



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee

held on Monday 16th January 2023 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors J Winder (Chairman), C Bartrum, L Delves, D Lister, B Pope, M Setchfield, P Symonds and R Taylor  
Ex Officio Member: Councillor J Utting  
In attendance: Mrs S Robson – Town Clerk and Mr. D Rowe - Operations Manager  
Mr. T Griffiths – Parish Lengthsman

Mr. Duncan Rowe was welcomed to his first meeting since taking up his new post.

**A23/01#01 Apologies for Absence**

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

Absent – Councillor S Cole

**A23/01#02 Declarations of Interest**

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

None

**A23/01#03 Dispensations**

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

None

**A23/01#04 Public Participation**

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

None

**A23/01#05 To resolve to exclude members of the press and public**

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

No confidential business to be transacted

**A23/01#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 7<sup>th</sup> November 2022.*

The minutes were deferred pending circulation.

The Chairman brought forward agenda item #10 to enable the Parish Lengthsman to give his report.

7.05pm Councillor Setchfield left the meeting

7.07pm Councillor Setchfield returned to the meeting

**A23/01#10 Parish Lengthsman Contract**

*ij) to receive a verbal report on the works carried out under contract by the Lengthsman*

Mr Griffiths gave a summary of the past 12 month's service, and his thoughts on considerations for 2023/24 budget requirements. The core contract tasks are Highway Maintenance which are conducted on a one day a month basis on the drainage systems. This can be challenging with some of the main drains and the connecting pipes having been damaged over a long period, and therefore taking longer than it otherwise should. The main focus is the commercial centre within the town and then later in the day out into the residential areas. There had been plans to consider how to facilitate a permanent skip within the Council's depot, but this is proving challenging due to the nature of the waste material which is classed as toxic. Other options are being looked at so that a wider area can be covered before a return trip for disposal is necessary.

7.08pm Councillor Pope left the meeting

The B Road contract is a secondary contract which is done on a twice yearly basis. Other requests for work include putting the bunting and banners up and he reported that some damage had been noted when the banners were removed at the end of the last season.

The grant funded drainage scheme on Long Acre had been problematic due to the erosion of the land along the drainpipe. Further visits would be necessary and investigations will be carried out to determine if more collapse is likely.

7.14 pm Councillor Setchfield left the meeting

There is still no further news on the grant funding to parishes for the Scheme, confirmation is awaited from BBLP to confirm the match funding limits. The Member for Cabinet Support advised there is funding set aside for this and he offered to chase this up with the Cabinet Member and Client Team.

The Lengthsman felt that the service in the residential areas was inadequate and requested if consideration could be given to allocating an additional day a month over the winter period. He advised that requirements in the commercial area were being fully satisfied.

7.19pm Councillor Pope returned to the meeting

Questions were asked about whether the Lengthsman could comment on the frequency of work undertaken through BBLP. It was noted that he believed work was not carried out as regularly as the program indicated. The Ward Member agreed to make further investigations to check the frequency of the program and the proposal for the works within Ross and whether there was any difference in standard on the B Roads. It was noted that parked vehicles caused problems and that it was not possible to use the automated machine to complete the work, which might account for gaps.

7.25pm Councillor Setchfield returned to the meeting

Councillors were reminded to report problems through the 'fix my street' app.

*ii) to consider future scope of scheduled and planned maintenance for 2023/2024*

*iii) to approve an application to BBLP to continue with the Scheme for undertaking works on the Network through the Parish Lengthsman for 2023/2024*

It was agreed to defer the discussion on items A23/01#10 ii & iii to enable the Ward Member to investigate responses from the Client Team prior to considering any future potential to expand the Scheme. There was a request for the office to make a Freedom of Information request to establish the Highway Gulley Cleansing activity undertake in Ross-on-Wye in 2022.

Proposed: Councillor Symonds

Seconded: Councillor Pope

Unanimous

**RESOLVED – to receive the verbal report and agree to defer items i & ii pending further investigations.**

**A23/01#07 Action Review Summary** for information only

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

- Long Acre - replant Cockspur tree away from the Floodplain Meadow – this action had been outstanding since 2020. It was reported the tree was doing well in its current position and the Committee therefore agreed not to move it and to remove this item from the list.
- Arboretum – the replacement of damaged/dead trees, Committee was advised this was in hand
- Riverbank Management Plan – it was reported that the draft was ready for submission to Natural England to enable an application for consent to be approved for the planting
- Skatepark – a short term remedial solution was proposed. Funds from the 2023/24 budget would enable more longer term plans to be considered

**RESOLVED – To receive and note the report.**

**A23/01#08 Operations Manager Report**

*To receive and note update from the Operations Manager.*

- Flooding at Rope Walk – clear up continuing
- Balfour 12-week bin emptying trial – Report that some bins are not being emptied, inspections to take place and report will be sent to Balfour for rectification
- Annual Maintenance Plan – review of all in-house and contract works taking place and “master” annual work schedule being produced to ensure visibility of operations. This will allow for inspections and monitoring to be carried out to ensure value for money and quality of work
- Routes & Rounds – in-house work sheets are being produced to provide teams with documentation of tasks to be fulfilled and specification of works. Teams will “sign-off” completed works giving an auditable trail of works. Scheduled cyclic

works will also be in route order and mapped to give visibility and estimated journey times

- Asset Mapping – A programme of mapping Town assets has started, to identify locations and record them. This will help in planning efficient working routes and bundling of work tasks
- PPE – Investigations into staff PPE clothing are underway with local suppliers. This will ensure that our teams are protected from everyday hazards that they come into and become more visible to traffic, pedestrians, and members of the public
- Staffing – Ongoing review into current working practices and how to provide the best service provisions within the limited resources available and future needs of the Town.
  - Time sheets – weekly time sheets have been introduced to capture more accurate information
  - Monthly Toolbox Talks will be taking place to ensure that our teams maintain safe working practices and quality of work

**RESOLVED – to receive and note the report.**

**A23/01#09 Town Clerk’s Delegated Powers.**

[Local Government Act 1972 s101](#)

*The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.*

The Clerk reported that in line with the decision taken at the November Amenities meeting in relation to the Service Review, BBLP under the Community Commissioning Model had been contracted to take over the bin collection services for a trial period of three months. The expenditure had been allocated to the Grounds Maintenance budget.

**RESOLVED – to receive, accept and note the report.**

**A23/01#11 Finance**

- i. *to receive income and expenditure report for the Amenities Sub-Committee Budget 2022/2023.*

**RESOLVED – to receive and note the report.**

**A23/01#12 Finance – Tree Works**

*To approve expenditure in the sum of £2500.00 from the Tree Works budget for works to be carried out which have been identified as a priority further to the recent tree inspection.*

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to approve expenditure in the sum of £2500.00 from the Tree Works budget to enable priority works to be carried out.**

**A23/01#13 Deanhill Park Play Area**

*To receive and note the written report and consider the recommendations within the conclusion*

The Sub-Committee thanked the Community Development Officer for her work investigating the options and the comprehensive report produced.

There would be a number of matters to consider including

- bundling the works together as one package to take advantage of an economy of scale
- making comparisons for the warranty/expected lifespan of the equipment
- ensuring equipment is suitable and inclusive for all to access

Proposed: Councillor Symonds  
For: 8 Abstentions: 1

Seconded: Councillor Taylor

**RESOLVED – to move towards the next stage of the process including drawing up a short list of 3 contractors for the purposes of undertaking a tender evaluation process.**

**A23/01#14 Working Groups**

Keep Ross Tidy Working Group

[Councillors Winder, Taylor and O’Driscoll]

*i) to receive a verbal update from the Keep Ross Tidy Working Group*

The Chairman advised there would be a Working Group meeting taking place this week.

