

LYDNEY TOWN COUNCIL

AMENITIES COMMITTEE MEETING – 2017/01/16 – 10

MINUTES OF THE AMENITIES COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 16 January 2017 at 6.51 pm.

PRESENT: Cllrs C Harris (Chairman), B Berryman, R Christodoulides, H Ives, C Legg and D Pugh

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

Cllr Harris informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Street.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

The minutes of the Amenities meeting held on 19 September 2016 were confirmed as a true record. **Proposed by Cllr Ives, seconded by Cllr Berryman.** Vote carried.

It was noted that since the last meeting it had been necessary to incur expenditure of £288.00 including VAT to correct problems which were being experienced with a number of Christmas lights.

4. **OPEN FORUM**

No requests to speak were received.

5. **PLAY AREAS**

Play Provision at Tutnalls

Cllr Christodoulides informed Members that historically a play area had been provided at the rear of Leaze Court which had subsequently been removed and had never been replaced. Whilst a Local Area of Play (LAP) had been provided on nearby housing development, Cllr Christodoulides felt that children had been dissuaded from using the equipment unless they lived on the actual development. Accordingly, Cllr Christodoulides called for consideration to be given towards installing some form of equipment (e.g. seats/slides/swings/youth shelter, etc) on the area at the rear of Leaze Court.

During discussion Members were informed that the site was not owned by Lydney Town Council and that any play area which was adopted by the Council came with a commuted sum to cover future maintenance on the site. Members were reminded that the Council held earmarked funds for the maintenance of Primrose Hill Mesne. It was noted that no such fund was available for the play area in Tutnalls and that should the Council resolve to install any equipment it would also be responsible for its on-going maintenance.



LYDNEY TOWN COUNCIL

AMENITIES COMMITTEE MEETING – 2017/01/16 – 11

After a short further discussion it was **proposed by Cllr Harris** that the Council would undertake a Land Registry search in order to establish who owned the site and that the CEO would obtain costings for the provision of a youth shelter. Vote carried.

Action by – the CEO

Play Provision on Primrose Hill Mesne

Members were asked if they wished to explore the installation of any further play equipment on Primrose Hill Mesne.

Noting that Wild Boar had damaged the site a number of times, Cllr Ives questioned if any damage had been caused to the equipment due to their presence. Members were informed that no damage had been sustained by the equipment and Cllr Pugh felt that the Council needed to resolve the issue of Wild Boar accessing the site before considering whether to install additional equipment. Members were reminded that the Council had previously resolved not to enclose the site with fencing; that as such a Motion had been considered, re-visited and again subsequently debated that should Members wish to reconsider the issue five Members would need to submit such a request in writing to the CEO.

Discussion took place on the perceived risk of encouraging young people to an area which was periodically frequented by Wild Boar, however, Cllr Harris reminded Members of the need to re-instate what is “Public Open Space” in order it could continue to be used as an amenity. It was **proposed by Cllr Berryman, seconded by Cllr Legg**, that the Council would place the possible installation of any new play equipment on the Mesne on hold until such time as the ownership of the former play area in the Tutnall area was determined. Vote carried.

Reinstatement of Primrose Hill Public Open Space (The Mesne)

Members noted that the Council had last arranged for a contractor to roll and re-seed the play area to repair damaged caused by Wild Boar in 2015 at a cost of £2,400.00

It was **proposed by Cllr Harris** that Delegated Powers would be bestowed on the CEO and two Members to arrange the repair/re-instatement of Primrose Hill Mesne in early Spring in order to address damage caused by Wild Boar. Vote carried.

Action by – the CEO

6. **CHRISTMAS**

Light Switch On 2016 – Event Overview

Members were invited to provide feedback on the 2016 event. It was noted that whilst concerns had been voiced that the mobile lights provided had been set too low, the CEO advised that it had been possible to raise the height of the lights if Groundstaff had been made aware of the situation. Members also felt that it would be advantageous to arrange for a greater number of artists to perform, as the event had finished but members of the public were still queuing for admittance to Santa’s Grotto. It was also felt advantageous to open Santa’s Grotto earlier and to hire a larger stage which would enable the Combined Schools Choir to be viewed by all attendees. It was **proposed by Cllr Harris** that the CEO would work with the proprietor of Lydney Music to arrange for additional performers and a larger stage for the 2017 event. Unanimous.

Action by – the CEO



LYDNEY TOWN COUNCIL

AMENITIES COMMITTEE MEETING – 2017/01/16 – 12

Members expressed disappointment that DanTERS had not operated a facility for mulled wine and the CEO was instructed to request that DanTERS provide the facility at the 2017 event.

Action by – the CEO

Due to the length of the queues to visit Santa's Grotto, Council felt that it would be advantageous to provide some form of entertainment for children whilst waiting. It was **proposed by Cllr Berryman, seconded by Cllr Ives**, that the Council would engage the services of Mr Magicol to entertain the children, up to the value of £300.00. Unanimous.

Action by – the CEO

Lights Switch On 2017

Date of Event

It was **proposed by Cllr Harris** that the 2017 Christmas Lights Switch On would take place on Saturday 25 November 2017 at 6.00 pm. Furthermore, that Santa's Grotto would open at 5.30 pm. Unanimous.

During discussion Cllr Pugh kindly agreed to act as a "stand in" for Santa and Cllr Harris requested an agenda item for the February 2017 Full Council meeting relating to Christmas 2017.

Action by – the CEO

Light Up Figures for Grotto

Prior to the meeting Members were provided with examples of illuminated figures which could be used to light up the Grotto. It was **proposed by Cllr Harris**, that the Council would authorise up to £100.00 to be expended on the purchase of two illuminated figures. Unanimous.

