



Ross-on-Wye Town Council

Minutes of the ordinary meeting of the Amenities Sub-Committee
held on Monday 4th March 2024 at 7.00pm
at St Mary's Garden Village Community Hub, Ross-on-Wye

Present: Councillors J Winder (Chairman), D Ciolte, V Coker, S Freer (Substitute for K Fowler), D Lister, B Pope, M Setchfield and R Taylor
Ex Officio: Councillor J Utting
In attendance: Miss C Reynolds – Deputy Town Clerk, Mr. D Rowe - Operations Manager, Andrew De La Haye – Ross Branch of Herefordshire Wildlife Trust

There were two members of the public present.

A24/03#23 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)

Cllr K Fowler
Absent – Cllr M Boylan

RESOLVED – To accept the apologies given.

A24/03#24 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
None

A24/03#25 Dispensations
[Localism Act 2011 S33\(1\)](#)
None

A24/03#26 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)


A member of the public spoke about the campaign they started for a new skate park and Multi-use Games Area at Wilton Road and the strong support they have received within the community for the project, and asked the Town Council to support it where they can.

A24/03#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 15th January 2024.

RESOLVED – that the minutes of the ordinary meeting of the Amenities Sub-Committee held on Monday 15th January 2024 be signed as a correct record.

A24/03#28 Action Review Summary (for information only)
To receive, review and agree priorities in relation to outstanding actions

- Following a successful funding bid to Herefordshire County Bid's Market Towns Grant Fund three new planters have been purchased ready to be placed around the town.
- The application to the British Heart Foundation for a defibrillator for Wye Street had been unsuccessful



15-4-24

- A Parish Footpath officer had been appointed with plans for them to attend future Amenities Sub-Committee meetings

RESOLVED – To receive and note the report.

A24/03#29 Operations Manager and Committee Clerk Report (for information only)

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

- Councillors were informed of further issues with a local funeral director with allowances being made due to staffing issues within their business.
- A resident had raised an issue with the location of a bin. Following a number of discussions with the resident to reach a mutually satisfactory solution, visits to the bin have been increased and they have been advised to make a formal complaint to the Town Council regarding the matter if they are unhappy with the arrangement.

RESOLVED – To receive and note the report.

A24/03#30 Town Clerk's Delegated Powers.

[Local Government Act 1972 s101](#)

None

7.14pm The Chairman brought forward item A24/03#35

7.14pm Standing Orders were suspended to enable members of the public to address the Council.

A24/03#35 Feasibility Study for Upgrading Skate Park to a Multi-Use Games Area (MUGA)

To consider whether to agree a Feasibility Study to extend the existing Skate Park to include a basketball area with hoops, creating a MUGA. If agreed, to recommend to Full Council the allocation of £25k/£5k from the existing Skate Park allocation toward this feasibility study. To determine the lead and consider setting up a Working Group.

Cllr Stark had prepared a document for the meeting to propose using Town Council budget to conduct a Feasibility Study for the Skate Park. Cllr O'Driscoll attended the meeting to update the sub-committee on this project. Meetings have been ongoing with a number of stakeholders and a potential funding opportunity from S106 monies had been identified.

7.28pm Cllr D Ciolte joined the meeting

A conversation has taken place about a contribution from Herefordshire Council for maintenance should a decision be made for an asset transfer to the Town Council. A discussion took place on the possibility of an Asset Transfer with a suggestion that a licence would be preferable.

Councillors suggested a working group be created who will make suggestions on a timeline for decisions and identify opportunities for allocation of funds.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Utting

RESOLVED – To recommend to Full Council that a Working Group is created to explore the options proposed in the document provided by Cllr Stark and to agree to identify opportunities for use of the £20/5k Skate Park budget over the next 12 months and to report back to the Amenities Sub-Committee with their suggestions. Proposed members are Cllr O'Driscoll (convenor) Cllr Winder and Cllr Lister, with the working group to draft Terms of Reference to be considered for approval.

7.47pm Standing Orders were reinstated, and two members of the public left the meeting



15.4.24

7.48pm The Chairman brought forward item A24/03#33

A24/03#33 Herefordshire Wildlife Trust

To receive a presentation about the latest projects of Herefordshire Wildlife Trust and to identify opportunities for collaborative work

The Ross Branch of the Herefordshire Wildlife Trust are exploring how the needs of wildlife in and around Ross-on-Wye are currently being met and how they can be improved. The group are looking at the town from a nature's point of view. The group are in the process of creating a map which displays habitats, green spaces, woodlands, watercourses etc. They are keen to work with the Town Council to identify opportunities for project ideas.

RESOLVED – to receive and note the presentation and for Ross Branch of Herefordshire Wildlife Trust to liaise with Duncan Rowe, Operations Manager and Cllr R Taylor on potential projects and will report back to the committee with any updates.