Play Strategy Working Group

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

*i) to receive a verbal update from the Play Strategy Working Group.*

The convenor advised that a Working Group meeting would be taking place soon to look at funding options.

*ii) to approve the draft Expression of Interest Form to Herefordshire Council for a community lease for the land at Bluebell Close for the purposes of a play area*

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Symonds

**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.**

**A23/01#15 To confirm date of next scheduled meeting and propose items for consideration**

Monday 6<sup>th</sup> February 2023.

There being no further business the meeting closed at 8.20pm.

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Chairman

Date



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee  
held on Monday 6th February 2023 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors J Winder (Chairman), C Bartrum, L Delves, D Lister, P Symonds and R Taylor  
In attendance: Mrs S Robson – Town Clerk and Mr. D Rowe - Operations Manager

**A23/02#16 Apologies for Absence**

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

Councillors S Cole, B Pope, M Setchfield and J Utting

**RESOLVED – To accept the apologies given.**

**A23/02#17 Declarations of Interest**

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

None

**A23/02#18 Dispensations**

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

None

**A23/02#19 Public Participation**

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

None

**A23/02#20 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 A23/02#31 - 'Commercial in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

**A23/02#21 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 7<sup>th</sup> November 2022 and Monday 16<sup>th</sup> January 2023*

**RESOLVED – that the minutes of the ordinary meetings of the Amenities Sub-Committee held on Monday 7<sup>th</sup> November 2022, subject to a deletion from the wording**

**in the report by the Play Strategy Working Group item, and Monday 16<sup>th</sup> January 2023 be signed as a correct record.**

**A23/02#22 Action Review Summary** for information only

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

- Blakes Garden – a site visit took place recently to identify what needs to be done and a quote has been sought
- Arboretum – the replacement of damaged/dead trees, the Committee was advised this was in hand
- Ropewalk – discussions with the manufacturer of the proposed Solar Barrier are ongoing regarding investigations as to potential damage from flooding
- Riverbank Management Plan – it was reported that Cllr Taylor and the Operations Manager have started to have a weekly meeting to put together the plan required by Natural England as part of the Consent process
- Dean Hill Play Park – grant funding is being identified to enable the tender process to commence

**RESOLVED – To receive and note the report.**

**A23/02#23 Operations Manager Report**

*To receive and note update from the Operations Manager.*

- Flooding – clear up almost complete
- Balfour – FOI data received and reviewed. Bin emptying and mechanical sweeping schedules requested and obtained (data under review) Gully schedules suspended due to flooding, will be informed when new schedule available
- Annual Maintenance Plan – review of all in-house and contract works completed and planned. “Master” annual work schedule to be populated with BBLP info, Lengthsman data completed
- Routes & Rounds – In-house work round sheets completed for amenities work, cleansing ongoing
- Asset Mapping – Bins completed, benches on-going, Lengthsman gullies on-going
- PPE – Received printing swatch and order for workwear/PPE placed
- Staffing – Complaint made against member of staff, this was investigated, the person was acting in their own time and not as a representative of the Town Council staff
- Monthly Toolbox Talks Delivered – January - “Sharps in Waste”
- Ross Angling Club – Site meeting held to instal the next phase of fishing pontoons
- Buggy Route – Installation of matting underway. It has been agreed with MCC staff that a 1m grass strip be left at either edge for the first 6-12 months to allow grass sward to establish and reduce the risk of catching the matting with any mowers
- Grave digging – A Method Statement had been produced to ensure best practice is met and H&S guidance is followed, this includes the use of shoring. A site visit has been arranged with a contractor to discuss proposals
- Long Acre – Introduction of weekly meetings to ensure completion of Management Plan and overseeing of planned works & maintenance works

**RESOLVED – to receive and note the report.**

**A23/02#24 Town Clerk’s Delegated Powers.**

[Local Government Act 1972 s101](#)

*The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.*

Authority for expenditure in the sum of £1200 plus vat was approved under emergency measures to enable the Skatepark repairs to commence.

**RESOLVED – to receive, accept and note the report.**

**A23/02#25 Finance**

- ii. *to receive income and expenditure report for the Amenities Sub-Committee Budget 2022/2023.*

**RESOLVED – to receive and note the report.**

**A23/02#26 Herefordshire Council/Balfour Beatty**

*To receive and consider the written report in response to the Freedom of Information Request on all highway gully cleansing activities undertaken in Ross for 2022.*

The Sub-Committee was pleased the requested information had been received but it had raised questions about comments made by the Lengthsman in relation to the condition of some of the gullies. An opinion was given that the time stamps on the report appeared to be inconsistent, and the information recorded did not appear accurate.

It was noted that some of the information sent did not relate to the town council boundary area and doubts expressed that not all the gullies could be cleaned within the 22 month rolling period of planned maintenance.

Cllr Symonds offered to continue to pursue this in his Ward Member role as Cabinet Support on the Public Realm Contract.

**RESOLVED – to receive and note the report.**

**A23/02#27 Parish Lengthsman Contract** [Deferred from Meeting on 16<sup>th</sup> January 2022 A22/01#10]

- iii. *to consider future scope of scheduled and planned maintenance for 2023/2024*  
iv. *to approve an application to BBLP to continue with the Scheme for undertaking works on the Network through the Parish Lengthsman for 2023/2024*

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to approve an application for the 2023/2024 Lengthsman Scheme with no proposed changes to the scope of scheduled and planned maintenance.**

**A23/02#28 Open Spaces and Special Events Hire Application**

*To consider an application for an event at Caroline Symonds Gardens on Saturday 29<sup>th</sup> July and approve the rent payable.*

The Sub-Committee agreed to the proposal to hold the event and in setting the fee parameters took into account other similar events held recently.

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to give delegated authority for the officers to negotiate the fee.**

## **A23/02#29 Working Groups**

### Keep Ross Tidy Working Group

[Councillors Winder, Taylor and O'Driscoll]

- ii) to receive a verbal update from the Keep Ross Tidy Working Group and confirm recommendation to hold off further action pending outstanding investigations*

The Sub-Committee was advised that following the most recent WG meeting there was consensus to pause any further work until there was further information from HC on the model for outsourcing its enforcement services. It was thought advisable that any decision should be deferred for twelve months to evaluate the effectiveness of the changes.

Ledbury Town Council had also confirmed they did not wish to take the proposal any further as they had other priorities. The Chairman reported he was aware there had been a mixed public response from residents.

Proposed: Councillor Winder

Seconded: Councillor Symonds

Unanimous

**RESOLVED – to make a recommendation to the CMT Sub-Committee that the proposed scheme is not taken any further.**

### Play Strategy Working Group

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

- iii) to receive a verbal update from the Play Strategy Working Group.*

The recent WG meeting had looked at funding options and the possibility of taking out a loan to purchase equipment. Options to re-use equipment at Deanhill Park would also be explored.

- iv) to receive and note response from Herefordshire Council in relation to the Expression of Interest Form for a community lease for the land at Bluebell Close for the purposes of a play area*

HC advised it would not refer the application to its Panel until sources of funding were secure and issues such as planning consents had been considered.

**RESOLVED – to receive and note the report.**

## **A23/02#30 To confirm date of next scheduled meeting and propose items for consideration**

Monday 6<sup>th</sup> March 2023.

