



Ross-on-Wye Town Council

Minutes of the Amenities Sub-Committee held on Monday 15th April 2024 at 7.00pm at Town Hall, Cantilupe Road, Ross-on-Wye, HR9 7AN

Present: Councillors J Winder (Chairman), M Boylan, D Ciolte, V Coker
Ex Officio: Councillor J Utting
In attendance: Miss C Reynolds – Deputy Town Clerk, Mr. D Rowe - Operations Manager

There was one member of the public present.

A24/04#42 Apologies for Absence
[Local Government Act 1972 s85 \(1\)](#)

Cllr D Lister, B Pope, M Setchfield, R Taylor
Absent – Cllr K Fowler

RESOLVED – To accept the apologies given.

A24/04#43 Declarations of Interest
[Local Authorities \(Model Code of Conduct\)](#)
None

A24/04#44 Dispensations
[Localism Act 2011 S33\(1\)](#)
None

A24/04#45 Public Participation
[Standing Orders Clause 3 \(e, f, g & h\)](#)
None

A24/04#46 Amenities Sub-Committee Meeting - Minutes
[Local Government Act 1972 Sch 12 Para 41\(1\)](#)
To confirm and sign the minutes of the previous ordinary meeting of the Amenities Sub-Committee held on Monday 4th March 2024.

RESOLVED – that the minutes of the ordinary meeting of the Amenities Sub-Committee held on Monday 4th March 2024 be signed as a correct record.

7.01pm The Chairman brought forward item A24/04#56 Skate Park

7.01pm Standing Orders were suspended to enable member of the public to address the Council.

A24/04#56 Working Groups

Skate Park

[Councillors Lister, O'Driscoll and Winder]

- i) *To confirm Terms of Reference*
- ii) *To receive written report from the Working Group and to agree recommendations within the report including the suggested timeline and allocation of funding*

The Working Group have had a number of productive meetings, in particular with Herefordshire Council who have appointed a Project Manager for the project.

7.07pm Cllr D Ciolte joined the meeting.

A large amount of community engagement has been conducted by the community group with positive feedback and therefore the working group felt a feasibility study was not a viable option. CCTV on site was being investigated, with the potential to include this with any funding bids.

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Boylan

RESOLVED: To confirm Terms of Reference and Working Group members of; Cllr Lister, O'Driscoll (Convenor) and Winder, with additional members Marc Russell and Andrew Houston, Herefordshire Council Programme Manager.

Terms of Reference

The Ross-on-Wye Town Council (RTC) Skatepark / Multi-Use Games Area (MUGA) Working Group (WG) will comprise a minimum of two councillors. Non-Councillor members shall be invited to join by a simple majority vote within the Working Group. The quorum of the Working Group shall be two members. Officers of RTC will be invited to attend meetings when deemed necessary/appropriate. The Group shall appoint an elected Member as Convenor.

Purpose

To monitor and provide guidance to the Amenities Sub-Committee/Full Council/Management Committee and Council officers on the redevelopment of the Skate Park located within Wilton Road Car Park

Remit

- **Explore and recommend a timeline for the design and construction of a new Skate Park and MUGA**
- **Explore options for long term ownership of the site (Asset Transfer/Lease)**
- **Recommend allocation of RTC funding**
- **Liaise with members of the local community where appropriate to explore ideas around design of Skate Park / MUGA**
- **Explore funding opportunities including s106 money from Herefordshire County Council (HCC)**
- **Work with members of the local community to establish a not-for-profit community organisation suitable for the long-term management of the asset**
- **Other tasks as may be deemed appropriate by Amenities/Full Council/Management Committee Motion to Amenities Sub Committee**

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Boylan

To agree the suggested timeline as stated in the written report provided by the Skate Park Working Group with consideration to be given to staffing capacity. The funding allocation towards the project consists of £20k carried over 2023/24 Skate Park budget and £5k from the 2024/25 Skate Park budget. Thanks were given to Cllr O'Driscoll and Marc Russell for all their work so far.

7.17pm Standing Orders were reinstated, and one member of the public left the meeting

A24/04#47 Action Review Summary (for information only)

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

- The bike pump has now been installed on Gloucester Road.

RESOLVED – To receive and note the report.

A24/04#48 Operations Manager and Committee Clerk Report (for information only)

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

- Annual tree inspection quotes being gained. Will be presented at next meeting.
- Refurbishment work has been completed at Red Meadow toilets and coin machines have now been removed from both Red Meadow and Wye Street toilets
- A second amenities vehicle has been sourced and ordered
- Contractor has now taken control of the Market House with work due to begin

RESOLVED – To receive and note the report.

