for the Amenities Sub-Committee Budget 2021/2022.

The Sub-Committee noted the unspent budget for the repairs to the wall in the closed churchyard. The Clerk recommended that the funds be transferred to the Property Portfolio EMR account until the expenditure had been approved.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Pope

RESOLVED – To receive and note the report and recommend to the Management Committee the transfer of funds in the sum of £7550.00 to the Property Portfolio EMR.

A22/02#31 Ropewalk

i) To receive feedback from the meeting with the Chair of the Rowing Club

The Town Clerk reported she thought there had been progress at her last meeting with the Club Chairman, a proposed agreement had been reached and legal advice taken on a Deed of Variation. Further discussions appear to indicate that the Rowing Club did not wish to formalise this agreement.

RESOLVED – To place a keypad lock on the gate and provide the Rowing Club with the security number.

ii) To review position of the demountable bollard/rocks.

The Committee received photographs of the new position of the bollard and rocks and agreed this was more than satisfactory.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Pope

RESOLVED – New position provided a secure access to site.

A22/02#32 Climate & Eco Emergency Working Group

To consider draft reports and proposals for recommendation to the Management Committee on the following;

- The establishment of a riparian corridor and stabilising the erosion of the riverbank
- Proposals for increasing biodiversity and reducing carbon dioxide in Ross-on-Wye

The Sub-Committee was advised that further investigations with the Environment Agency would be necessary to ensure any relevant permissions or licences were in place before works commence.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Winder

RESOLVED – Councillor Taylor to circulate to members, an update of drawings, reports and costings with an additional map of locations with information on the type of planting.

A22/02#33 Caroline Symonds Gardens – Landscape Project

To approve a planting scheme to the area of land to the side and rear of the toilet block in Wye Street and consider a regime of on-going maintenance.

The Committee agreed the project would enhance the area and provide food and shelter for wildlife.

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Winder

RESOLVED – Councillor Taylor to provide a plan and programme of works to the Sub-Committee. No further work to take place pending Sub-Committee approval.

A22/02#34 Play Strategy Working Group

To receive a report from the Play Strategy Working Group.

The Play Strategy Working Group has identified a potential site in the North Ward for a Play Area for older children. The land belongs to Herefordshire Council. The Town Council would require a Licence to have permission to site and maintain play equipment or apply for a Community Asset Transfer subject to certain conditions.

The Town Clerk suggested that Herefordshire Council be asked to supply a copy of their Open Spaces Risk Assessment for the area if they have one.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Pope

RESOLVED – to approve the scheme in principle, subject to the outcome following public consultation.

A22/02#35 Lengthsman Scheme 2022/2023

To approve an application to BBLP to continue with Scheme for undertaking works on the Network through the Parish Lengthsman

The Sub-Committee discussed the need to ensure that the specification goes out to tender and agreed for it to be advertised in the local paper. Approval was given to grant a contract on a three-year period with the option to extend, one plus 1, total of 5 years maximum.

Proposed: Councillor Utting

Seconded: Councillor Winder

Unanimous

RESOLVED – to approve participation in the Lengthsman Scheme 2022/2023

A22/02#36 Correspondence for consideration and response

i) *Request for planting a memorial tree at Carolyn Symonds Gardens*

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Winder

RESOLVED to approve the request of a memorial tree at Caroline Symonds Gardens

ii) *Request for two Memorial Benches at Long Acre.*

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Cole

RESOLVED to approve the request of 2 Memorial Benches at Long Acre

A22/02#37 To confirm date of next scheduled meeting and propose items for consideration

Monday 7th March 2022.

Agenda items for next meeting:

Climate & Eco Emergency Working Group, Caroline Symonds Gardens (Landscape Project), Wye Valley AONB Public Consultation - Landscape Review

There being no further business the meeting closed at 8.23pm.

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Chairman



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 7th March 2022 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors R Taylor (Chairman), D Lister B Pope and J Winder
Substitute Member: Councillor M Setchfield
In attendance: Mrs. L Carpenter – Amenities Manager
There were no members of the Public in attendance.

A22/03#38 Apologies for Absence

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

Councillors C. Bartrum, S. Cole, B. Howson. P. Symonds and J. Utting,

RESOLVED – To accept the apologies given.

A22/03#39 Declarations of Interest

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

None

A22/03#40 Dispensations

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

None

A22/03#41 Public Participation

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

None

A22/03#42 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.

A22/03#43 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 7th February 2022.

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

A22/03#44 Action Review Summary for information only

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

- Lengthsman Scheme Tender advertised on the website and social media
- Update on 3 Projects – Town & Country Trail, Greytree Installation and Buggy Route.

RESOLVED – To receive and note the report.

A22/03#45 Town Clerk /Amenities Manager Reports

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

The Town Clerk/Amenities Manager reported on the following:

- Vandalism at the Skate Park, bin on Fire, melted inside of bin and tarmac. Fence bent and damaged
- Lead stripped from the roof at Wye Street Toilets, damaged roof tiles.
- Fire between the new disabled benches at the Rope Walk
- Skate Park repairs Tuesday – Thursday closed. Repairs and painting edges
- New double swing and picnic tables installed
- Started maintenance on all the benches
- Sewerage blockage at Wye Street Toilets, drains unblocked.
- Tree Inspections in hand
- Some of the Rope Walk play equipment has now arrived, but some did not fit and we are still awaiting some parts.
- Band stand roof tiles to be fitted Thursday.
- Jubilee Tree plaque donated by Ursells Memorials.
- Storms/Flooding in Ross created a lot of extra work for the Amenities Team.

RESOLVED – To receive and note the report.

A22/03#46 Finance

- v. To receive income and expenditure report for the Amenities Committee Budget 2021/2022 (enclosed).

RESOLVED – To receive and note the report.

- vi. To consider re-imbursement of expenditure for the sustainable planting scheme in the sum of £1231.00.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Pope

RESOLVED – To reimburse expenditure for the sustainable planting scheme in the sum of £1231.00 plus VAT.

