



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee
held on Monday 15th January 2024 at 7.00pm
at The Corn Exchange, 7 High Street, Ross-on-Wye. HR9 5HL

Present: Councillors J Winder (Chairman), V Coker, S Freer (Substitute for J Utting), D Lister, B Pope, M Setchfield and R Taylor

In attendance: Mr. D Rowe - Operations Manager,
Miss C Reynolds – Community Development Officer/Committee Clerk

There were no members of the public or press present.

A24/01#01 Apologies for Absence
Local Government Act 1972 s85 (1)
Cllr J Utting
Absent – Cllr M Boylan, Cllr D Ciolte, Cllr K Fowler

RESOLVED – To accept the apologies given.

A24/01#02 Declarations of Interest
Local Authorities (Model Code of Conduct)
None

A24/01#03 Dispensations
Localism Act 2011 S33(1)
None

A24/01#04 Public Participation
Standing Orders Clause 3 (e, f, g & h)
None

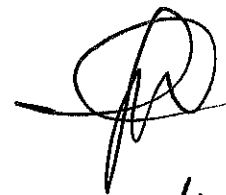
A24/01#05 Amenities Sub-Committee Meeting - Minutes
Local Government Act 1972 Sch 12 Para 41(1)
To confirm and sign the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 6th November 2023.

RESOLVED – that the minutes of the ordinary meeting of the Amenities Sub-Committee held on Monday 6th November 2023 be signed as a correct record.

A24/01#06 Action Review Summary (for information only)
To receive, review and agree priorities in relation to outstanding actions

- The licence for the installation of the bike pump has been granted by Herefordshire Council
- The licence for the management of the flower bed on Wilton Road will be returned to Herefordshire Council

RESOLVED – To receive and note the report.



4-3-24

A24/01#07 Operations Manager and Committee Clerk Report (for information only)
To receive and note report from the Operations Manager and Committee Clerk.

- Repairs are needed to the plague cross in the closed churchyard. Quotes are being sourced and the possibility of grant funding is being investigated
- A request was made for the tree warden to provide an updated site plan with a complete list of trees and locations for Long Acre and Ropewalk
- Vandalism has been reported at the Bandstand causing damage to the floor and iron work
- A request has been received from a local community group to use the Bandstand for a charity photoshoot

RESOLVED – To receive and note the report. To approve the request to use the bandstand for a charity photoshoot

A24/01#08 Town Clerk's Delegated Powers.
Local Government Act 1972 s101
None

A24/01#09 Finance
i) to receive income and expenditure report for the Amenities Sub-Committee Budget 2023/2024

RESOLVED – To receive and note the report.

A24/01#10 Policies
To review the Council's policy on the following and agree the frequency of the review period

- Memorial Bench Regulations and Application policy [Last Reviewed November 2023]
- Tree Planting and Donation Policy [Last Reviewed March 2023]

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Pope

RESOLVED: To adopt the proposed policy changes with immediate effect and to review the policies in 12 months

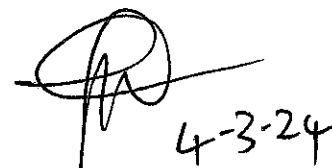
A24/01#11 Grounds Maintenance and Planting Contract 2024/2029

- To receive verbal report on the process for the tender evaluation*
- To consider proposed questions for the shortlisted candidates*
- To approve an appointed panel*
- To give delegated authority to the Authorised Officer (Town Clerk) in consultation with the appointed panel to award the Contract, subject to interview and to negotiate best and final offer*

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Setchfield

RESOLVED: To keep the questions the same as the previous tender process and to give authority to the panel to add any additional questions. To appoint the Town Clerk, Operations Manager, Cllr J Winder and Cllr R Taylor to the panel. To give delegated authority to the Authorised Officer (Town Clerk) in consultation with the appointed panel to award the Contract, subject to interview and to negotiate best and final offer.



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A24/01#12 Council 'Away Day'

To consider identified priorities for the sub-committee and discuss next steps to schedule a planned programme of works

A request was made by Cllr Taylor to have an agreed annual budget for Ross in Bloom and Blake Memorial Gardens in line with the Council's identified priorities.