Canoe Launch/Budget Carry Forward Figures

## **A23/02#31 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 A23/02#20 above refers)**

**Commercial in Confidence**

*i) To receive and consider the written response from the National Association of Funeral Directors regarding the decision of the Committee for Professional Standards*

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to note the decision that the Council’s complaint had been upheld and to make a recommendation to Full Council to temporarily suspend further permissions for funeral services by this company until its conditions are fully met.**

*ii) To confirm Amenities Service Review terms of reference*

The Operations Manager advised on work carried out since the Sub-Committee last considered the Review in August 2022 and the rationale behind the change of direction in relation to some of the original proposals.

Proposed: Councillor Lister  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to receive and note the updated report and agree the proposed Amended Terms of Reference.**

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

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Chairman

Date



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee  
held on Monday 6th March 2023 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye HR9 5HL

Present: Councillors J Winder (Chairman), C Bartrum, L Delves, D Lister, B Pope, M Setchfield, P Symonds and R Taylor  
Ex Officio: Councillor J Utting, Substitute Member: Councillor J Roberts  
In attendance: Mrs. S Robson – Town Clerk, Mr. D Rowe - Operations Manager and Miss C Reynolds – Community Development Officer  
There were two members of the public present.

**A23/03#32 Apologies for Absence**

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

No Apologies

Absent – Councillor S Cole

**A23/03#33 Declarations of Interest**

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

None

**A23/03#34 Dispensations**

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

None

**A23/03#35 Public Participation**

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

Two representatives of Ross Community Litter Clear Up Crew (RCLCUC) came to talk about the Great British Spring Clean and how the Council could help in their endeavours. A request was made with publicity for the event to include some printing if necessary, also for the operatives to clean vegetation from some of the pavements in a number of hot spot areas. The Council was thanked for installing the bin in Butchers Alley as this has made such a huge difference.

7.02pm Cllr Utting arrived at the meeting

A request to place a new litter bin was made, however it was noted the location was outside the parish boundary.

An invitation was made for staff and councillors to join with the Crew in aid of their fifth anniversary to take part in the spring clean.

It was also noted there is a lot of dog fouling on the pavements within the town and a request was made for signage in the centre to remind people to clear up.

It was noted that the Group does not have any public liability insurance and there was a recommendation that the volunteers could come under the umbrella of Ross Community Development Trust and be included within their policy. A copy of the Council's Volunteer policy would be sent out to see if the volunteers could be covered under its insurance. It was noted that the Locality Steward was focusing on cleansing street signs so people were advised to report any issues on 'Fix my Street'.

The Chairman expressed the Sub-Committee's thanks to the Group for all their hard work.

**A23/03#36 To resolve to exclude members of the press and public**

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

Proposed: Councillor Winder

Seconded: Councillor Setchfield

Unanimous

**RESOLVED – that agenda item A23/03#49 - 'Commercial and Staff in Confidence' be treated as confidential and be dealt with after the Public (including the Press) have been excluded.**

The Chairman brought forward item A23/03#45

**A23/03#45 Great British Spring Clean 17<sup>th</sup> March – 2<sup>nd</sup> April 2023**

*i) to confirm registration for this year's campaign*

Proposed: Councillor Winder

Seconded: Councillor Setchfield

Unanimous

**RESOLVED – to confirm registration for the Great British Spring Clean 2023.**

*ii) to consider how to support efforts by Ross Community Litter Clear Up Crew*

Proposed: Councillor Symonds

Seconded: Councillor Winder

Unanimous

**RESOLVED – to support RCLCUC with publicity and information sharing about the upcoming campaign and to encourage Council employees and members to get involved.**

7.20pm Two members of the public left the meeting

**A23/03#37 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 6<sup>th</sup> February 2023*

**RESOLVED – that the minutes of the ordinary meeting of the Amenities Sub-Committee held on Monday 6<sup>th</sup> February 2023 be signed as a correct record.**

**A23/03#38 Action Review Summary (for information only)**

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

- Blake Memorial Garden – another quote is being sought
- Arboretum – the replacement of damaged/dead trees, some have been planted already but there are a number on the Ropewalk still to do
- Riverbank Management Plan – Cllr Taylor reported that the plan is in the process of being produced
- Lengthsman Contract – nothing further received the application for the 2023/24 scheme is awaited
- Dean Hill Play Park – the grant funding application is in hand through the National Lottery Reaching Communities Fund

**RESOLVED – To receive and note the report.**

**A23/03#39 Operations Manager Report (for information only)**

*To receive and note update from the Operations Manager.*

- BBLP – 12 week trial of weekly bin collection has come to an end. It was noted the trial had limited success, it was recommended not to extend the trial period as staffing levels had been restored
- Annual Maintenance Plan – schedules from outside contractors for the coming season are awaited
- Routes & Rounds – in-house data of completed works now being tracked. BBLP mechanical weekly sweeping mapped and inspections to take place
- Asset Mapping – BBLP bins completed, benches completed, Lengthsman gullies on-going
- PPE – issued to team, some size changes required
- Monthly Toolbox Talks – Feb “Personal Protective Equipment”
- Buggy Route – installation of matting continuing, additional pins ordered and delivered. Onsite hand over inspection arranged prior to payment to ensure all “snagging” is complete
- Caroline Symonds Garden – damage caused by contractor, reinstatement works were carried out and inspected prior to acceptance
- HC – planted 12 new trees in and around Town, a quote from the Town Council has been requested for us to take over watering, which has been submitted. A question was raised in connection with removal of water from the river and whether the Council had an Abstraction Licence
- Blake Memorial Garden – a request has been made for a copy of the proposed Sensory Garden specification and planting plan for Council approval to ensure Town Council risk is managed
- Hanging Baskets – looking into alternative supply of Summer / Winter baskets
- Allotments – enquiries about installation of toilet facilities

**RESOLVED – to receive and note the report.**

**A23/03#40 Town Clerk’s Delegated Powers.**

[Local Government Act 1972 s101](#)

*The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.*

The Clerk reported that the temporary suspension of burials at Tudorville cemetery by a local company had been lifted following a letter of apology having been received.

**RESOLVED – to receive, accept and note the report.**

**A23/03#41 Finance**

*i) to receive income and expenditure report for the Amenities Sub-Committee Budget 2022/2023*

**RESOLVED – to receive and note the report.**

*ii) to approve carry forward budgets into Financial Year 2023/2024 for Closed Churchyard Wall (4170/330) - £7,500*

Proposed: Councillor Symonds  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to carry forward £7500 into Financial Year 2023/24 from Cost Centre 4170/330.**

*iii) to approve expenditure in the sum of £3360.00 from the Vehicle Costs Budget 2023/24 for the hire charges for three months of a Kawasaki Mule Pro DX.*

A question was asked about the Council's carbon footprint it was noted that work is currently in hand to look at this as part of the Climate Change WG role. It was reported there are new initiatives on biodiversity net gain for new developments which are being looked at by HC.

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to approve expenditure in the sum of £3360.00 from the Vehicle Costs Budget 2023/24 for the hire charges.**

**A23/03#42 Policies**

*To review the Council's policy on the following and agree the frequency of the review period;*

- Tree Planting & Donation Policy [Last Reviewed September 2022]

A discussion over the terms of the arboretum scheme took place, it was confirmed there had been no agreement for plaques to be installed as certificate would be issued as part of the sponsorship. A compromise was agreed whereby unauthorised plaques currently sited on arboretum trees would be moved to a tree planted at Caroline Symonds Gardens with consent from the sponsor.