A22/03#47 BBLP – Lengthsman Drainage Grant

To consider and approve four proposed projects for an application to the Grant Scheme

- Long Acre – Flood Prevention
- Caroline Symonds Gardens – Improve drainage to balancing chamber
- Town Centre – replacement and/or upgrade eco drainage system
- Cawdor – upgrade public right of way

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Setchfield

RESOLVED – to approve the four projects if all expenses covered under the Grant Scheme.

A22/03#48 Climate & Eco Emergency Working Group

[Outstanding Action from previous meeting A22/01#18 & A22/02/32]

To consider draft reports and proposals for recommendation to the Management Committee on the following.

i) The establishment of a riparian corridor and stabilising the erosion of the riverbank. The Committee received a tree/plant list of suitable species for the Riverbank. Councillors discussed at length the type of information required and suggested the work may be carried out in stages along the bank. A Management Plan had been requested to include the species and number of trees to be planted, the trees to be plotted on a map with costings. The Committee would like to see all the documentation together. It was agreed to map out the whole area of the Riverbank would produce a lot of work therefore they would accept a plan of three plots along the Riverbank.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Lister

RESOLVED – The establishment of a riparian corridor and stabilising the erosion of the riverbank to be recommended to the Management Committee subject to providing members with collated information on reports, drawings and costings with an additional sketch to plot the locations of all the Trees to be planted along the Riverbank with information on the type of Tree.

ii) Proposals for increasing biodiversity and reducing carbon dioxide in Ross-on-Wye

Planting of wildflowers for bees and other wildlife, dotted around the Town, plant along Wilton Road, Caroline Symonds Garden, cut a path, increase biodiversity with wildflowers and reduce carbon footprint. Long strip of grass by the Rope Walk Playpark, plant with low growing ground plants. Plant the end of the Ropewalk with shrub Roses to create a habitat and decrease mowing, increasing biodiversity. Working with local volunteer groups to assist with planting.

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Setchfield

RESOLVED – Proposals for increasing biodiversity and reducing carbon dioxide to be recommended to the Management Committee

A22/03#49 Caroline Symonds Gardens – Landscape Project

[Outstanding Action from previous meeting A22/02#33].

To approve a planting scheme to the area of land to the side and rear of the toilet block in Wye Street and consider a regime of on-going maintenance.

Proposed: Councillor Pope
For:4 Abs:1

Seconded: Councillor Setchfield

RESOLVED – to approve the Planting Scheme to the area of land to the side and rear of the toilet block in Wye Street with 40 Hollies.

A22/03#50 Buggy Route

To approve the proposed route along Long Acre for the extension of the Buggy Route, as part of the funding allocated from the Greater Places to Visit Scheme.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Lister

RESOLVED – to approve the Buggy Route along Long Acre and to confirm the best place for the route is behind the benches. Another quotation for Matting to be provided.

A22/03#51 Consultation on the Government response to the Landscapes Review

Seeking views on the Government response to the Landscapes Review. Consultation closes 9th April 2022.

A verbal summary of the report included the following.

The Consultation is in response to Julian Glovers Independent Landscapes Review which looked at whether the protections for National Parks and AONB are still fit for purpose. The report encourages local leaders across England to bring the public closer to nature. The report sets out measures to protect landscapes. The reforms will play a pivotal role in meeting the commitment to protect 30% of land for biodiversity by 2030 (30 by 30). Some measures will require legislative changes.

Pages 26-30 of the Consultation seeks public views on support for proposed legislative changes, and their potential effects on different groups and interests. They also wish to hear any wider views on other aspects of their response to the review.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Pope

RESOLVED – A Working Party to meet on the 11th of March at 10am to recommend a response to the next Committee Meeting. Working Party Convener Councillor J. Winder. Working Party Members Councillors Taylor, Pope. Symonds to be invited to join.

A22/03#52 Correspondence for consideration and response (enclosed)

- Request for a Memorial Tree (Agenda stated Bench, Memorial Tree requested)

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Taylor

RESOLVED – Application for Memorial Tree approved.

- BBLP – request confirmation relating to Verge Cutting Programme 2022

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Winder

RESOLVED – Verge cutting to be carried out once a year

A22/03#53 To confirm date of next scheduled meeting and propose items for consideration

Monday 4th April 2022.

Items for discussion:

Quad Bike
Solar Powered Barrier

There being no further business the meeting closed at 8.56pm.

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Chairman

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Date



Ross-on-Wye Town Council

Minutes of the extraordinary meeting of the Amenities Sub-Committee
held on Monday 21st March 2022 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, P Symonds and J Winder
Substitute Member: Councillor L Stark
In attendance: Mrs. L Carpenter – Amenities Manager
There were two members of the Public in attendance.

A22/03#54 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)
Councillor S Cole

RESOLVED – To accept the apologies given.

A22/03#55 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
None

A22/03#56 Dispensations
[Localism Act 2011 S33\(1\)](#)
None

A22/03#57 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)
Two members of the public expressed their deep concerns on behalf of the local community with regard to tree planting along the river Wye. They felt Ross-on-Wye has sufficient trees and more trees would take away the view of the river.

A22/03#58 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.

A22/03#59 Establishment of a Riparian Corridor and stabilising the erosion of the riverbank
To approve expenditure for the Scheme at Long Acre in the sum of £4390.00 from the 2022/2023 Grounds Maintenance Budget.

A report from the Amenities Supervisor was circulated and discussed.
Councillors agreed the year-on-year erosion along the riverbank at Long Acre is worrying and that a package of measures to include engineering works will be required for the long-term future for Long Acre.

Proposed: Councillor Pope
For:6 Abs:1

Seconded: Councillor Symonds

RESOLVED – To approve the expenditure for the scheme at Long Acre in the sum of £4390.00 plus V.A.T from the 2022/2023 Grounds Maintenance Budget. Officers were authorized to engage with the Environment Agency to investigate engineering matters and come back to the Committee with proposals.

A22/03#60 Ross Rowing Club

To consider a request for HGV access through Homs Road Car Park to facilitate delivery of materials.

Councillors considered the request to facilitate delivery of materials to the Rowing Club by 45 Heavy Goods Vehicles through Homs Road Car Park over a two-week period. There was a suggestion to look at the suspension of parking and this could be considered once further information about the delivery times was known.

