

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2012/07/09 – 34

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 9 July 2012 at 7.06 pm.

PRESENT: Cllrs B Berryman, D Biddle, R Bonser, D Cooksley, D Edwards, C Harris, V Hobman, J James, C Matthews, W J Osborne, B Pearman and B Thomas

P S Paul Symonds, Gloucestershire Police

Four members of the public

District Councillor J Bevan

District Councillor J Davis

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

Prior to the formal start of the meeting Cllr Berryman announced that a letter of resignation had been received from Cllr J Bartle. The Council then entered into a closed session at 7.07 pm so that Cllr Bartle's letter could be disclosed prior to being released into the public domain. Members of the public were invited to return to the Chamber at 7.15 pm and the meeting then proceeded as normal.

Cllr Berryman informed all attendees that a practice fire evacuation had not been scheduled for the duration of the meeting. Attendees were also informed of the location of the fire exits.

Cllr Berryman also apologised that incorrect postage had been affixed to Councillors' Summons's which had been due to an oversight by the Council's apprentice.

1. **APOLOGIES**

Whilst no apologies for absence had been received from Town Councillors, apologies for absence were received and duly accepted from District Councillor Glastonbury.

2. **DECLARATIONS OF INTEREST**

None

3. **MINUTES OF PREVIOUS MEETING**

For the sake of clarity Cllr Osborne called for an amendment to the vote which had been recorded under item 4. Cllr Osborne requested that the minutes be amended to reflect that both he and Cllr Harris had voted against the resolution, rather than abstained.

In view of the above **Cllr Osborne proposed** acceptance of the minutes, subject to the aforementioned amendment. **Seconded by Cllr Matthews.**

4. **POLICE MATTERS**

Cllr Berryman welcomed PS Symonds to the meeting who then proceeded to provide an update on the planned Police Information Point for the town. PS Symonds advised that it had been proposed that the Police would remain in their current building until April 2013. Furthermore, that in future the Police planned to have a presence based at the Fire Station; whilst the hours of operation had yet to be agreed PS Symonds reported that they would be publicised. PS Symonds also advised that the Police were in the process of organising a further meeting of the neighbourhood co-ordination group.

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Cllr Edwards questioned why Police did not act when residents frequently reported properties which were being used as drug houses. PS Symonds requested that Councillors inform the CEO prior to the meeting of questions which they wished to ask the Police to enable the matters to be researched and an answer provided at the meeting. However, PS Symonds confirmed that the Police used information provided by members of the public to substantiate requests for warrants to search premises. Cllr Matthews noted an increase in theft and burglaries over the previous few months. PS Symonds advised that the general crime trend had decreased; that Lydney was a safe place to live and he cautioned against comparing crime figures on a month to month basis. Cllr Bonser called for both the Council and the neighbourhood co-ordination group to be provided with figures for anti-social behaviour recorded on the Oakdale development. PS Symonds declined to comment on the speculation that if a Conservative Police Commissioner was appointed they may retain the Police station in the town/or other location.

District Cllr Bevan questioned if Police patrolled the town during the early hours of Sunday morning, as members of the public were seen to be walking in the middle of the road shortly after exiting a local nightclub. PS Symonds confirmed that Police were generally in the town and that extra resources were allocated for Friday/Saturday evenings. However, Members noted that the Police were charged with patrolling the whole of the Forest of Dean and PS Symonds urged members of the public to contact the Police if they felt situations required a Police presence. Cllr Bonser expressed concern over the sheer distance Police Officers were expected to cover. Relating a personal experience, she felt that it did not instil confidence in the Police if they were requested to attend a situation but an Officer failed to turn up.

Mr Owen questioned how the Police would work with the Armed Forces to secure the safety of the Olympic Games and he questioned if it was possible for the country to experience the rioting of 12 months ago. Whilst he did not feel it likely that rioting would occur again, PS Symonds advised that Gloucestershire Constabulary would work closely with partnership agencies in emergency situations.

