

# LYDNEY TOWN COUNCIL

## AMENITIES COMMITTEE MEETING – 2012/06/18 – 01

**MINUTES OF THE AMENITIES COMMITTEE MEETING** held in the Council Chamber, Claremont House, Lydney on Monday 18 June 2012 at 7.00 pm.

**PRESENT:** Cllrs B Thomas (Chairman), B Berryman, D Biddle, C Harris, B Hobman and W Osborne

Mrs J Smailes – Chief Executive Officer (CEO)  
Miss C Wheeler – Executive Officer (EO)

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As Chairman of the Council, Cllr Berryman chaired the meeting until the Committee had elected its Chairman.

1. **ELECTION OF CHAIRMAN**

**Cllr Osborne proposed** Cllr Thomas for the position of Chairman. **Seconded by Cllr Biddle.** As there were no other nominations the matter was put to a vote. Unanimous.

Cllr Thomas was duly elected to the position of Chairman.

2. **ELECTION OF VICE CHAIRMAN**

**Cllr Osborne proposed** Cllr Hobman for the position of Vice Chairman, **seconded by Cllr Harris.** As there were no other nominations the matter was put to a vote. Unanimous.

Cllr Hobman was duly elected to the position of Vice Chairman.

3. **APOLOGIES**

Apologies for absence were received from Cllr Matthews and duly accepted.

4. **DECLARATIONS OF INTEREST**

None.

5. **MINUTES OF PREVIOUS MEETING**

Not applicable.

6. **OPEN FORUM**

No members of the public were present.

7. **BUS SHELTER – ALLASTON ROAD**

Prior to the meeting Councillors were provided with a copy of the correspondence which had been received from Mr J Burchby (expressing concern over the condition of the suspected asbestos roof of the shelter), and also a copy of the advice which had been received from Worksafely Ltd.

Discussion took place on whether the shelter was actually still used by members of the public. It was noted that if the Council wished to confirm that the roof was indeed constructed from asbestos it would be necessary for a sample of the roof to be tested, at a cost of £80.00. Consideration was given towards re-roofing the shelter with alternative materials (e.g. galvanised/plastic coated metal) and it was **proposed by Cllr Harris,**

  
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seconded by Cllr Biddle, that delegated power would be granted to the CEO to arrange for the roof of the shelter to be removed/replaced (as considered appropriate), up to the value of £400.00. The motion was put to a vote which was carried, with one abstention.

**Action by – the CEO**

The CEO advised that it may be necessary to vire the funding to cover the expenditure.

### 8. STREET FURNITURE

Cllr Biddle reported that no further progress had been made with this matter as it was proving very difficult to obtain grant funding for these items. However, Members noted that it may be possible to apply to the Heritage Lottery for funding, but a caveat may be placed on the style of street furniture which they would fund (e.g. cast iron type). Cllr Biddle stated that he had also been investigating the possibility of updating/providing a town map and also new signage for the entrances to the Parish and he believed that the Forest of Dean Lions may be interested in also placing a sign under signage on the entrances to the Parish.

During discussion it was suggested that the Council may wish to look at replacing the signage on Parish entrances from Chepstow and Gloucester, as this may enable “Gateway to the Forest by road, rail and sea” to be incorporated. With regard to submitting a possible funding bid to the Heritage Lottery, Cllr Biddle proposed that the Council’s “style” would utilise a black background with gold lettering, as this would be in keeping with a number of signs already installed around the town. No objection was raised to the proposal.

**Resolved:** That the Council’s Street Furniture “style” would utilise a black background with gold lettering.

### 9. CHRISTMAS EVENTS/LIGHTS

Councillors were asked to consider what arrangements they wished to be made for this year’s event.

Cllr Harris reported that Lydney Traders Association would take place on the first Saturday in December. Cllr Harris questioned if Members would be agreeable to joining the Traders event with the Christmas Lights Switch on, thereby ensuring that that Traders event would run from midday until 5.00 pm, when a parade (incorporating a bucket collection) would then take place through the Town as the Christmas lights were being switched on. Furthermore, Cllr Harris felt that by joining the two events together it would negate the need for the Council to apply for a road closure in respect of the parade, as the Traders may have applied for a road closure for their event. Cllr Hobman spoke in support of joining the two events together. It was suggested to Members that they may also like to work with the Town Hall Management Committee and members of the Youth Council.