7.35 pm The members of the public left the meeting

Proposed: Councillor Symonds
For: 6 Abs:1

Seconded: Councillor Pope

RESOLVED – to approve the request for HGV access subject to appropriate conditions to ensure managing safety. The Clerk was asked to liaise with the Rowing Club to deal with insurance liability for any damages and for managing the deliveries.

There being no further business the meeting closed at 7.40pm.

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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 April 2022 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors R Taylor (Chairman) C Bartrum, P Symonds and J Winder
Ex Officio Member: Councillor J Utting
Substitute Member: Councillor M Setchfield
In attendance: Mrs. L Carpenter – Amenities Manager
There were no members of the public in attendance.

A22/04#61 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)
Councillors D Lister and B Pope
RESOLVED – To accept the apologies given.

A22/04#62 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
None

A22/04#63 Dispensations
[Localism Act 2011 S33\(1\)](#)
None

A22/04#64 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)
None

A22/04#65 To resolve to exclude members of the press and public
[Public Bodies \(Admission to Meetings\) Act 1960](#)

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – that agenda item A22/04#78 - ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

A22/04#66 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 7th March 2022 and the extra ordinary meeting held on the 21st March 2022.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 7th March 2022 be signed as a correct record and also the extra ordinary meeting held on the 21st March 2022 subject to one alteration in regards to A22/03#59.

A23/04#67 Action Review Summary for information only

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

- Investigations into permissions required for stabilising the riverbank - Natural England confirmed before work can proceed consent was required

RESOLVED – To receive and note the report. The Clerk was authorised to revert to Natural England to make further enquiries, but that work could continue in the meantime.

A22/04#68 Amenities Manager Report

To receive and note update from the Amenities Manager.

The Amenities Manager reported on the following:

- Barrier at the Rope Walk has had Hi-Viz tape attached
- Continuation of flood /storm damage clearance is taking place
- Replaced missing items at the Rope Walk Play Park
- Continue to sand and paint benches
- Tree Inspections completed and quotation received. Quotation on next agenda
- The Bandstand missing roof and ridge tiles have been replaced
- Wye Street Toilet roof – awaiting an update from the Insurance Company
- Gate at the Prospect sanded and painted
- Skate Park ramp edges repainted
- Vandalism
 1. Fire between the two disabled benches at the Ropewalk Playpark.
 2. Commercial Bin pushed onto the Ropewalk, tipped up and contents set fire.
 3. Bin broken at the bottom of Archenfield Road.
- The Skate Park was closed for three days to carry out repairs to the Ramps by a Contractor.
- The Tree for the Queen’s Jubilee Tree has been planted and a commemorative plaque to be donated by Ursells.
- The Lengthsman Contract to be placed on the next agenda.

RESOLVED – To receive and note the report.

A22/04#69 Finance

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

RESOLVED – To receive and note the report.

A22/04#70 Greater Place to Visit Funding – Project Buggy Route

To consider quotations for the Buggy Route.

The Sub-Committee was appraised of progress and were shown a number of options. It was agreed the preference would be to go for supply and install for a 2m width trail.

RESOLVED – To receive and note the report

A22/04#71 Consultation on the Government response to the Landscapes Review Working Party.

To consider a response to “The Government Response to the Landscapes Review”

The Sub-Committee noted the report, it was agreed there was no response necessary, and no further action required.

A22/04#72 Amenities Service Operations

To receive a written report from the Amenities Manager and agree to make further investigations into the purchase of a Quad Bike.

The Sub-Committee noted the report and agreed to the Amenities Manager making further enquiries on a wider range of options.

A22/04#73 Open Spaces Safety Inspection Reports

To receive and accept the Open Spaces Safety Inspection Reports, note the Risk Level and consider any recommendations for further action.

The Sub-Committee was disappointed with the content of the reports.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – The Sub-Committee reject the reports as unsatisfactory and request a representative from the Company be invited to attend the next meeting to discuss their concerns on the reports.

A22/04#74 Deanhill Park Play Area

- i) to investigate potential options including costings to refurbish the play park*
- ii) to approve an application to seek funding through a range of measures to include external grants and s106*

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Setchfield

RESOLVED – to approve items i and ii subject to the rare equipment being refreshed and not removed.

A22/04#75 Play Strategy Working Group

To receive an up-to-date report from the Play Strategy Working Group.

The Working Group reported the new swings and picnic tables on the Rope Walk are popular. Delivery of the climbing frame is delayed. A preliminary meeting has happened to look at ideas/costings for a proposed new site. The Working Group attended a meeting regarding s106 funding.

RESOLVED – To receive and note the report.

A22/04#76 Correspondence for consideration and response

- iii) Request for planting a memorial tree*

RESOLVED - to approve the request of a memorial tree, the variety and location to be determined by the Sub-Committee Chairman.

A22/04#77 To confirm of next scheduled meeting and propose items for consideration

Monday 6th June 2022.

Items for next meeting:

Tree Work Quotation/Lengthsman Contract/Recycling at the Market House/
Cycle Rack at the Market House/Planting at Larruperz Centre/Biblical Garden
Cultivation Licence at the Prospect/3 x Bins/Second Vehicle/Solar Powered Barrier

A22/04#78 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 FP22/04#22 above refers)

Commercial in Confidence

Open Spaces – Rope Walk Access Road

To receive a written report from the Amenities Manager

The Sub-Committee noted the report and agreed to the Amenities Manager making further enquiries on budget and contribution.

There being no further business the meeting closed at 8.15pm.

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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 June 2022 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors J Winder (Chairman) C Bartrum, S Cole, B Pope, M Setchfield and P Symonds
Ex Officio Member: Councillor J Utting
In attendance: Mrs. L Carpenter – Amenities Manager
There were two members of the public in attendance and a representative from ROSPA Play Safety Ltd.

A22/06#79 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)
Councillor R Taylor
RESOLVED – To accept the apologies given.