PS Symonds then excused himself from the meeting.

Councillor Surgeries

Cllrs James and Biddle reported that they had serviced the inaugural Councillor surgery which took place outside the Co-operative Store. Various issues were raised by members of the public (e.g. car park charges, refuse bins, pot holes, the future of Lydney Town Centre, etc).

Cllr Bonser felt that it was up to the Town Council to put pressure on the District Council to emphasise that pensioners were unhappy. The CEO informed Members that a meeting had taken place with the District Councillor's Monitoring Officer during which attendees had been informed that the town's Neighbourhood Development Plan could not impact on car parking charges. However, this was contrary to the National Planning Policy Framework, therefore additional guidance from the Department for Communities and Local Government would be sought. Members were also informed that the District Council could have accessed funding to enable them to remain on weekly refuse collections and Cllr Bonser requested that the CEO question the District Council over their decision to adopt fortnightly refuse collections.

Action by – the CEO



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5. OPEN FORUM

Mr Owen, 3 Augustus Way, Lydney – questioned the attitude and actions of Councillors whilst in the public domain. Members were informed that Mr Owen had attended a public meeting organised by Sainsburys to discuss their proposal to open a store on the new housing development when his private conversation with an official was interrupted by Cllr Bartle, who had since resigned. Mr Owen was advised that the Council operated a formal complaints procedure, which should be used if he wished to further his complaint.

District Cllr Bevan – questioned if the Council's Planning Committee's meetings (which took place prior to Full Council meetings), were open to the public. District Cllr Bevan was informed that members of the public were welcome to attend all committee meetings (except Finance and Scrutiny Personnel sub-committee meetings); agendas for said meetings were published on the Council's noticeboards. District Cllr Bevan then sought to clarify whether the meeting to which Mr Owen had referred had been a public exhibition. This was confirmed as correct.

6. COMMUNICATIONS BY THE MAYOR

Cllr Berryman informed Members that he had recently attended the following events:

- The Severnbanks School Olympics Sports presentation
- The Relay for Life
- The raising of the Armed Forces Day flag with the Mayor's Cadet

7. CEO'S REPORT

A copy of the CEOs report had been circulated to Councillors prior to the meeting, the contents of which were duly noted (Appendix A). A report was then given on the following matters:-

- Oakdale Development Footpath – all Councillors were informed of the e-mail which had been received from Mr P Maunder, Public Rights of Way Officer, Gloucestershire County Council. It was agreed that the Council would request a site meeting with Mr Maunder, and Planning Officers from both the Forest of Dean District Council and Gloucestershire County Council to discuss the lack of a footpath to the railway station & town from the development. Cllrs Bonser and James confirmed that they wished to attend said meeting.
- Lydney Town Hall Trust Management Committee – Councillors noted that the Committee and Cllr Edwards had been provided with a copy of the response which had been received from The Charity Commission regarding the change in the Trust's constitution to reflect that the Committee were now responsible for the day to day management of the Town Hall. Members were also informed that the Council had recently received a letter from the Management Committee in which it was agreed that the Town Hall would cover the cost of a member of their staff to clean the Council's office, if the Council would continue to calculate the salary payments for Town Hall staff.
- It was noted that the Town Council's Administrative Apprentice, Miss Natalie Wilce, had now served one month's employment and that she had produced risk assessment folders for the Council and its Charitable Trusts.
- Members were informed that all Council Committees (excluding the Finance & Scrutiny Committee (and Sub-committee)) were able to co-opt members of the

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public, however, such co-optees would not be afforded voting right. It was felt that this arrangement may encourage members of the public to share their knowledge of their specialist areas with the Council and Members agreed that the matter would be a future agenda item.