Caroline Symonds Gardens is the designated memorial tree area where there is the option to have a plaque. They are two separate schemes with different conditions.

Proposed: Councillor Utting

Seconded: Councillor Symonds

Unanimous

**RESOLVED – to approve the amended Tree Planting and Donation Policy with the additional caveat that memorial trees would only be allowed on Caroline Symonds Gardens.**

**A23/03#43 Long Acre – Canoe Launch**

- i) *to receive a verbal report on the meeting held with representatives of the commercial canoe companies*

**RESOLVED – to receive and note the verbal report.**

- ii) *to give consent to a pilot project to improve accessibility to canoe traffic by diverting vehicles off Wye St onto Long Acre*

There were a range of opinions expressed outlining pros and cons which included;

- loss of amenity grassland
- insufficient space to enable turning
- traffic management and parking not within the remit of this Council
- no income from commercial companies at present/potential for income
- lack of public consultation, perceived negative response from the public
- area within AONB and designated conservation area
- increased numbers resulting in offloading difficulties
- poor accessibility
- opportunity to build on tourism

Proposed: Councillor Lister  
For: 4 Against: 4 Abs: 2

Seconded: Councillor Symonds

**Motion Failed**

**A23/03#44 Open Spaces and Special Events Hire Application**

*To receive a verbal update on discussions from February meeting under resolution A23/02#28 and review proposed hire charges.*

The Sub-Committee was in agreement there should be more support given in encouraging this type of event to bring in footfall and improve the visitor economy.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Symonds

**RESOLVED – to approve authority for staff to renegotiate the fee.**

**A23/03#46 Working Groups**

Keep Ross Tidy Working Group

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

*i) to confirm CMT Sub-Committee Terms of Reference to enable progress on an educational campaign to continue*

Proposed: Councillor Utting

Seconded: Councillor Lister

Unanimous

**RESOLVED – to confirm Terms of Reference as proposed.**

Play Strategy Working Group

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

*i) to receive a verbal update from the Play Strategy Working Group.*

A question was asked in connection with match funding, it was agreed there needed to be some discussion tabled at a future meeting as to the allocation.

**RESOLVED – to receive and note the verbal report.**

**A23/03#47 Correspondence for consideration and response**

*i) to consider a request under the Tree Planting & Donation Policy*

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Taylor

**RESOLVED – to approve request for a memorial tree.**

**A23/03#48 To confirm date of next scheduled meeting and propose items for consideration**

Monday 3<sup>rd</sup> April 2023.

Match funding for play parks/Biodiversity/Cemetery Fees

**A23/03#49 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 A23/03#36 above refers)**

**Commercial & Staff in Confidence**

*i) to receive confidential written reports on previously tabled Recommendations 4&5 of the recent Amenities Service Review, for approval.*

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to extend the meeting by a further fifteen minutes**

**Recommendation 4.**

Proposed: Councillor Bartrum  
Unanimous

Seconded: Councillor Taylor

**RESOLVED – to endorse approval of Recommendation 4 to the Management Committee.**

9.00pm Councillors Bartrum & Roberts declared a Non-Registrable Interest in Recommendation 5 on the grounds of a personal relationship with the father of a staff member and left the meeting.

**Recommendation 5.**

Proposed: Councillor Symonds  
Unanimous

Seconded: Councillor Utting

**RESOLVED – to endorse approval of Recommendation 5 to the Management Committee for authority to go out to tender for the Contract.**

9.02pm Councillors Bartrum and Roberts returned to the meeting

There being no further business the meeting closed at 9.05 pm.

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Chairman

Date



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee  
held on Monday 3<sup>rd</sup> April 2023 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Winder (Chairman), C Bartrum, L Delves, D Lister, M Setchfield and P Symonds  
In attendance: Mrs. S Robson – Town Clerk, Mr. D Rowe - Operations Manager and Miss C Reynolds – Community Development Officer  
There was one member of the public present.

**A23/04#50 Apologies for Absence**

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

Councillors B Pope, R Taylor and J Utting

**RESOLVED – To accept the apologies given.**

Absent – Councillor S Cole

**A23/04#51 Declarations of Interest**

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

None

**A23/04#52 Dispensations**

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

None

**A23/04#53 Public Participation**

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

A representative from the Ross & District Cycling Club came to talk about the club and the funds they have available. They have 78 members and organise social rides, time trials and events. Through subscriptions and events they have raised funds, and following a survey of members on how to spend the funds they would like to donate a bike pump for installation in the town.

7.01pm Cllr Setchfield arrived at the meeting

A possible location is outside No. 3 restaurant, as there is a wall to lean bikes on, and a secure central location. A request was made for acknowledgement that the club has made a contribution with a small plaque on the planter or pump. The Town Council will enquire about making an application for a Licence and include this as a formal item on the next agenda.

7.10pm the member of the public left the meeting

**A23/04#54 To resolve to exclude members of the press and public**

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

No confidential business to be transacted

**A23/04#55 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 6<sup>th</sup> March 2023*

**RESOLVED – that the minutes of the ordinary meeting of the Amenities Sub-Committee held on Monday 6<sup>th</sup> March 2023 be signed as a correct record.**

**A23/04#56 Action Review Summary (for information only)**

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

- Blake Memorial Garden – another contractor has been approached for a quote
- Arboretum – the replacement of damaged/dead trees – it was agreed to remove this from the Action Review Summary
- Riverbank Management Plan – a draft had been developed by the Operations Manager and circulated to Natural England and Wye Valley AONB. Approval from the sub-committee will be sought in due course
- Skatepark – work has started and is due to be completed this week
- Lengthsman Contract – nothing further received the application for the 2023/24 scheme is awaited. Works to the network need to cease until the application has been approved. A letter expressing disappointment should be sent to BBLP/HC as this is preventing works within the town from happening
- Dean Hill Play Park – the grant funding pre-application through the National Lottery Reaching Communities Fund has been submitted, there is an approximate 12 week response time

**RESOLVED – To receive and note the report.**

**A23/04#57 Operations Manager Report (for information only)**

*To receive and note update from the Operations Manager.*

- **Balfour** – 12-week trial completed, taken back in-house and there have been no complaints since then
- **Annual Maintenance Plan** – Completed
- **Routes & Rounds** – Ongoing, Town Centre routes in progress
- **Asset Mapping** – BBLP Bins completed, benches completed, Lengthsman gullies ongoing
- **Buggy Route** – Completed, inspection taken place and signed off, some concerns expressed about the suitability of the material
- **Riverside Management Plan** – Weekly meetings suspended, independent first draft completed and submitted to Natural England & Wye Valley AONB for comment prior to submission to Council. Tree Management Plan & Coppice Management Plan to be produced
- **Homs Depot** – Slabs / sand removed; depot tidy up now underway. “Kissing Gates” being stored on site ready for installation. Thanks to the Enviroability Team for their work was given
- **HC** – Planted 12 new trees in and around Town, they have requested a new quote to take over watering, which has been accepted for ad hoc watering
- **Blake Memorial Gardens** – New date to be agreed. Copy of Sensory Garden plans, specification, planting plan and Council approval requested to safeguard Town Council liability. Still waiting for information