A22/06#80 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
None

A22/06#81 Dispensations
[Localism Act 2011 S33\(1\)](#)
None

A22/06#82 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)

Two Members of the Ross Community Litter Clean Up Crew reported Butchers Alley is a short cut between two Supermarkets and has constant litter and broken glass. They wish to request a litter bin situated part way along Butchers Alley.

RESOLVED – To place a request for a litter bin at Butchers Alley on the July agenda

A22/06#83 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.

A22/06#84 Election of Deputy Amenities Sub-Committee Chairman
Proposed: Councillor Winder
Unanimous
Seconded: Councillor Utting

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

A22/06#85 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 April 2022.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 4th April 2022 be signed as a correct record.

A23/06#86 Action Review Summary for information only
To receive, review and agree priorities in relation to outstanding actions.

An update was provided on the response emails from Natural England.

RESOLVED – To receive and note the report.

A22/06#87 Amenities Manager Report
To receive and note update from the Amenities Manager.

The Amenities Manager reported on the following:

Red Meadow Toilets

- Hand Dryer replaced in Ladies Toilet
- Travellers Camp at Red Meadow Car Park.
- Barrier repaired
- Several episodes of Graffiti
- An attempt to break into the coin pay, locking bars removed, lock tampered.
- Human faeces smeared on the walls

Wye Street Toilets

- Replace a damaged cubicle lock
- Disabled toilet radar locking system replaced

Rope Walk/Long Acre

- Clear up from Flood/storm damage in April.
- Beer bottles smashed onto the floor of the Play Area on the Bank Holiday
- New climbing frame installed 25th May.
- Canoe Storage area created
- Benches maintained – ongoing

Corn Exchange

- Gully blockage caused leak to Council Chambers and Book shop

Prospect/Churchyard

- Queens Jubilee Tree Plaque installed 18th May
- Preparations/clear up of the Prospect for lighting of the Beacon event.
- Weeding/clearing of Ivy to the closed church yard

Town Centre

- Clean Up of Pigs Alley carried out 25th May.
- Lots of preparation for the Jubilee events

Councillors would like it noted they were very impressed with the high standard and cleanliness of Wye Street Toilets over the Platinum Jubilee Celebrations.

RESOLVED – To receive and note the report.

A22/06#88 Finance
To receive income and expenditure report for the Amenities Sub-Committee Budget 2021/2022.

RESOLVED – To receive and note the report.

A22/06#89 Lengthsman Grant

To receive information on the grant funding allocated and to prioritise and agree the work to be undertaken by the Lengthsman.

RESOLVED – To prioritise Long Acre Open Space Area and request remaining works to be undertaken by Herefordshire Council

A22/06#90 To amend/amalgamate Town Council Policies.

- i) *To amalgamate the Hire Contract Policies*
- ii) *To amend Memorial Benches Policy*

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Pope

RESOLVED – item i) deferred. Item ii) the Memorial Benches Policy to be amended from 1st July 2022 to change the costings to quotations per application. Installation fee to be added at £150.00 plus a 10% Admin Fee. The wording to plaques should be approved in advance.

A22/06#91 Tree Work

- i) **Part One – Poplar Tree at the Rope Walk**
- ii) **Part Two – Lime Tree at Dean Hill Park**

To approve the schedule of work and the expenditure for tree work

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Bartrum

RESOLVED - the Sub-Committee approved the schedule of work in Part One and Part Two to include the Birch Tree. Two more quotations would be required. The Amenities Manager was authorised to accept the best value quote and arrange for the work to proceed. Natural England to be notified of the work to the Poplar Tree.

A22/06#92 Open Spaces Safety Inspection Reports

Head of ROSPA Play Safety Ltd to attend to advise on the Open Spaces Safety Inspection Reports.

RESOLVED – The Inspection Reports will be reviewed by ROSPA Play Safety Ltd to include a tabulated Risk Assessment with clear time scales for review.

A22/06#93 Play Strategy Working Group update

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

The Play Strategy Working Group reported the Climbing Frame had been installed at the Rope Walk and the Questionnaire for the Playpark was in hand. The Committee thanked Councillor Pope for her work on the projects.

RESOLVED – to receive and note the report.

A22/06#94 Open Spaces – Rope Walk Access Road

To consider the budget/contribution and purchase of a Solar Powered Barrier with keypad.

RESOLVED – To receive and note the report. The Amenities Manager was asked to write to the adjacent landowner requesting a contribution of £2000 towards the cost.

A22/06#95 Correspondence for consideration and response

- iv) *Request for a Memorial Bench*

Proposed: Councillor Bartrum

Seconded: Councillor Cole

Unanimous

RESOLVED - to approve the request of a Memorial Bench.

A22/06#96 To confirm of next scheduled meeting and propose items for consideration
Monday 4th July 2022.

Items for next meeting:

Cycle Rack at the Market House/Planting at Larruperz Centre/Biblical Garden/
Canoe Launch review/Litter Bin at Butchers Alley/Planter at Pigs Alley/
Solar Powered Barrier/Cemetery management.

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 4th July 2022 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors J Winder (Chairman), C Bartrum, M Setchfield, P Symonds, and R Taylor
Ex Officio Member: Councillor J Utting
In attendance: Mrs. L Carpenter – Amenities Manager
There were three members of the public in attendance.

A22/07#97 Apologies for Absence

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

Councillor B Pope

RESOLVED – To accept the apologies given.

A22/07#98 Declarations of Interest

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

None

A22/07#99 Dispensations

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

None

A22/07#100 Public Participation

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

A22/07#101 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.

A22/07#102 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 June 2022.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 6th June 2022 be signed as a correct record.

7.05pm Cllr M Setchfield joined the meeting

A23/07#103 Action Review Summary for information only

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

Long Acre - an update was provided on the response emails from Natural England in relation to the riverside planting.

BBLP/ an update was provided on the drainage grant work and the restrictions imposed

RESOLVED – To receive and note the report. It was agreed that all written responses to Natural England in relation to the development of the Riverside Management Plan should be provided to the Amenities Manager for distribution.

A22/07#104 Amenities Manager Report

To receive and note update from the Amenities Manager.