Action by – the CEO

8. FINANCIAL MATTERS

FINANCIAL STATEMENT	JULY 2012	
Bank Balance as 1st April 2012		
LLOYDS BANK - Current	00101278	14,186.68
LLOYDS BANK - Earmarked Reserves	01290309	
S106		29,191.50
Lydney War Memorial		1,318.00
Primrose Hill Play Area		8,000.00
Playbuilder Grant from FoDDC (Zip wire)		634.00
Cemetery		25,000.00
LLOYDS BANK - General Reserve	01290309	48,787.73
		127,117.91

TRANSACTIONS

PAYMENTS

Payments APRIL – INTERIM	5,608.16	
Payments MAY	47,638.87	
Payments JUNE	24,506.43	
Payments JULY	30,441.17	Detailed below
Payments AUGUST	-	
Payments SEPTEMBER	-	
Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payment JANUARY	-	
Payment FEBRUARY	-	
Payment MARCH	-	
Payments PRIOR TO YEAR END	-	
	Total Payments YTD	108,194.63

RECEIPTS

Receipts APRIL	218,557.22	
Receipts MAY	3,079.81	
Receipts JUNE	610.78	Receipts Summary attached
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
	Total Receipts YTD	222,247.81
	Total	241,171.09

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Reconciled Bank Statements as at end	June 2012	Bank Statements attached	
LLOYDS BANK – Current account		84,509.14	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,318.00		
Primrose Hill Play Area	8,000.00		
Playbuilder Grant from FoDDC (Zip wire)	594.00		
Cemetery	25,000.00		
Neighbourhood Development Plan	15,000.00	79,103.50	
LLOYDS BANK - General Reserve		77,558.45	156,661.95
Bank Balances as at	30-Jun-12	241,171.09	0.00 check

JULY PAYMENTS

Spending Power

via General Power of Competence

Payments made by Direct Debit/Standing Order

Fuel Genie	268.53	Monthly	DD
Dean Truck Repairs (Lease RJ57 RFX)	180.00	Monthly	STO
Tate Computer Technology Ltd	62.40	Monthly	STO
British Telecom	732.64	Quarterly	DD
Sub Total	1,243.57		

Interim Payments made in advance of the meeting:

Abbey Tree & Hedge Services	450.00	Ad hoc	6677
Interim Payments in advance of meeting: Sub total	450.00		

Payments for approval at the meeting held on:

	<u>09-Jul-12</u>		<u>Chq. No.</u>
Corporate Expenditure	9,726.99	Monthly	6678-6686
HMRC	2,819.03	Monthly	6687
Glos LGPS	3,069.89	Monthly	6688
A4 Office Products Ltd	194.63	Monthly	6689
Blueboy Carpets Ltd	134.00	Ad hoc	6690
M.E.Damsell	120.00	Ad hoc	6691
Forest Equipment Services	483.64	Monthly	6692
Greenfields Garden Services Ltd	408.00	Monthly	6693
Konica Minolta (Stg Chg 28.6.12-27.9.12)	235.87	Quarterly	6694
Light Fantastic DIY Ltd	26.74	Monthly	6695
Monmouthshire CC (Playarea inspections x4)	336.00	Annual	6696
SITA UK Ltd (re May-12)	84.86	Monthly	6697
SLCC Enterprises Ltd	300.00	Ad hoc	6698
WPS Insurance Brokers	577.53	Annual	6699
Mr T Cackett	183.00	Annual	6700
Forest Equipment Services	501.10	Monthly	6701
Konica Minolta (Copies 28.3.12 to 27.6.12)	1,096.28	Quarterly	6702
ADT Fire & Security	227.66	Quarterly	6703
Office Star	458.06	Monthly	6704
Richard Cole Contractors	5,490.00	Half Yearly	6705
SITA UK Ltd (re Jun-12)	84.86	Monthly	6706
Tate Computer Technology	2,044.80	Ad hoc	6707