- **Hanging Baskets** – Currently looking into supply of Summer / Winter baskets in the Market House
- **Lengthsman** – 2023/24 grant application not been finalised and sent out, instructed that no works should be carried out until application has been approved
- **Closed Church Yard** – Pathway nearest the tower requires resurfacing. The Lengthsman has been asked to provide a quote
- **Toilets** – Draft tender produced
- **Town Centre Operative** – Job advert produced and placed on Indeed, Social Media & Website
- **Tree works** – Memorial tree ordered and agreed planting date, 2 x Silver Birch over hanging tennis courts to have remedial works carried out
- **Great British Spring Clean** – 70 sacks collected, request for Pigs & Butchers alleys to be deep cleaned, which has now been completed
- **Skate Park** – Work commencing 30/3/2023
- **Dean Hill Park** – Top up of play bark to conform with BS standard
- **Litter Bins** – A programme of cleaning, disinfecting and graffiti removal is underway
- **Staffing** – Initial consultation implemented with staff in regard to the proposal to outsource the public toilet cleaning
- **Toolbox Talks** – March “Health & Safety Refresher”
- **Tudorville Cemetery** – further recent problems with burials and incorrect paperwork. An invoice will be sent to the Funeral Director for the additional admin. time of Town Council staff

**RESOLVED – to receive and note the report.**

**A23/04#58 Town Clerk’s Delegated Powers.**

[Local Government Act 1972 s101](#)

*The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.*

Nothing to report

**A23/04#59 Finance**

*iv) to receive income and expenditure report for the Amenities Sub-Committee Budget 2022/2023*

**RESOLVED – to receive and note the report.**

*v) to review and approve proposed changes to Cemetery Fees effective 1<sup>st</sup> June 2023.*

Proposed: Councillor Symonds  
Unanimous

Seconded: Councillor Lister

**RESOLVED – to approve and accept the proposed increase in the fees with effect from 1<sup>st</sup> June 2023.**

*vi) to consider proposed fee schedule for commercial organisations within the Open Spaces and Special Events Hire Policy*

It was suggested that the opportunity to hire the Town Council open spaces should be promoted to the community.

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Bartrum

**RESOLVED – to accept the proposed schedule of fees.**

**A23/04#60 Working Groups**

Keep Ross Tidy Working Group

[Councillors O’Driscoll, Stark, Taylor, and Winder] (Terms of Reference – CM&T 22/05#57)

*i) to receive a verbal update from the Keep Ross Tidy Working Group*

No meeting held

Play Strategy Working Group

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

*v) to receive a verbal update from the Play Strategy Working Group.*

No meeting held

**A23/03#61 Correspondence for consideration and response**

*i) to consider an application under the Open Spaces and Special Events Hire Policy*

**RESOLVED – to approve the application with the exception of dates when events currently booked are taking place, an alternative location at the Ropewalks would be offered for those days.**

**A23/04#62 To confirm date of next scheduled meeting and propose items for consideration.**

Monday 5<sup>th</sup> June 2023.

- Proposal to nominate a Ward Councillor to be the liaison with BBLP for managing the Public Realm Contract.
- Confidential item to discuss options in relation to on-going issues at Tudorville Cemetery
- Canoe hire company proposal for parking bays to be considered

Vote of thanks was given to Cllr Winder for chairing the committee over the last year.

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

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Chairman

Date



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee

held on Monday 5<sup>th</sup> June 2023 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Winder (Chairman), M Boylan, D Ciolte, V Coker, K Fowler, B Pope, M Setchfield,  
and R Taylor.

Ex Officio: Councillor J Utting (Chairman)

In attendance: Mrs. S Robson – Town Clerk, Mr. D Rowe - Operations Manager,  
Miss C Reynolds – Community Development Officer and Cllr S Freer.

**A23/06#63 Apologies for Absence**

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

None received

Absent – Councillor D Lister

**A23/06#64 Declarations of Interest**

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

None

**A23/06#65 Dispensations**

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

None

**A23/06#66 Public Participation**

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

None present

**A23/06#67 Election of Deputy Amenities Sub-Committee Chair**

Nominations were invited and Councillor Lister was nominated as the Deputy Amenities Sub-Committee Chair.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Winder

**RESOLVED – to appoint Councillor Lister to be the Deputy Chair of the Amenities Sub-Committee.**

**A23/06#68 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 3<sup>rd</sup> April 2023*

**RESOLVED – that the minutes of the ordinary meeting of the Amenities Sub-Committee held on Monday 3<sup>rd</sup> April 2023 be signed as a correct record.**

**A23/06#69 Action Review Summary** (for information only)

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

- Blake Memorial Garden paving – another contractor has been approached for a quote
- Ropewalk Barrier– remove from outstanding actions
- Skatepark – defer review of Skate Park for discussion at Away Day
- Dean Hill Play Park – the grant funding application through the National Lottery Reaching Communities Fund and Awards For All was rejected. Alternative sources of funding being sought
- Lengthsman Contract – Should be finalised by the end of next week. Work has commenced in agreement with HC through an indemnity arrangement
- Bike pump licence – enquiries have been made to BBLP about the application process for installation of bike pump on Gloucester Road. Awaiting response

**RESOLVED – To receive and note the report.**

**A23/06#70 Operations Manager Report** (for information only)

*To receive and note update from the Operations Manager.*

- **Amenities Annual Maintenance Plan** – Monitoring of works taking place
- **Monmouthshire County Council (MCC)** – Issue with bed maintenance, joint on-site inspection carried out to highlight areas of concern and rectification notice issued
- **Asset Mapping** – Lengthsman gullies on-going
- **Riverside Management Plan** – Feedback received from external sources and plan updated. Plan to be made available to Cllrs for feedback prior to adoption and implementation
- **Homs Depot** – “Kissing Gates” being stored on site, works commenced in May. **Ongoing**
- **HC** – Planted 12 new trees in and around Town, they have requested a quote to take over watering, which has been submitted. HC will contact us should they require watering
- **Blake Memorial Gardens** – Copy of Sensory Garden plans, specification, and planting plan received to safeguard Town Council liability. **Plans received, work under way**
- **Hanging Baskets** – supplied by MCC are now in position at Market House. Maintenance plan in place for watering. **Ongoing**
- **Lengthsman** – 2023/24 grant application still awaited; indemnity given to enable works to be carried out
- **Closed Church Yard** – Path requires resurfacing. **Awaiting additional quote**
- **Toilets** – Draft tender produced and currently live. Initial consultation taken place with staff. **Tender closes 9<sup>th</sup> June**

- **Town Centre Operative** –New team member started, settling in. Issues passed on to HC enforcement for corrective action to be taken
- **Litter Bins** – A programme of cleaning, disinfecting and graffiti removal is complete
- **Badge Bed** – Renovations and replanting completed
- **Office relocation** – Initial visit carried out, areas highlighted, and action plan drawn up *Awaiting info from HC*
- **Staffing** –
  - Monthly Toolbox Talks – May “Leptospirosis”
  - Staff induction carried out
  - On site training completed
  - High season shift pattern introduced
- **Grounds Maintenance** – Specification for new contract being written, areas for consideration:
  - “Welcome to Ross” beds
  - Caroline Symonds Garden bed
  - Wilton Road bed
  - Copse Cross St. bed
- **Memorial Tree** – Tree planted to commemorate visit by Betzdorf
- **Vandalism** – Red Meadow Toilets gents’ door “kicked in” lock broken and door frame damaged
- **Tree work** – Complaint raised by member of the public about tree works that had been carried out. Response sent and issue resolved. Willows that have been pollarded are recovering well, have already put on 6-8 inches of growth

**RESOLVED – to receive and note the report.**

**A23/06#71 Town Clerk’s Delegated Powers.**

[Local Government Act 1972 s101](#)

*The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.*

The Clerk reported that expenditure to purchase a tree had been made. This was to commemorate the recent Betzdorf Twinning visit.