- Tidy Up from Jubilee Celebrations
- Cleared vegetation at the Canoe Storage Area
- Noticeboard - acrylic panels fitted
- Resident at Vine Tree Park, vegetation clearance
- Storage Area at the Market House cleared out and organised.
- Banners put up/taken down
- Meeting with Openreach regarding next two years fibre work
- Market House Clock repair and service
-

Red Meadow Toilets

- Doors not locking properly/coin pay not reading correctly
-

Wye Street Toilets

- Vandalism to men's cubical door lock, lock replaced.
- No Electric 30.6.22
- Rope Walk/Long Acre
- 2 Memorial Benches installed
- Windows created in front of the Benches
- Notices/Signs cleaned
- Preparation/Clearance for Armed Forces Day
- Stewards at Event

Corn Exchange

- Gully blockage caused leak to Council Chambers and Book shop – electrician scheduled.

Prospect/Church Yard

- Tree branches covering the Pathway, cut back.

RESOLVED – To receive and note the report. Councillors would like to thank all staff involved in the Armed Forces Day Event. The Chairman wished to express a thank you to Councillor Taylor for all his hard work on the events.

Councillors would like it noted they were very impressed with the high standard and cleanliness of Wye Street Toilets over the Platinum Jubilee Celebrations.

A22/07#105 Finance

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

RESOLVED – To receive and note the report.

A22/07#106 Ross Lions Duck Race – Rudhall Brook/Rope Walk

- i) *To receive a verbal presentation from The Lions, on the extent of the bank clearance required for their proposed Duck Race Event.*
- ii) *To consider and agree the work to be carried out in the stream*

Two members of Ross Lions put forward their proposal to carry out work at Rudhall Brook/Rope Walk for a proposed Duck Race Event to be held at the end of August (Bank Holiday weekend). A discussion took place to provide information on the extent of the work and the locations. The Sub

Committee offered advice on location, and implications regarding the wildlife season and bird nesting.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED – To receive and note the verbal presentation and accept the proposal for the Lions Duck Race subject to them obtaining consent from Natural England regarding proposed works to Rudhall Brook.

A22/07#107 Long Acre/Canoe Storage Area Update

To update and review the new arrangements for the storage of canoes.

The feedback to date has been positive and no issues had been reported.

RESOLVED – To receive and note verbal update. To be reviewed at the end of October 2022.

A22/07#108 Ross-in-Bloom

To receive a verbal update from Cllr Rob Taylor (Town Council Representative) on entries into the 2022 competition

The Arboretum, Blake Gardens, The Prospect and planters around the town have all been entered into the 'It's Your Neighbourhood Awards' category of Britain in Bloom. Judging will take place on the 19th of July 2022.

RESOLVED – To receive and note the verbal update. To consider Ross-on-Wye Community Gardens at Old Gloucester Road and The Friends Meeting House Garden for next year.

A22/07#109 Open Spaces - Rope Walk Access Road

To consider the budget/contribution and purchase of a Solar Powered Barrier with keypad

An update was not available.

RESOLVED – To defer to the next Amenities Sub-Committee meeting

A22/07#110 Herefordshire Council/BBLP Licensing Applications

- i) To seek consent for the installation of a ground mounted litter bin at Butcher's Alley*
- ii) To seek consent for a planter at Pig's Alley*

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Symonds

RESOLVED – To seek consent for the installation of a ground mounted litter bin at Butcher's Alley and make an application for a licence for a planter at Pig's Alley.

A22/07#111 Working Groups

Play Strategy

[Councillors Bartrum, Pope, and Winder] (Terms of reference – A21/07#85)

To receive a verbal update from the Play Strategy Working Group

A consultation paper for local residents in the North Ward had been produced in draft form and would be distributed over the summer.

Keep Ross Tidy

[Councillors Winder, Taylor and O'Driscoll]

To consider approval of a recommendation to Management Committee for a budget for this financial year of £10,000-£15,000, to be split equally between the Communities, Markets and Tourism Sub-Committee and the Amenities Sub-Committee for the design of an education/publicity campaign to reduce litter and for improvements to infrastructure

The Councillors discussed at length the recommendations and a range of options available to include a Street Cleansing Operative, Education in Schools and enforcement campaign

Proposed: Councillor Bartrum
Unanimous

Seconded: Councillor Symonds

RESOLVED – A recommendation to Management Committee to consider a budget for this financial year of £10,000 - £15,000, to be split equally between the Communities, Markets and Tourism Committee and the Amenities Sub-Committee for the design of an education/publicity campaign to reduce litter and for improvements to infrastructure and enforcement campaign.

A22/07#112 To confirm date of next scheduled meeting and propose items for consideration

Monday 5th September

Items for next meeting:

1. Responsibility for Planter at Pigs Alley
2. Signposting volunteers for footpath clearance
3. Barrier at the Rope Walk
4. Loo of the Year/Toilet Twinning

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

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Chairman



Ross-on-Wye Town Council

Minutes of the extraordinary meeting of the Amenities Sub-Committee
held on Monday 8th August 2022 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors J Winder (Chairman), C Bartrum, D Lister, B Pope, M Setchfield, P Symonds and R Taylor.
Ex Officio Member: Councillor J Utting

In attendance: Mrs S Robson – Clerk and Mrs. L Carpenter – Amenities Manager
There were no members of the Public in attendance

A22/08#113 Apologies for Absence

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

A22/08#114 Declarations of Interest

[Local Authorities \(Model Code of Conduct\)](#)
Councillor Bartrum declared an ‘other – welfare’ declarable interest in agenda item A22/08#118 on the grounds of his personal relationship with the father of a staff member.

A22/08#115 Dispensations

[Localism Act 2011 S33\(1\)](#)
None

A22/08#116 Public Participation

[Standing Orders Clause 3 \(e, f, g & h\)](#)
None

A22/08#117 To resolve to exclude members of the press and public

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

A22/08#118 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 A22/08#117 above refers)

Commercial & Staff In Confidence (report previously circulated)

To receive the written Confidential Amenities Service Review and consider for approval the recommendations referred by the Management Committee.

[M22/07#77]

The Committee discussed recommendations 2 to 7 of the Amenities Service Review.

Recommendation 2.