A24/04#49 Town Clerk’s Delegated Powers.

[Local Government Act 1972 s101](#)

None

A24/04#50 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 approve expenditure for work to various riverside willows to enhance river vistas, improve the health of the tree stock and open up view of the river from strategic locations in line with the Riverside Management Plan adopted 2023 within the allocated Tree works budget (4250/301) 24/25.

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Winder

RESOLVED – To approve expenditure for work to various riverside willows to enhance river vistas, improve the health of the tree stock and open up view of the river from strategic locations in line with the Riverside Management Plan adopted 2023 within the allocated Tree works budget (4250/301) 24/25 with delegated authority given to the Town Clerk to approve the expenditure.

A24/04#51 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]*

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Coker

RESOLVED: To approve the proposed changes to the policy

A24/04#52 Wye Valley National Landscape

To receive proposals from Wye Valley National Landscape to install a disabled bay at Homs Road Car Park and a Willow Arch on the Ropewalk

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Boylan

RESOLVED – To approve the proposals from the Wye Valley National Landscape (WVNL) to install a disabled bay at Homs Road car park with permission given to WVNL to run the project in liaison with the Operations Manager. To make it clear that the Town Council is unable to enforce any parking restrictions. To approve a Willow Arch at the Ropewalk

with a required minimum height and width with two visits annually from WVNL volunteers to carry out maintenance. Both projects will be fully funded by Wye Valley National Landscapes.

A24/04#53 Planters

To receive report on the town planters sponsorship scheme and to agree action required

Due to no formal documentation being in place relating to the existing planter scheme and agreements with some current 'sponsors' not being carried out, and to help improve the towns look, it was felt that a formal process needs to be set. Options included:

- Option 1 - Reaffirming with current sponsors the responsibilities and give option to opt out of scheme. If exiting alternative sponsors would be sourced with amenities team maintaining non-sponsored planters. Ross in Bloom volunteers would only be responsible for the planters they currently have licence for (Baptist Church, Coffee#1, 18 Gloucester Road, 8 Gloucester Road and Market House east side.) Produce, in conjunction with Ross in Bloom, an agreed Terms of Reference so it is understood what their remit is and how they can best support and enhance the town
- Option 2 - Reaffirming with current sponsors the responsibilities and give option to opt out of scheme. If continuing but do not wish to maintain the planter, an annual fee will be offered in return for the amenities team carrying out the maintenance. Ross in Bloom volunteers would only be responsible for the planters they currently have licence for (Baptist Church, Coffee#1, 18 Gloucester Road, 8 Gloucester Road and Market House east side). Produce, in conjunction with Ross in Bloom, an agreed Terms of Reference so it is understood what their remit is and how they can best support and enhance the town
- Option 3 – Commit to setting up an In Bloom Working Group with a full terms of reference which will report and be managed by the Town Council with the intention of working towards a comprehensive Britain in Bloom application. The Town Council would adopt all the town planters and be responsible for planting and maintenance. Sponsorship opportunities would be offered to businesses

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Boylan

RESOLVED – To approve option two of the report which puts a formal process in place for the town planters sponsorship scheme. The Operations Manager to put together Terms of Reference for the scheme and present it for approval at the next Amenities Sub-Committee meeting.

A24/04#54 Churchyard Gate

To receive feedback on the locking of the churchyard gate and to agree action required

Proposed: Councillor Winder
Unanimous

Seconded: Councillor Ciolte

RESOLVED – For the Operations Manager to inform the PCC that the gate to remain locked due to the considerable damage being caused to the new path and grass of the closed churchyard.

A24/04#55 Bands in the Park

To confirm fees for Kelsmor Dairy for the summer season

Proposed: Councillor Utting
Unanimous

Seconded: Councillor Boylan

RESOLVED – To approve the fee for Kelsmor Dairy for the summer season based on the charges agreed in the Open Spaces and Special Event Hire Policy.

A24/04#56 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.*

Quotes from play companies have been received which will be used in submitting an expression of interest application for funding in the coming week.

RESOLVED – To receive and note the report.

A24/04#57 To confirm date of next scheduled meeting and propose items for consideration.

Tbc

- Terms of Reference -Planters sponsorship scheme

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 8.13pm

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Chairman

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Date