7.57pm Andrew De La Haye left the meeting

A24/03#31 Finance

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

RESOLVED – To receive and note the report.

ii) to consider carry forward budgets into Financial Year 2024/2025 for approval
Play Equipment (4235/315) - £2,000
Play Equipment Capital (4960/391) - £20,000

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Utting

RESOLVED – to carry forward £2000 into Financial Year 2024/25 from Cost Centre Play Equipment (4235/315) and £20,000 from Cost Centre Play Equipment Capital (4960/391). The Skate Park Refurb Capital budget (4961/391) had already been agreed to transfer to Earmarked Reserves (EMR).

A24/03#32 Policies

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

- Open Spaces and Special Event Hire Policy

[Last Reviewed April 2023]

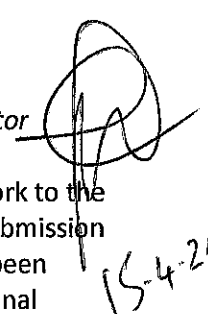
Following feedback on the current fees from a potential hirer it was suggested that a revision was needed.

RESOLVED: To defer consideration of the Open Spaces and Special Event Hire Policy until the April Sub-Committee meeting and for the Deputy Clerk to prepare a report with a suggestion of fees.

A24/03#34 Dean Hill Play Park

To receive update on the quotes received and to agree recommendation of contractor

Following a report by the Community Development Officer three quotes for the work to the Junior section of the playpark had been received, with one company providing a submission which was more in-keeping with the area and within budget. Further funding had been received from the Herefordshire Community Foundation which allowed the additional works of removal of the existing equipment to be carried out. Funding from the Wye Valley



National Landscapes had been received for the installation of accessible equipment and the preferred contractor would be willing to provide a significant discount for the additional project if the quote was accepted.

A discussion took place on the lifespan of timber products. Councillors were informed that there was a 15-year guarantee which came with the recommended contractor. Concerns were raised about the potential for vandalism and the risk to equipment.

Proposed: Councillor Utting
For: 7
Against: 2

Seconded: Councillor Setchfield

RESOLVED: To agree to use the recommended contractor as specified in the report for the works to Dean Hill Playpark for a sum of £23,998 exc. VAT. And due to the significant discount being offered to agree to use the same contractor for the additional project relating to accessible equipment providing it does not exceed the grant funding obtained for this purpose from Wye Valley National Landscapes.

A24/03#36 Planters

To receive verbal update on the town planters and to agree action required

Potential locations for the new planters have been identified and licence applications have been submitted to Herefordshire Council. A proposal was being prepared for the Sub-Committee by the Operations Manager for the future of the planters and sponsorship opportunities.

RESOLVED – To receive and note the report.

A24/03#37 Second Vehicle

To make a recommendation to Full Council to approve expenditure for a second amenities vehicle from the Vehicle Costs Capital Budget 2024/25

Proposed: Councillor Utting
For: 8
Abstained: 1

Seconded: Councillor Freer

RESOLVED: Budget had been allocated for this expenditure. To agree to approve expenditure for a second amenities vehicle as per the report prepared by the Operations Manager a Kubota RTV-X900 at a cost of £13,500 from the Vehicle Costs Capital Budget 2024/25.

A24/03#38 Grounds Maintenance

To receive verbal update on the appointed contractor.

Contractor has been appointed with a five-year fixed fee agreed at Full Council meeting February 2024

RESOLVED – To receive and note the report.

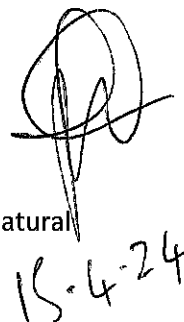
A24/03#39 Working Groups

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.*

Potential funding sources were being reviewed. Discussions have taken place with Natural England regarding the responsibility to check for wildlife and nature.



ii) To review draft play strategy for comments

Suggestions were made to look further into a public consultation on the play strategy as a whole. Discussions were had about whether playparks that did not belong to the Town Council should be included.

RESOLVED – To receive and note the report and for the working group to look at options for public consultation on the Play Strategy.

A24/03#40 Correspondence for consideration and response

Two requests to hire the bandstand

RESOLVED – to approve the two requests to use the Bandstand area for an exercise class and Ross Town Band performance.

A24/03#41 To confirm date of next scheduled meeting and propose items for consideration.

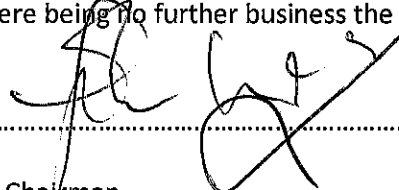
Monday 15th April 2024

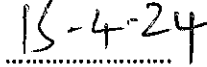
- Open Spaces and Special Event Hire Policy fees
- Planters
- Skate Park

Committee Members: Councillors J Winder (Chairman), C Boylan, D Ciolte, V Coker, K Fowler, D Lister, B Pope, M Setchfield and R Taylor

Ex officio member: Councillor J Utting

There being no further business the meeting closed at 8.52pm


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Chairman


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Date