Proposed: Councillor Symonds

Seconded: Councillor Lister

Unanimous

RESOLVED – to note this is an operational matter for the staff to manage.

Recommendation 3.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Symonds

RESOLVED - to recommend being included in the 2023/24 Budget.

Recommendation 4.

Proposed: Councillor Symonds
Unanimous

Seconded: Councillor Pope

RESOLVED - to authorise officers to make additional investigations with a further report to be submitted to the Management Committee.

Recommendation 5.

Proposed: Councillor Lister
For:7 Abs:1

Seconded: Councillor Symonds

RESOLVED - to defer the matter to the Management Committee pending outcome of the reports required.

Recommendation 6.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Symonds

RESOLVED - to recommend a further report be submitted to the Management Committee.

Recommendation 7.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Taylor

RESOLVED - to proceed with option 2

There being no further business the meeting closed at 8.12pm.

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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 September 2022 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors J Winder (Chairman), C Bartrum, D Lister, M Setchfield, L Stark, and R Taylor
Ex Officio Member: Councillor J Utting
In attendance: Mrs. L Carpenter – Amenities Manager
One member of the public in attendance.

A22/09#119 Apologies for Absence

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

Councillor S Cole, Councillor B Pope and Councillor P Symonds

RESOLVED – To accept the apologies given.

A22/09#120 Declarations of Interest

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

None

A22/09#121 Dispensations

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

None

A22/09#122 Public Participation

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

The Town Council Lengthsman reported to the Committee on the Drainage Grant works. The Amenities Manager and the Lengthsman met with the Environment Agency, who confirmed the drainage work may go ahead up to 8 metres from the riverbank, but permissions will be required from the Environment Agency. The application will cost approximately £221.00. Work may not be permitted from the end of September to April and the application process can take approximately two months. The Lengthsman also highlighted drainage issues within the town and residential areas.

7.05pm Cllr M Setchfield joined the meeting

A22/09#123 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.

A22/09#124 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 July 2022 and the extraordinary meeting held on Monday 8th August 2022..

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 4th of July 2022 to be signed as a correct record and the extra ordinary meeting held on the 8th of August 2022.

A22/09#125 Action Review Summary for information only

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

Long Acre - an update was provided on the response emails from Natural England in relation to the riverside planting. The Management Report had commenced, measurements had been taken, tree species logged. A plant report is being produced.

Quotations received for Alder/Willow work to the windows on the riverbank – authority to award the work to the fixed price quotation of £1000.00.

A22/09#126 Amenities Manager Report

To receive and note update from the Amenities Manager.

Red Meadow Toilets

- Doors not locking properly/coin pay not reading correctly. Now fixed.
- Blockage in the Gents Toilets
- Travellers in Red Meadow Car Park

Wye Street Toilets

- Leak at disabled toilets.
- Scaffolding up at Wye St for Roof repairs.
- 2 broken latches

Rope Walk/Long Acre

- 1 Memorial Bench installed
- 'Windows' created in the vegetation in front of the Benches
- Notices/Signs cleaned
- 2 lots of people camping on the Rope Walk. {Wheelie Bin placed on top of the boat in the play park
- Rope Ladder to new climbing frame broken away from the frame
- Grass areas burnt by disposable BBQ's
- Several cars parking along the stretch of grass up to the Rowing Club

Dean Hill Play Park

- Missing parts ordered and fitted

Corn Exchange

- New light installed in the Council Chamber

Skate Park

- Memorial Bench & Bin set on fire
- Repairs to Skate Park, second contractor opinion, work can be achieved

Market House

- Light switches and lighting replaced on units not working

Bandstand

- Preparations for Bands in the park

RESOLVED – To receive and note the report.

A22/09#127 Finance

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

RESOLVED – To receive and note the report.

A22/09#128 Policy Reviews

Open Spaces and Special Events Hire Policy

- i) to approve the amalgamation of the Special Events Agreement & Hire of Open Spaces Policy and the Bandstand and Caroline Symonds Gardens Hire Policy

- ii) to recommend the Amenities Sub-Committee take the responsibility of the policy terms and review on the proviso that the CM&T Sub Committee approve its relinquishment

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – i) & ii) To approve the amalgamation of the Special Events Agreement & Hire of Open Spaces Policy and the Bandstand and Caroline Symonds Garden Hire Policy provided the charges are reviewed at the next meeting. To take responsibility of the policy terms and review on the proviso that the CM&T Sub Committee approve its relinquishment.

Tree Planting and Donation Policy

- i) to review the Policy

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Lister

RESOLVED - i) To accept the Policy and approve the proposal to amend the cost of a donation Tree to £180.00 with immediate effect.

A22/09#129 Open Spaces – Rope Walk Access Road

To consider the budget/contribution and purchase of a Solar Powered Barrier with keypad.

Proposed: Councillor Utting
For:6 Abs:1

Seconded: Councillor Winder

RESOLVED – To receive and note verbal update. To inform the Rowing Club the maintenance would be the responsibility of the Town Council for the first 5 years and thereafter to be reviewed.

A22/09#130 Working Groups

- i) Keep Ross Tidy Working Group
[Councillors Winder, Taylor and O’Driscoll]

To consider the proposal from Herefordshire Council for a temporary enforcement contract until the end of the financial year using the budget allocated for this purpose to the Amenities Sub-Committee and the Communities, Markets and Tourism Sub-Committee with a view to investigating a partnership with Ledbury Town Council for 2023/24. The Working Group would like provision of both an enforcement officer and a cleansing operative with a dust cart to be considered for 2023/24.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Stark

RESOLVED – To approve the proposal from Herefordshire Council for a temporary enforcement contract, 3 days a week, for six months using the budget allocated for this purpose to the Amenities Sub-Committee. Subject to approval by the Communities, Markets and Tourism Sub-Committee the remainder of the budget required for the enforcement officer to be covered by the allocated budget to Communities, Markets and Tourism Sub-Committee with the remainder of the Communities, Markets and Tourism Sub-Committee budget to be used for education and publicity.

