

LYDNEY TOWN COUNCIL

AMENITIES COMMITTEE MEETING – 2016/06/20 – 01

MINUTES OF THE AMENITIES COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 20 June 2016 at 7.03 pm.

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

Mr D Biddle, Lydney Festival Committee – Presentation only

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.

Cllr Harris welcomed Mr Biddle to the meeting. Speaking on behalf of the Lydney Festival Committee, Mr Biddle reminded Members that the Committee annually provided a report on its activities to the Council. Mr Biddle felt that the key to the future success and longevity of the Festival lay with young people and he provided examples of where participants had gone on to future successes. It was noted that historically the Festival had attempted to hold events in Bathurst Park and whilst it was stressed that the provision of a roof on the bandstand may encourage more artists to perform, it was noted that all events were at the mercy of the weather.

Mr Biddle advised that the Committee was predominated by music orientated artists and he stressed that the Festival did not organise rock or alcohol type events. Members were informed that the Festival had previously attempted to put on events with partner organisations, and Mr Biddle expressed a desire to work with the Management Committee of Lydney Town Hall in order to host events.

During discussion Mr Biddle felt that the most benefit which the Council could provide would be to construct a roof over the bandstand and the CEO advised Members that the matter was already being addressed by the Bathurst Park and Recreation Trust. Mr Biddle advised that he was in discussion with the tenant of The Coffee House in Bathurst Park concerning the provision of a performance area. Speaking in his capacity of Chairman of the Bathurst Park and Recreation Trust, Cllr Ives advised that the Trust wished to organise two events in the Park for 2017 and mooted that one of the events could be jointly organised with Lydney Festival. Accordingly, Cllr Ives gave a commitment to discuss the possibility of a joint event at the next Trust meeting. Mr Biddle welcomed suggestions for events which would encourage members of the public to attend.

Mr Biddle excused himself from the meeting at this point.

1. **APPOINTMENT OF VICE CHAIRMAN**

Deferred to next meeting.

2. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Christodoulides and Street.

3. **DECLARATIONS OF INTEREST**

None.



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4. MINUTES OF PREVIOUS MEETING

The minutes of the Amenities meeting held on 22 February 2016 were confirmed as a true record. **Proposed by Cllr Pugh, seconded by Cllr Ives.** Unanimous.

It was noted that since the last meeting the following items had been addressed under Delegated Powers and unanimously approved:

- Fibreglass repair to Council Chamber Roof. Cost £170.00
- To supply/fit cradle swing seat – The Mesne, Cost £140.41 plus VAT
- Repairs to vandalised play equipment at Mesne. Cost £48.71 plus VAT
- Repair/replacement of steering bolster on Stiga Mower. Cost £750.00 plus VAT
- Repair of kitchen sink, Council Chamber. Cost £65.00 plus VAT
- To note order issued re. stem injection of Japanese Knotweed (Council/Trust Ground) (Note: a second application may be required per annum. It may also take up to three years to eradicate completely)

It was suggested that in the future the Council may wish to consider itemising expenditure incurred through vandalism. It was **proposed by Cllr Pugh, seconded by Cllr Ives** that a report on such expenditure should be presented to the Amenities Committee on a quarterly basis. Unanimous.

Action by – the CEO

5. OPEN FORUM

No requests to speak were received.

6. PLAY AREAS

Members were asked to consider the quotation from Monmouthshire County Council of £4,606.35 plus VAT for the replacement of the perimeter fencing around the Beauchamp Meadow Play area.

During discussion it was noted that the replacement of the perimeter fence had been a requirement of the 2015 Annual Play Inspection. Furthermore, that Council had previously resolved to include sufficient provision in their 2016/2017 budget to facilitate the replacement and attention was drawn to the earmarked reserves.

It was **proposed by Cllr Harris** that the quotation would be accepted. Unanimous.

Action by – the CEO

7. CHRISTMAS

Presents

Members noted that an order had been placed for the supply of gifts for use in Santa's Grotto.