A suggestion was raised for the Play Working Group to work with the Councillors involved in the proposed skate park on the play strategy.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Lister

RESOLVED: To make a recommendation to Full Council to include an agreed annual budget for 25/26 for Ross in Bloom and Blake Memorial Gardens in line with the Council's identified priorities

A24/01#13 Parish Lengthsman Contract

- i) To receive details of changes to the Lengthsman Scheme Grant*
- ii) To confirm the Lengthsman Scheme Budget 24/25*
- iii) To approve an application to BBLP to continue with the Scheme for undertaking works on the Network through the Parish Lengthsman for 24/25*

Councillors were informed of the reduction of available funding from the Pariah Lengthsman Scheme Grant.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Taylor

RESOLVED: To confirm the Lengthsman Scheme Budget for 24/25 and to proceed with an application to BBLP for grant funding with match funding from Ross Town Council to continue with the scheme for undertaking works on the network through the Parish Lengthsman for 24/25

A24/01#14 Hedgehog Litter Bin

To consider a location for the placement of the hedgehog litter bin

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Taylor

RESOLVED: To confirm the placement of the hedgehog litter bin at Blake Memorial Gardens

A24/01#15 Riverside benches

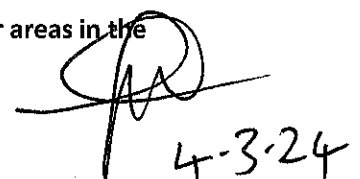
To consider a proposal to double up the benches along the riverbank

Due to the lack of space now available along the riverbank on Long Acre for memorial benches, Cllr Lister suggested offering the option to have benches back to back. Cllr Taylor suggested offering areas in the Arboretum area as another option.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Lister

RESOLVED: To offer applicants the option of a back-to-back bench or areas in the arboretum on Long Acre



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A24/01#16 Defibrillator at Wye Street

To consider applying for funding to install a defibrillator on the wall at Wye Street toilets

The bandstand area holds several events during peak season and the river area is popular throughout the year. There is no defibrillator within 200 metres of the location as per the conditions of the grant funding.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Lister

RESOLVED: To apply for funding to install a defibrillator on the wall at Wye Street toilets

A24/01#17 Vegan Market

To receive and consider the feedback from Vegan Market Company regarding potential 2024 booking

Feedback had been received from the organiser of the Vegan Market who had requested a review of the fee for the event and had suggested a fee which is in line with other areas he attends.

Proposed: Councillor Coker
Unanimous

Seconded: Councillor Setchfield

RESOLVED: To agree the suggested fee from the Vegan Market Company

A24/01#18 Parish Footpath Officer

To consider appointing a Parish Footpath Officer

It was raised that Ross-on-Wye is the only parish in Herefordshire not to have a Parish Footpath Officer (PFO). It was suggested to speak with the former PFO for the town.

Proposed: Councillor Taylor
Unanimous

Seconded: Councillor Pope

RESOLVED: To appoint a Parish Footpath Officer in line with the guidelines from Herefordshire Council

A24/01#19 Allotment Hedge

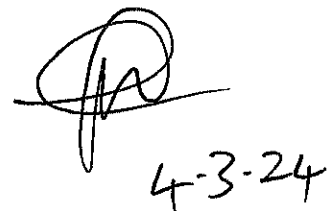
To consider proposal to reduce the boundary hedge at the allotments

Pedestrian access is currently affected by the overgrowth and encroaching on the allotment huts. Once the work is completed it will be more manageable for the amenities team in the future.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Freer

RESOLVED: To agree the proposal for a contractor to reduce the boundary hedge at the allotments at a cost of £1080



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A24/01#20 Working Groups

Play Strategy Working Group

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

- i) To receive a verbal update from the Play Strategy Working Group.*
- ii) To consider making a recommendation to Full Council for the Working Group to submit an expression of interest to the Community Ownership Fund*

- Enquiries ongoing into the possibility of professional input into grant funding and project management for Bluebell Playpark Proposal.
- A document was circulated to members giving a brief overview of the plans for the Bluebell proposal.
- A potential funding source for the Bluebell Playpark proposal had been identified from the Community Ownership Fund.

Proposed: Councillor Pope
Unanimous

Seconded: Councillor Taylor

RESOLVED: To make a recommendation to Full Council for the Play Working Group to submit an expression of interest to the Community Ownership Fund

A24/01#21 Correspondence for consideration and response

To consider two requests under the Tree Planting & Donation Policy

Proposed: Councillor Lister
Unanimous

Seconded: Councillor Taylor

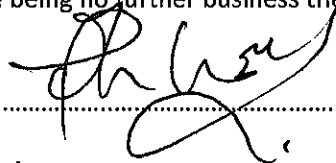
RESOLVED – to approve the two requests for memorial trees.

A24/01#22 To confirm date of next scheduled meeting and propose items for consideration.

Monday 4th March 2024.

- Review Open Spaces fees

There being no further business the meeting closed at 8.18pm



Chairman

4-3-24

Date