The recommendation was approved subject to satisfactory answers from Herefordshire Council in relation to employer responsibilities which included work priorities, retention of income and visibility. Further investigations to be made into a partnership with Ledbury Town Council for 2023/24. To consider the provision of both an enforcement officer and a cleansing operative with a dust cart for 2023/24.

ii) Play Strategy

[Councillors Bartrum, Pope, and Winder] (Terms of reference – A21/07#85)

To receive a verbal update from the Play Strategy Working Group

Herefordshire Council confirmed an ‘in principle’ agreement for the granting of a Lease with the condition that the Town Council would be liable for any equipment installed, and to arrange removal of the equipment and reinstatement of the site once the Lease came to an end. The Working Group reported correspondence had been received from a resident objecting to the Play Park but that the majority of responses from the Consultation had been positive.

RESOLVED – To receive and note the verbal update.

A22/09#131 To confirm date of next scheduled meeting and propose items for consideration

Monday 3rd of October

Items for next meeting:

Charges for Open Spaces Policy

Response to questions from the Keep Ross Tidy Working Group from H.C

2023 Budget

There being no further business the meeting closed at 8.35pm.

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Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub Committee
held on Monday 3rd of October 2022 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors J Winder (Chairman), C Bartrum, S Cole, M Setchfield, P Symonds, and R Taylor
Ex Officio Member: Councillor J Utting
In attendance: Mrs. L Carpenter – Amenities Manager
Six members of the public in attendance.

A22/10#132 Apologies for Absence

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

Councillor Chris Bartrum and Councillor B Pope

RESOLVED – To accept the apologies given.

A22/10#133 Declarations of Interest

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

None

A22/10#134 Dispensations

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

None

A22/10#135 Public Participation

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

Residents of Wye Street requested the Town Council to support them in reducing the 4-hour parking limit on Wye Street and increase enforcement of vehicles parked over the time limit. Parking outside their homes had become increasingly difficult. It was agreed to discuss at the next Planning Sub-Committee. A Councillor to discuss with Enforcement at Herefordshire Council.

7.14pm Members of the Public left the meeting

A22/10#136 To resolve to exclude members of the press and public

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

Proposed: Councillor Taylor

Unanimous

Seconded: Councillor Symonds

RESOLVED – that agenda item A22/10#147 - 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

A22/10#137 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 September 2022.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 5th of September 2022 to be signed as a correct record.

A23/10#138 Action Review Summary for information only

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

RESOLVED – To receive and note the report.

A22/10#139 Amenities Manager Report

To receive and note update from the Amenities Manager.

- Damaged and stolen roof tiles replaced at Wye Street Toilets
- Bench placed on the Town & Country Trail
- Gazebo's, signs, chairs, barriers etc for the Proclamation Event and the Equinox event
- Collection and composting of tribute flowers
- 2 Blockages at the toilet blocks. Transformer not working on the coin pay, replaced.
- Climbing Frame repaired at the Ropewalk
- Open Spaces Audit carried out for H.C
- Submitted Drainage Application to EA/NE
- 2 Emergency lights replaced at the Corn Exchange
- Skate Park work starting to become loose. Need to look at other options.
- Lift Repair at the Market House.
- Lights at Wye Street Toilets programmed to save energy.

RESOLVED – To receive and note the report. Skate Park to be reviewed in 2023/2024

A22/10#140 Finance

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

RESOLVED – To receive and note the report.

A22/10#141 To review the Open Spaces Policy Charges

To receive a verbal report

RESOLVED – To receive and note the report

A22/10#142 Ross in Bloom

To receive a verbal update on the awards received from Britain in Bloom for 2022 and to consider categories to enter for 2023

The Committee congratulated the Ross in Bloom Chairman and the Volunteers on their Silver in Bloom Award and Neighbourhood Award (Thriving). Unable to consider categories to enter at this time.

RESOLVED – To receive and note the verbal update.

A22/10#143 Open Spaces – Rope Walk Access Road

To receive an update from the Rowing Club and consider the budget/contribution and purchase of a Solar Powered Barrier with keypad.

An update had not been received.

Proposed: Councillor Utting
For: Unanimous

Seconded: Councillor Winder

RESOLVED - To carry over the project to the next financial year.

A22/10#144 Working Groups

- iii) Keep Ross Tidy Working Group
[Councillors Winder, Stark, Taylor and O'Driscoll]

To receive an update on the proposal from Herefordshire Council for a temporary enforcement contract until the end of the financial year using the budget allocated for this purpose to the Amenities Sub-Committee and the Communities, Markets and Tourism Sub-Committee with a view to investigating a partnership with Ledbury Town Council for 2023/24. The Working Group would like provision of both an enforcement officer and a cleansing operative with a dust cart to be considered for 2023/24.

- iv) Play Strategy Working Group
[Councillors Bartrum, Pope, and Winder] (Terms of reference – A21/07#85)

To receive a verbal update from the Play Strategy Working Group

Herefordshire Council confirmed an 'in principle' agreement for the granting of a Lease with the condition that the Town Council would be liable for any equipment installed, and to arrange removal of the equipment and reinstatement of the site once the Lease came to an end. The Working Group reported correspondence had been received from a resident objecting to the Play Park but that the majority of responses from the Consultation had been positive.

Proposed: Councillor Symonds
For: Unanimous

Seconded: Councillor Taylor

RESOLVED – i) To progress on the proposal from Herefordshire Council for a temporary enforcement contract on a three day a week basis for fixed period of six months. ii) To receive and note the verbal update.

A22/10#145 Correspondence for consideration and response

- i) Complaint from resident in Wye Street regarding planting and management of the riverbank.

Proposed: Councillor Symonds
For: Unanimous

Seconded: Councillor Winder

RESOLVED – To respond to the email with information on the Riparian Corridor.

A22/10#146 To confirm date of next scheduled meeting and propose items for consideration

Monday 7th of November 2022

Items for next meeting:

2023 Budget
Update on the Canoe Storage Area

A22/10#147 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 A22/10#136 above refers)

Commercial in Confidence
Grounds Maintenance Contract

- i) To receive a verbal report on the Grounds Maintenance Contract
ii) To consider the option of a 1-year extension of the Grounds Maintenance Contract due to expire 31.3.23

Proposed: Councillor Symonds
For: Unanimous

Seconded: Councillor Utting

RESOLVED – Item i) To receive and note the verbal report. ii) To agree to the one-year extension at the current rate of RPI being 9.8%.