**RESOLVED – to receive, accept and note the report.**

**A23/06#72 Finance**

*i) to receive income and expenditure report for the Amenities Sub-Committee Budget 2023/2024*

**RESOLVED – to receive and note the report.**

**A23/06#73 Policies**

To review the Council’s policy on the following and agree the frequency of the review period;

- Cemetery Administrative & Operational Policy [Last reviewed January 2022]
- Cemetery Memorial Regulations [Last reviewed January 2022]

Proposed: Councillor Utting

Seconded: Councillor Pope

Unanimous

**RESOLVED: Confirm the adoption and amendments to the proposed policies with immediate effect.**

**A23/06#74 Working Groups**

Play Strategy Working Group

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

- i) to review and discuss Terms of Reference and appoint councillors to the Working Group (WG)*

**RESOLVED Councillors appointed; Boylan, Lister, Pope, and Setchfield. No Convener was appointed but Cllr Pope agreed to convene the next meeting.**

**Terms of Reference**

**Membership will consist of a minimum of two councillors plus no more than three other stakeholders or residents at the discretion of the WG. The Operations Manager should be kept informed of the meetings and outcomes.**

**The Convenor will be agreed by the WG.**

**It was agreed to revise the remit to the following:**

- **Identify ways of improving existing play parks with new and/or additional equipment**
- **Identify any areas of the town which could benefit from an additional play park on an opportunity basis**
- **Priority to be given to Dean Hill, Bluebell and Skate Park but to consider other play parks in the area on an opportunity basis**
- **Explore grant funding options and Section 106 monies/CIL**
- **No financial decisions to be made by the working group**

**Cllr Pope advised that a written Play Strategy would be presented at the Away Day.**

- ii) to receive a verbal report on progress to date and proposed next phase*

Grant funding had been applied for to the Clive Richards Foundation for the proposed Bluebell Play Park. Discussions have been taking place with John Kyrle High School and Ashfield Park Primary School for potential involvement.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Pope

**RESOLVED to receive and note verbal report on progress to date and proposed next phase.**

**A23/06#75 Correspondence for consideration and response**

- i) to consider an application under the Open Spaces and Special Events Hire Policy*

**RESOLVED – to approve the application.**

**A23/06#76 To consider frequency of meetings and accept proposal to reduce the number by two**

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Fowler

**RESOLVED – to agree changes as proposed.**

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

Monday 3<sup>rd</sup> July 2023

- Riverbank Maintenance Plan
- Licence for beds/planting
- Tudorville Cemetery / Introduction of Special Measures
- Additional bins for areas of the town
- Churchyard Footpath
- Invite BBLP to next meeting

There being no further business the meeting closed at 8.05pm.

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Chairman

Date



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee  
held on Monday 3<sup>rd</sup> July 2023 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Winder (Chairman), V Coker, D Lister, B Pope, M Setchfield,  
and R Taylor.  
Ex Officio: Councillor J Utting (Chairman)  
In attendance: Mrs. S Robson – Town Clerk, Mr. D Rowe - Operations Manager,  
Miss C Reynolds – Community Development Officer

**A23/07#77 Apologies for Absence**  
[Local Government Act 1972 s85 \(1\)](#)  
Councillors M Boylan, K Fowler  
**RESOLVED – To accept the apologies given.**

**A23/07#78 Declarations of Interest**  
[Local Authorities \(Model Code of Conduct\)](#)  
None

**A23/07#79 Dispensations**  
[Localism Act 2011 S33\(1\)](#)  
None

**A23/07#80 Public Participation**  
[Standing Orders Clause 3 \(e, f, g & h\)](#)  
None present

**A23/07#81 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 5<sup>th</sup> June 2023*

**RESOLVED – that the minutes of the ordinary meeting of the Amenities Sub-Committee held on Monday 5<sup>th</sup> June 2023 be signed as a correct record.**

**A23/07#82 Action Review Summary (for information only)**  
*To receive, review and agree priorities in relation to outstanding actions.*

- Blake Memorial Garden paving – no further action currently
- Deanhill Play Park – an application has been submitted to Wye Valley AONB fund
- Lengthsman Contract – has now been received, will be reviewed, and signed

**RESOLVED – To receive and note the report.**

**A23/07#83 Operations Manager and Committee Clerk Report** (for information only)  
*To receive and note update from the Operations Manager*

7.07pm Cllr Ciolte arrived at the meeting

The report was received, and additional items were raised:

- Hedge between the Bowling Club and Tennis Centre – work scheduled following the end of nesting season
- Market House drain – It was pointed out that the drain on the one side of the Market House overflows during heavy rainfall. Work will be completed as required

**RESOLVED – to receive and note the report. It was confirmed that the Operations Manager does monitor the time spent by the Amenities team clearing any damage following vandalism at the Ropewalk. The Operations Manager will arrange for the amenities team to deal with the additional items raised.**

**A23/07#84 Town Clerk’s Delegated Powers.**

[Local Government Act 1972 s101](#)

*The Town Clerk will give Council details of any matters dealt with under delegated powers since the last meeting.*

An application for a memorial tree for Ross-on-Wye Lions to mark the Coronation of King Charles III at Caroline Symonds Gardens has been approved.

**RESOLVED – to receive, accept and note the report.**

**A23/07#85 Finance**

*i) to receive income and expenditure report for the Amenities Sub-Committee Budget 2023/2024*

**RESOLVED – to receive and note the report.**

**A23/07#86 Riverside Management Plan 2023-2028**

*To receive and consider the written report*

It was noted that only one comment had been received prior to the meeting to request inserting a referral to the Environment Act 2021 in section 2.5 and its objective to encourage the drawing up of Local Nature Recovery Strategies.

Additional comments:

- To acknowledge the work Cllr Taylor has done prior to the plan being finalised
- To acknowledge and thank the Operations Manager for the extensive work he has done in putting together the report

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Setchfield

**RESOLVED – to approve the adoption of the Riverside Management Plan 2023-2028. It was agreed to have a quarterly review of the Riverside Action Plan and any progress which would be included in the Operations Managers report.**

**A23/07#87 Licence for beds/planting**

*To receive and consider the written report and recommendations*

Following a review of the planted beds around the town the following recommendations were made:

Ledbury Road/John Kyrle High School – incorporate into new contract

Eastfield Road/Walford Road – adoption by Town Council

Copse Cross Street – incorporate into new contract

Caroline Symonds Gardens – remain in unmanaged state due to high costs to bring it up to standard

Wilton Road/Wilton Bridge – return licence to Herefordshire Council

Gloucester Road/Wolf Business Park – incorporate into new contract

Wye Street/Wilton Road - incorporate into new contract

Proposed: Councillor Taylor

Seconded: Councillor Coker

Unanimous

**RESOLVED – to agree and approve recommendations**

**A23/07#88 Tudorville Cemetery/Introduction of Special Measures**

*To consider the option of introducing special measures at Tudorville Cemetery*

Committee discussed the possibility of introducing additional fees to contractors should any issues arise; however it was felt this would have ramifications to families of loved ones. It was agreed to amend the Council's policies to allow for the issue of suspensions to any contractors in breach of the regulations. Whilst the policy review is conducted authority was given to the Clerk and Cemetery Officers to impose suspensions if necessary. An amendment to be made to the Cemetery Administrative and Operational Policy to reflect this.