It was felt that the Town Hall Management Committee would welcome involvement in the Christmas Lights Switch on and it was felt that the Management Committee would be responsible for organising additional events at the Town Hall. Accordingly, the role of the Council would be to support the Traders, organise the parade (if any) and provide a good display of Christmas Lights. Cllr Osborne called for Councillors to consider purchasing, rather than hiring, its Christmas lights once the current contract had expired.

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Cllr Osborne felt that the responsibility for the purchase of a Christmas tree outside the Town Hall would lie with the Management Committee and the Council would concentrate its lighting display on the tree which was placed in the town (including the official “switch on”) and also in Hams Road/Newerne Street. During discussion it was felt that it would be the responsibility of the Lydney Town Hall Management Committee to organise Santa and his Grotto at the Town Hall, and it was **proposed by Cllr Osborne, seconded by Cllr Biddle**, that the Council would donate its supply of children’s Christmas presents to the Management Committee in order that they may be used for fundraising purposes.  
Unanimous.

**Action by – the CEO**

Attention then briefly focused on the parade and Cllr Berryman emphasised that if the Council wished to utilise a parade they would need to apply for a road closure, check the Council’s insurance provision, arrange for signage advertising the closure to be erected, undertake a risk assessment, etc. Cllr Berryman urged Members to establish if the Traders were actually applying for a road closure and if not, to consider the arrangements which would need to be made if the Council wished to obtain a closure. Furthermore, Cllr Berryman urged contact to be made with the Police to ascertain if they would be willing assist with controlling the traffic, albeit in a reduced capacity.

**Agenda Item - July**

Attention then turned to a bucket collection and Cllr Harris felt that any funding raised could be allocated towards purchasing new Christmas Lights. However, it was noted that an individual, not the Council, would need to apply for a collection licence and it was felt that members of the public may be resistant towards providing a donation when they were already paying a precept to the Council. It was accepted that the Council would not be contracted to hire their Christmas lights next year, and it was felt that local electricians may be willing to erect the Council’s lights at a reduced charge.

Regarding the shop window competition, Cllr Osborne suggested that the Council may wish to consider stipulating a timeframe during which the window display should remain unchanged (i.e. until the New Year).

10. **CORRESPONDENCE**

None.

11. **COUNCILLOR REPORTS**

Cllr Biddle noted that some items currently discussed at Full Council would now fall under the remit of the Committee. Accordingly, he reported that a large tree had recently fallen into St Mary’s Churchyard from the Old Vicarage. Cllr Biddle confirmed that the responsibility for the damaged caused by the tree lay with Mr Thurston.

Cllr Biddle questioned if it would be possible to identify the Council’s boundary from that of the wooded area on Primrose Hill. It was noted that Cllr Matthews was in the process of registering the site with the Land Registry. Cllr Matthews would, however, need to remain mindful of a parcel of land owned by a local resident.

Cllr Harris questioned who undertook the grass cutting in the Cemetery. The CEO advised that this was currently undertaken by a contractor, however, the Council’s grass cutting contracts would be up for renewal in 2013 and the Committee would be required to



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consider the extent of such contracts before a formal tender process was operated.

Cllr Osborne requested that the Churchyard be an agenda item for the next meeting. During a short discussion the CEO felt that the Town Council's staff needed to be more pro-active in the community and that this may require some of their duties in Bathurst Park to be assigned to a contractor (e.g. litter collection in Bathurst Park), as their priority it was felt must be to the town.

Cllr Biddle felt that the Council may receive requests from members of the public regarding the possibility of cutting grassed areas owned by Two Rivers Housing. It was felt that the Council would only undertake this task if it could be provided with specific funding from Two Rivers Housing, or through negotiations with the land owner itself. Cllr Thomas requested that Members be provided with copies of the Two Rivers Housing grass cutting maps for the next meeting.

**Action by – the CEO**

Cllr Thomas provided Members with a comparison of allotment charges which he had produced. Members were asked if they wished to advertise that the Council would encourage garden sharing to satisfy the demand for allotment space and it was felt that the Committee would focus its attention on formulating a list of potential sites where allotments could be utilised.

12. **MEETING DATES**

It was noted that the next meeting of the Amenities Committee would take place on Monday 16 July 2012.

The meeting closed at 7.57 pm.

Chairman ..... 

Date ..... 