Lights Switch On 2016

Members were informed that the Council had been asked to enter into a licence agreement with Gloucestershire County Council in order to erect Christmas Lights/Floral planters on street lights through the Town and prior to the meeting Members were provided with a copy of the proposed licence template. Confirmation had been obtained that the Councils insurance already provided the level of cover stipulated in the licence. Members



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were asked if they wished the licence to be forwarded to their legal representative for their considered opinion. During discussion Members were informed that following receipt of the surveyor's report on the condition of the existing streetlights, a number of issues were stipulated which may affect the Council's ability to place Christmas Lights on specific columns. Members noted that the CEO/EO were currently in discussions with Gloucestershire County Council in an attempt to resolve a number of the issues. It was **proposed by Cllr Harris**, that the Council would not seek the opinion of its legal representative on the lease; the proposed lighting/planting plan to be used would be tabled for approval by Full Council at the July Full Council meeting. Unanimous.

Action by – the CEO

With reference to issues which had been identified with the survey, it was **proposed by Cllr Harris** that Delegated Powers would be bestowed on the CEO to resolve the issues in order that the Council may erect floral displays/Christmas Lights in its preferred locations. Unanimous.

Action – the CEO

Members were provided with an overview of the event arrangements which had been made to date and decisions were taken on the following matters:

Erection, PAT Testing, Removal and Storage of Christmas Lights

Members were provided with a copy of the quotation which had been obtained from Luke Cole Electrical for the sum of £250 to provide the above services. Acceptance of the quotation was **proposed by Cllr Harris**. Unanimous.

Action by – the CEO

Bucket Collection Licence

It was **proposed by Cllr Harris** that the Council would not apply for a bucket collection licence for the event. Unanimous.

Celebrity for Switch On

Members noted that Cllr Berryman proposed that Mary Rose Young be invited to switch on the Town's Christmas Lights. Unanimous.

Action by – the CEO

Event Location

Cllr Berryman advised that he had yet to confirm with the Manager of the Lydney Car Wash that it would be possible to use the site as the location for the event.

Santa's Grotto

Consideration was given towards the location of Santa's Grotto and it was agreed that Cllrs Harris and Berryman would visit Lydney Car Wash to view the office locations which may be used.

Action by – Cllrs Berryman and Harris

The CEO would obtain prices for a suitable wooden shed which could also be utilised as Santa's Grotto.

Action by – the CEO



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Members accepted the offer by the CEO and EO to decorate Santa's Grotto on the evening prior to the event. It was **proposed by Cllr Ives**, that Delegated Powers would be bestowed on the CEO to purchase additional decorations for the Grotto (if required) up to the value of £50.00. Noted.

Cllr Pugh offered to staff Santa's Grotto to ensure the safeguarding of children. Noted.

It was **proposed by Cllr Harris**, that Delegated Powers would be bestowed on the CEO/EO to purchase wrapping paper and large bags to hold Christmas gifts up to the value of £150.00

Action by – the CEO

Regarding an admission charge for Santa's Grotto, after a short discussion it was **proposed by Cllr Berryman, seconded by Cllr Legg**, that a charge of £3.00 per child would be levied which included a gift and that Councillors would ensure one of them was designated to collect admission charge for the entirety of the event. Vote carried with one abstention.

Action by – the CEO

Publicity

It was noted that an advert would be placed in The Forest and Wye Valley Review for one week at an estimated cost of £100.00 including VAT and that the Administration Assistant would design and produce signs for Santa's Grotto.

It was **proposed by Cllr Berryman** that the Council would approach traders in the Town to see if they would be willing to offer "Christmas Lights Specials" and Cllr Harris suggested that this could be raised through the Community Economic Development role.

Regarding the Christmas Windows Competition, it was noted that the decision regarding the theme and the timeframe for the judging would be deferred to the Mayor/EO in order to determine.

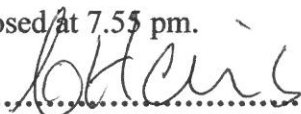
Councillor in Charge

It was **proposed by Cllr Pugh, seconded by Cllr Ives**, that Cllr Harris would be appointed as the Councillor in Charge of the event. Unanimous.

At 7.55 pm Cllr Legg excused himself from the meeting which resulted in the Committee being inquorate. Accordingly no further business was transacted. All outstanding business to be placed on July Full Council agenda.

The meeting closed at 7.55 pm.

Chairman



Date

19.9.16