Proposed: Councillor Utting

Seconded: Councillor Ciolte

Unanimous

**RESOLVED - to make amendments to the Cemetery Administrative and Operational Policy to reflect the introduction of special measures, for approval at the following meeting.**

**A23/07#89 Public Realm – Street Furniture**

*To consider the option of introducing additional bins to areas of the town.*

Defer to next Amenities Sub-Committee meeting on Monday 4<sup>th</sup> September

**A23/07#90 Churchyard Footpath**

*To receive a verbal update on the footpath in the closed churchyard at St Mary's*

- i) to accept quotation for resurfacing works and approve expenditure of £7500.00 from the Buildings/Maintenance/Repairs budget*
- ii) to approve recommendation to the Management Committee for authority to commit expenditure from the Property Portfolio EMR to a maximum of £2100.00*

An amendment to the proposal to increase the expenditure from Property Portfolio EMR to £7660 was suggested to enable the entire job to be completed.

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Utting

**RESOLVED - to recommend to the Management Committee to approve expenditure from the Property Portfolio EMR to a maximum of £7740.**

**A23/07#91 Working Groups**

Play Strategy Working Group

[Councillors Boylan, Lister, Pope and Setchfield] (Terms of reference – A23/06#74)

- i) to receive a verbal update from the Play Strategy Working Group.*

An application to the Clive Richards Foundation has been rejected. Unable to reapply until June 2024. A meeting of the working group has been set for 14<sup>th</sup> July.

**RESOLVED to receive and note verbal update**

**A23/07#92 To confirm date of next scheduled meeting and propose items for consideration.**

Monday 4<sup>th</sup> September 2023

- Additional bins for areas of the town
- Amendment to Cemetery Administrative and Operational Policy
- Taking on the open Churchyard at St Mary’s once burial limits have been reached
- Memorial tree applications

There being no further business the meeting closed at 7.57pm

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Chairman

Date



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee  
held on Monday 4<sup>th</sup> September 2023 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Winder (Chairman), M Boylan, V Coker, D Lister, B Pope, M Setchfield,  
and R Taylor.  
Ex Officio: Councillor J Utting (Chairman)  
In attendance: Mr. D Rowe - Operations Manager,  
Miss C Reynolds – Community Development Officer  
There was one member of the public present

**A23/09#93 Apologies for Absence**

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

Councillor K Fowler

**RESOLVED – To accept the apologies given.**

Absent – Cllr D Ciolte

**A23/09#94 Declarations of Interest**

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

None

**A23/09#95 Dispensations**

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

None

**A23/09#96 Public Participation**

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

A member of the public expressed their view on the recently adopted Riverside Management Plan. He felt it did not show the economic value of the river and raised concerns over the view of the river being blocked by overgrowth. He also raised concerns over Japanese Knotweed and Himalayan Balsam which were growing in the area.

It was explained that the Town Council took on the site as an asset transfer several years ago and with tough financial decisions to be made the Council were keen not to burden residents with a substantial increase in Council Tax to cover costs of the potentially extensive work required.

The member of the public was invited to submit a written response to the committee with suggestions on how to improve the plan in the future. The Council will be contacting Herefordshire Council to report the Japanese Knotweed and work is currently being carried out to manage the Himalayan Balsam.

**A23/09#97 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 3<sup>rd</sup> July 2023.*

**RESOLVED – that the minutes of the ordinary meeting of the Amenities Sub-Committee held on Monday 3<sup>rd</sup> July 2023 be signed as a correct record.**

**A23/09#98 Action Review Summary** (for information only)

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

- Lengthsman Contract – In the process of resubmitting application following feedback
- Deanhill Play Park – Awaiting to hear back on application for funding. Potential of Section 106 monies means the one section of the park can be done.
- Wilton Road – A local community group is interested in taking on the maintenance of flower bed.

**RESOLVED – To receive and note the report.**

**A23/09#99 Operations Manager and Committee Clerk Report** (for information only)

The report was received, and additional items were raised:

- Blake Memorial Gardens – Thanks were given to Cllr Taylor and his team for the work on the sensory garden.
- Bike Pump - Specifications of the bike pump have been sent to Herefordshire Council. Awaiting further updates.
- Ropewalk – A number of fires have been set. Police are aware. A request was made to add an agenda item to discuss further at the next Management/Full Council meeting.
- Cleansing Operative – has now been TUPEd across.

**RESOLVED – to receive and note the report. A formal letter of thanks to be sent to the TUPEd cleansing operative.**

**A23/09#100 Town Clerk's Delegated Powers.**

[Local Government Act 1972 s101](#)

None

**A23/09#101 Finance**

*i) to receive income and expenditure report for the Amenities Sub-Committee Budget 2023/2024*

**RESOLVED – to receive and note the report.**

**A23/09#102 Policies**

*To review the Council's policy on the following and agree the frequency of the review period;*

- Cemetery Administrative & Operational Policy [Last reviewed June 2023 A23/07#88]

**RESOLVED: To adopt the proposed policy with immediate effect subject to a minor amendment.**

**A23/09#103 Grounds Maintenance and Planting Contract 2024 - 2029**

*To confirm the previously circulated Contract Specification and authorise the commencement of the competitive tender process.*

Proposed: Councillor Lister  
Unanimous

Seconded: Councillor Taylor

**RESOLVED: To confirm the Contract Specification and authorise the commencement of the competitive tender process.**

**A23/09#104 Prospect Gardens**

*To consider making an application to Herefordshire Council for a Cultivation Licence for the Prospect*

Proposed: Councillor Setchfield  
Unanimous

Seconded: Councillor Taylor

**RESOLVED: To agree for the Operations Manager to make an application to Herefordshire Council for a Cultivation Licence for the Prospect and to put together a more extensive proposal for the plans for the area.**

**A23/09#105 Public Realm – Street Furniture**

*To consider the option of introducing additional bins to areas of the town.*

A proposal to add an additional bin to the Merrivale Lane area was received. The Operations Manager explained the cost of purchasing a new bin would be £800, with an annual maintenance cost of £754.07. Two bins maintained by the Town Council are in close proximity to the proposed area.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Winder

**RESOLVED: To explore the relocation of one of the bins and to suggest to the Refresh Ross group that they promote taking dog waste home to dispose of.**

**A23/09#106 St Mary's Parish Church Open Churchyard**

*To note the process for serving a written notice on the local council, by the Parochial Church Council, requesting it to take over the maintenance for the open Churchyard at St Mary's once burial limits have been reached.*

**RESOLVED: To note the process**

**A23/09#107 Working Groups**

Play Strategy Working Group

[Councillors Boylan, Lister, Pope and Setchfield] (Terms of reference – A23/06#74)

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

A meeting has been arranged with the Head of John Kyrle High School to discuss plans for the potential play area at Bluebell.

Discussions with The Ross Community Development Trust are ongoing regarding their help with funding applications.

**A23/09#108 Correspondence for consideration and response**

To consider three requests under the Tree Planting & Donation Policy

Proposed: Councillor Setchfield  
Unanimous

Seconded: Councillor Taylor

**RESOLVED – to approve the three requests for memorial trees.**

**A23/09#109 To confirm date of next scheduled meeting and propose items for consideration.**

Monday 6<sup>th</sup> November 2023.