Action by – the CEO

The CEO was requested to arrange for Lydney Training Band and the Combined School Choir to perform once again and to make any other necessary arrangements.

Action by – the CEO

Additional Christmas Lighting Features

Members were asked to consider the purchase of an additional two Christmas Lighting Features in order to enhance the display, with the suggested locations for the lights being lamppost 84 and 74 (by Looby's).

During discussion Members were reminded that lighting contractors/national policy guidance had advised previously that it would not be possible to utilise cross road features as the required height clearance could not be obtained. The possibility of stringing Christmas lights between lampposts was mooted, however, Members were reminded that they had already agreed their budget for the 2017 event; that expense for such additions would need to be considered when determining the 2018/2019 budget. Cllr Ives also advised that such a proposal would require a licence from Gloucestershire County Council and Members requested that Cllr Ives ascertain the procedure involved should the Council wish to address as outlined in future years.

Action by – Cllr Ives



LYDNEY TOWN COUNCIL

AMENITIES COMMITTEE MEETING – 2017/01/16 – 13

After a short further discussion it was **proposed by Cllr Legg, seconded by Cllr Pugh** that the Council would purchase a further two Christmas Lighting features up to the value of £1,400.00 (plus on-costs). Unanimous. Cllr Harris requested that consideration be given to purchasing features which matched a number of current units displaying coloured images.

Action by – the CEO

The CEO informed Members that she would shortly meet with the contractor who erected/removed/stored and PAT tested the Council's Christmas Lights in order to discuss a four year addendum to the existing contract. Cllr Harris requested that following the meeting the CEO table her recommendation at a future Amenities Committee meeting for consideration.

Action by – the CEO

7. GRIT BINS

Members were informed that the two additional Grit Bins which had been purchased in September 2016 had since been sited at the junction of Klondyke Avenue and Hams Road and also at the junction of Centurion Road and Claudius Way.

The CEO advised that following a request from a member of the public it had also been necessary to place a temporary blue salt bin at the first roundabout in Centurion Road. Members were assured that the situation would continue to be monitored and that the blue bin would be collected by Groundstaff at the end of the season.

8. MISCELLANEOUS CHARGES

Prior to the meeting Members were provided with a copy of the proposed fees to be levied for the 2017/2018 in respect of the following charges:

South Road Allotments

It was that the charges would be set as follows:

Full Sized Plot

- Standard £33.28
- Concessionary £16.64

**Proposed by: Cllr Legg,
seconded by Cllr Pugh. Vote
carried**

Half Sized Plot

- Standard £16.64
- Concessionary £8.32

**Proposed by: Cllr Legg,
seconded by Cllr Berryman.
Vote carried**

Third Sized Plot

- Standard £11.09
- Concessionary £5.55

**Proposed by Cllr Harris.
Vote carried**

Memorial Bench

After an extensive discussion it was **proposed by Cllr Berryman** that the charge would be set at £495.00 plus VAT. **Seconded by Cllr Harris. Vote carried.**



LYDNEY TOWN COUNCIL

AMENITIES COMMITTEE MEETING – 2017/01/16 – 14

Memorial Flower Trough

It was **proposed by Cllr Harris**, that the charge would be held at £300.00 including VAT. Unanimous.

Hire of Council Chamber

Members noted that use of the Chamber was offered free of charge to any community group or organisation benefitting the Town. It was **proposed by Cllr Pugh, seconded by Cllr Ives**, that for all other hirers a charge of £22.00 per hour would be levied. Unanimous.

9. LITTER PICKING

Cllr Ives reported that he had made contact with the Assistant Head at The Dean Academy to discuss the possibility of involving the students in a Town Litter Collection and that the Assistant Head had been supportive of the initiative. It was agreed that The Academy would be asked to provide Cllr Ives with a range of dates and that the Council would welcome their suggestions as to suitable routes. Cllr Ives was requested to liaise with Forest of Dean District Council to both inform them of the proposed litter collection and obtain their assistance with loaning litter pickers/disposal of the collected litter. Cllr Ives gave a commitment to approach other schools in the Town to ascertain if they too would be interested in getting involved in the scheme. Cllr Ives also a further undertaking to provide the Office with the proposed route in order that a Risk Assessment could be completed.

Action by – Cllr Ives

10. PUBLIC REALM/LYDNEY'S ACCESS AUDIT/FUTURE S106 CONTRIBUTIONS

Prior to the meeting Members were provided with a copy of the Lydney Access Audit which had been borne out of the Lydney Neighbourhood Development Plan/Community Engagement Development project.

It was **proposed by Cllr Harris** that the Audit would be adopted as a Working Document which would be reviewed if/when funding had been received from future S106 contributions. Unanimous.

Working Party

Members were informed that a meeting took place earlier in the day between a representative from a developer and members of the Planning and Highway Committee in order to discuss potential S106 contributions. It was felt that whilst the Council did not currently hold a "S106 Contribution Wish List" it may choose to use the aforementioned working document as a starting point. It was **proposed by Cllr Berryman, seconded by Cllr Pugh**, that all Members would be asked to forward further suggestions for S106 contributions to the CEO for collation, with the matter being an agenda item for Planning/Full Council. Unanimous.

Action by – all Councillors

Members noted that all Councillors would be provided with a copy of the notes from the S106 meeting with the developer in order that they may view the suggested categories.

11. COUNCILLORS REPORTS

Nothing to report.



LYDNEY TOWN COUNCIL

AMENITIES COMMITTEE MEETING – 2017/01/16 – 15

12. MEETING DATES

Members noted that the next meeting would take place on Monday 18 April 2017.

The meeting closed at 8.23 pm. <

Chairman 

Date 18.4.17