There being no further business the meeting closed at 8.06pm.

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Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee
held on Monday 7th of November 2022 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors J Winder (Chairman), L Delves, D Lister, B Pope and R Taylor
Ex Officio Member: Councillor J Utting
In attendance: Mrs S Robson – Town Clerk and Mrs. L Carpenter - Amenities Manager
Two members of the public in attendance.

A22/11#148 Apologies for Absence

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

Councillors C Bartrum, M Setchfield, and P Symonds

RESOLVED – To accept the apologies given.

Absent – Councillor S Cole

A22/11#149 Declarations of Interest

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

None

A22/11#150 Dispensations

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

None

A22/11#151 Public Participation

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

None

A22/11#152 To resolve to exclude members of the press and public

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

Proposed: Councillor Winder

Seconded: Councillor Lister

Unanimous

RESOLVED – that agenda item A22/11#161 - ‘Commercial in Confidence’ be treated as confidential and be dealt with after the Public (including the Press) have been excluded.

A22/11#153 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 3rd October 2022.

RESOLVED – that the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 3rd of October 2022 to be signed as a correct record.

A22/11#154 Action Review Summary for information only

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

The Committee requested an update on the Buggy Route. The Clerk reported the Buggy Route is commissioned and awaiting a start date.

RESOLVED – To receive and note the report.

A22/11#155 Amenities Manager Report

To receive and note update from the Amenities Manager.

- Door and lock repairs to Wye Street Toilets. Fire in the bin at the Ladies
- Tree Inspections are in hand
- Deanhill Park – Stepping pod replaced
- Ropewalk – vandalism to a tree/plaque and doors to brick cabinet by the Play Area. Bench burnt.
- Long Acre – large limb over the wall into Wilton Rd was removed by Tree Surgeon.
- General cleaning and tidying up of all areas for winter months
- All signs on open spaces cleaned.

RESOLVED – To receive and note the report.

A22/11#156 Finance

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

RESOLVED – To receive and note the report.

A22/11#157 Budget

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

- agree the one-year budget forecast as part of the 2023/ 2024 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.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – to agree the one-year budget forecast as part of the 2023/2024 budget submission for approval to Full Council. The Sub-Committee noted that none of the capital budget items would have significant revenue implications for the coming year.

A22/11#158 To review the Canoe Storage area at Long Acre

To receive a verbal report from the Canoe Companies.

Two representatives from the Canoe Companies attended to provide an update on the Canoe Storage Area which had been part of a trial to see how it might improve;

1. An easing of congestion of traffic in the area.
2. Health and Safety concerns have been mitigated with canoes tethered in a designated area away from members of the public.
3. Storage area for Canoe Companies and private users.

The general opinion was positive, and the storage area had made operational improvements particularly with the easing of congestion and traffic along Wye St and the speed at which boats could be safely launched, however they felt efficiency and congestion could be improved further by the installation of a turning circle at Long Acre similar to Kerne Bridge. The Canoe Companies

indicated they would be willing to contribute financially to the project. It was noted that most of their customers are dropped off between 9am and 10.30am which can cause waiting periods with large vehicles parked on pavements waiting to unload passengers. The Storage Area has helped but a turning circle would pull the vehicles off the road, this would help traffic and pedestrians. It was agreed if the project is taken forward that the Town Council invite all the Canoe Companies to discuss future options.

RESOLVED – To receive and note the verbal update.

7.23pm Two members of the Public left the meeting

A22/11#159 Working Groups

Keep Ross Tidy Working Group

[Councillors Winder, Stark, Taylor and O'Driscoll]

- i) to receive a verbal update from the Keep Ross Tidy Working Group.
- ii) to note confirmation from Herefordshire Council regarding contractual employment terms and conditions for the temporary part time Enforcement Officer

The Keep Ross Tidy Working Group had agreed to proceed with the contract for the Enforcement Officer identifying some areas of concern. The Enforcement Officer would be employed by Herefordshire Council on a part time basis for a fixed term of 6 months with the Town Council being recharged for the full cost.

RESOLVED – To receive and note the verbal update.

Play Strategy Working Group

[Councillors Bartrum, Pope, Lister and Winder] (Terms of reference – A21/07#85)

- i) to receive a verbal update from the Play Strategy Working Group.
- ii) to consider a recommendation to submit an Expression of Interest Form to Herefordshire Council for a community lease for the land at Bluebell Close for the purposes of a play area

The Play Strategy Working Group reported they would continue to explore their options. Whilst the Clerk suggested it would be prudent to wait until the fundraising had been established before submitting an Expression of Interest Form to ensure no financial liability was entered into for grounds maintenance, the Sub-Committee requested that the Application be made.

RESOLVED – To receive and note the verbal update and approve an initial application for an Expression of Interest subject to there being no commitment or liability at this stage.

A22/11#160 To confirm date of next scheduled meeting and propose items for consideration Monday 16th of January 2023.

The Chairman reported to the Sub-Committee that he was sad to hear that the Amenities Manager would be leaving in December, and this would be her last meeting. He offered his thanks to Mrs. Carpenter on behalf of the Sub-Committee.

8.10pm Mrs Carpenter left the meeting

A22/11#161 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 A22/11#152 above refers)

Staff in Confidence

Amenities Service Review

To receive a verbal update on the Amenities Service Review and current staffing situation.

The Sub-Committee was appraised of the resignation of the Amenities Manager effective 9th December and the impact to services and operational delivery given the three vacancies within the Amenities Team.

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Winder

RESOLVED

- i) to defer any further work on the Amenities Service Review until staffing levels within the existing approved structure had been restored**
- ii) to investigate the option of following an internal recruitment process to the Amenities Supervisor role**
- iii) to advertise the vacancies and arrange for a selection process to take place**
- iv) to set up an interview panel comprising the Clerk plus any one of the following councillors: Lister, Symonds, Taylor and Utting**

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

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Chairman

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Date