There being no further business the meeting closed at 7.55pm

.....  
Chairman

.....  
Date



# Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee  
held on Monday 6<sup>th</sup> November 2023 at 7.00pm  
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Winder (Chairman), M Boylan, D Ciolte, K Fowler, D Lister, B Pope, M Setchfield and R Taylor  
Ex Officio: Councillor J Utting (Chairman) Substitute Member: Councillor S Freer  
In attendance: Mr. D Rowe - Operations Manager,  
Miss C Reynolds – Community Development Officer  
Mrs S Robson – Town Clerk

## **A23/11#110 Apologies for Absence**

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

Councillor V Coker

**RESOLVED – To accept the apologies given.**

## **A23/11#111 Declarations of Interest**

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

Councillor Taylor declared a Non-Registrable Interest in Agenda Item A23/11#121 on the grounds of a personal relationship with the person who submitted the request.

## **A23/11#112 Dispensations**

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

None

## **A23/11#113 Public Participation**

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

Cllr Pope spoke about an incident which happened recently regarding an attack on a young girl which happened near the river. The councillor was approached by the victims' parents who shared their concerns not only for their child but the recent increase in attacks in the area.

Councillors agreed to write to the MP to push for a quicker response regarding the Safer Streets Funding which is available from the Home Office. The Council is keen to access this funding to help install motion sensor lights and CCTV at the Bandstand.

## **A23/11#114 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 4<sup>th</sup> September 2023.*

**RESOLVED – that the minutes of the ordinary meeting of the Amenities Sub-Committee held on Monday 4<sup>th</sup> September 2023 be signed as a correct record.**

**A23/11#115 Action Review Summary** (for information only)

- Wilton Road – To give a deadline to the local community group who expressed an interest in taking on the maintenance of the flower bed.

**RESOLVED – To receive and note the report.**

**A23/11#116 Operations Manager and Committee Clerk Report** (for information only)

*To receive and note report from the Operations Manager and Committee Clerk.*

The written report had been previously circulated additional items were raised:

- Town Cleansing Operative – Councillors were informed that the Town Cleansing Operative has left his post.
- Prospect - Thanks were given to Balfour Beatty and Councillors Boylan and Bartrum for their help in cleaning up the Prospect area before the Remembrance events.
- Cemetery Mapping Software – The new software has received 212 unique visitors with 1987 searches during October.

**RESOLVED – to receive and note the report.**

**A23/11#117 Town Clerk's Delegated Powers.**

[Local Government Act 1972 s101](#)

None

**A23/11#118 Finance**

*i) to receive income and expenditure report for the Amenities Sub-Committee Budget 2023/2024*

**RESOLVED – to receive and note the report.**

7.33pm A member of the public joined the meeting

**A23/11#119 Budget**

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

- agree the one-year budget forecast as part of the 2024/2025 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.*

A discussion took place regarding ensuring funds would be budgeted for the capital schemes the Sub-Committee wanted to prioritise. It was noted that capital funding for the skate park, whether this is for match funding or costs, should be prioritised for the following financial year. It was agreed an additional vehicle would increase productivity following the successful trial of a second vehicle in the summer.

Proposed: Councillor Utting

Seconded: Councillor Pope

For: 6 Against: 4

**RESOLVED: to agree the one-year budget forecast as part of the 2024/2025 budget submission for approval to Full Council. The Sub-Committee agreed to make the vehicle and container capital costs a priority.**

#### **A23/11#120 Policies**

*To review the Council's policy on the following and agree the frequency of the review period;*

- Out of Hours policy [Last Reviewed August 2022]
- Memorial Bench Regulations and Application policy [Last Reviewed June 2022]

Proposed: Councillor Winder  
Unanimous

Seconded: Councillor Boylan

**RESOLVED: To adopt the proposed policy changes with immediate effect**

8.21pm Cllr Taylor left the meeting having declared an Interest in Agenda Item #121

#### **A23/11#121 Ross Town Cemetery**

*To consider a proposal to plant a tree at Ross Town Cemetery*

A resident proposed planting a tree in the corner of the Town Cemetery near to the front entrance. It was agreed that the location would not be suitable as the area is reserved for burials.

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Lister

**RESOLVED: To reject the proposal to plant a tree at Ross Town Cemetery**

8.27pm Cllr Taylor rejoined the meeting

#### **A23/11#122 Deanhill Play Park**

- To receive written report and agree the proposal of the refurbishment of the junior children's section of Deanhill Play Park as per the original report dated January 2023*
- To approve expenditure in the sum of £20k from The Play Equipment Capital budget (Nom 4960/391) and £2k from the Play Equipment budget (Nom 4235/315)*

Proposed: Councillor Utting  
Unanimous

Seconded: Councillor Lister

**RESOLVED: To agree the proposal of the refurbishment of the junior children's section of Deanhill Play Park and to approve the expenditure of £20k for the Play Equipment Capital Budget and £2k from the Play Equipment budget. When requesting quotes for the equipment the Councillors asked consideration be given to the lifespan of the equipment.**

#### **A23/11#123 Planters**

- To agree to submit an application to Herefordshire DBid for £1500 to purchase new planters*
- To review the sponsorship arrangements for the town centre planters*

The Operations Manager would like to look at the planting and sponsorship of the current town planters with a view that the Town Council take over the planting and maintenance to make them more uniformed. An opportunity to apply for funding from Herefordshire DBid for new additional planters was available.

Proposed: Councillor Fowler  
Unanimous

Seconded: Councillor Taylor

**RESOLVED: To agree for the Operations Manager to review the sponsorship and to submit an application to Herefordshire DBid for new planters.**

**A23/11#124 Working Groups**

Play Strategy Working Group

[Councillors Boylan, Lister, Pope and Setchfield] (Terms of reference – A23/06#74)

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

The Working Group convenor summarised what has happened to date and confirmed the following:

- An expression of interest for a community asset transfer for Bluebell has been sent to Herefordshire Council at the beginning of the year.
- A public consultation of the local area has taken place.
- John Kyrle High School and Brampton Abbots Primary School have been approached, with both schools being supportive and looking at conducting a survey of the students on the proposal.
- The Operations Manager has put together a report of the annual costs for the maintenance of Bluebell, which was estimated at £9.5k. Ross Community Litter Clean Up Crew have offered to assist with the litter maintenance of the area.

It was suggested that an environmental survey would need to be carried out and Herefordshire Council would need to be contacted regarding planning permission. Ross-on-Wye Community Development Trust have offered their services for an administration fee to help and manage the grant process.

**RESOLVED – to receive and note the report. The Play Working Group was asked to put together an initial proposal for the next Full Council meeting to include details regarding the Ross CDT administration fee, equipment ownership, Maintenance, insurance and VAT.**

**A23/11#125 Correspondence for consideration and response**

*i) to consider an application under the Open Spaces and Special Events Hire Policy*

The Sub-Committee agreed to the proposal to hold the event and in setting the fee parameters took into account other similar events held recently.

Proposed: Councillor Winder  
For 9  
Abstention 1

Seconded: Councillor Lister

**RESOLVED – to approve the application and to give delegated authority for the officers to negotiate the fee to within the agreed parameters.**

*ii) to consider a memorial bench application*

Proposed: Councillor Pope  
*Unanimous*

Seconded: Councillor Lister

**RESOLVED: to approve request for a memorial bench for Townsend**

**A23/11#126 To confirm date of next scheduled meeting and propose items for consideration.**  
Monday 15<sup>th</sup> January 2024.

- Possibility of doubling up of benches along the river

There being no further business the meeting closed at 8.53pm

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Chairman

Date