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Expenses - CEO (SLCC Training event)	37.70	Ad hoc	6708
Expenses - EO (Sight test)	19.50	Ad hoc	6709
Expenses - FA (Pension Forum)	25.35	Half Yearly	6710
Petty Cash	62.11	Monthly	6711
Payments to meeting: Sub total	28,747.60		
TOTAL PAYMENTS JULY	30,441.17		

A list of unrepresented Cheques (For Information only)

All About Eve	25.00	6477
Corporate Expenditure	1,038.42	6660
Corporate Expenditure	590.36	6665
Glos LGPS	2,841.43	6667
SLCC	150.00	6675
	4,645.21	

Approval was sought to transfer £8,274.80 (comprising a transfer of £5,000 from the NDP budget to the election budget and £2,044.80 and £1,230.00 to cover the purchase of a laptop and a partial cost of purchasing mapping software). Approval was also sought to transfer £12,318.66 from the Town Council's current account into its General Reserves account to reflect the income which had been received to date.

Councillors were then asked to consider and approve the above accounts and monthly payment schedule. Approval of the accounts/payments and transfers outlined above was **proposed by Cllr Osborne, seconded by Cllr Pearman. Unanimous.**

File Server

Prior to the meeting Members were provided with a copy of a quotation for £1,260.00 in respect of the purchase of a used file server and ancillary equipment. It was noted that the purchase could be considered under the remit of the Finance and Scrutiny Committee. However, it was **proposed by Cllr Edwards, seconded by Cllr Pearman**, that the Council would consider and also accept the quotation, in order that the equipment may be installed as soon as possible. Unanimous.

Regarding the transfers for which approval had been sought earlier in the meeting, Cllr Edwards requested that such information be provided to Councillors in memo form in the future. Cllr Pearman extended a vote of thanks to the Finance Assistant for producing the accounts earlier in the day, despite her home suffering from flooding over the weekend.

Delegated Powers

It was proposed that delegated powers would be bestowed on either the CEO or the EO and two Councillors, to enable payments to be made during the August Recess, with all such payments reported back at the September Full Council meeting. **Proposed by Cllr Cooksley, seconded by Cllr Pearman.**

War Memorial

As a quotation had yet to be received from Damsells, it was agreed that this matter would be deferred to the Finance and Scrutiny Committee, in order that the Council's insurance cover may be adjusted (if required).

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Membership of Finance and Scrutiny Committee (no Personnel sub-committee involvement)

Cllr Osborne proposed Cllr Harris for the vacancy. **Seconded by Cllr Hobman.** **Cllr Cooksley proposed** Cllr James for the vacancy. **Seconded by Cllr Edwards,** however, Cllr James declined the nomination.

The motion to appoint Cllr Harris as a member of the Finance and Scrutiny Committee was put to a vote which was carried with one abstention.

9. GRANT/FUNDING BID APPROVAL

Cllr Matthews reported that she was in the process of completing an end of project report in respect of the outdoor gym equipment and would ensure that it was given to the CEO to sign off.

Cllr Matthews then reported that she was currently working on a funding bid for the replacement of the infant play equipment at Primrose Hill Meend, which would be considered by the Amenities Committee. Furthermore, Cllr Matthews requested that she receive a response regarding the quotation for inclusive play equipment for installation in Bathurst Park. Cllr Bonser recalled that Cllr Matthews had advised that it was possible for the equipment to be installed in other locations in the park and **Cllr Bonser proposed** that a meeting should be organised for September in order to discuss the matter further. Cllr Pearman voiced agreement with Cllr Bonser's comments. Councillors were reminded that the quotations would be considered by the appropriate Committee/Trust and it was noted that each Committee/Trust agenda would now include an item to permit Cllr Matthews to report on grant funding. It was also felt that the Pear Mapping System which had been purchased by the Council may enable the locations of the proposed play equipment to be more accurately mapped. Cllr Berryman suggested that arrangements for the meeting should be left to Cllrs Matthews and James, and that fellow Councillors would fall into line with the arrangements.

Action by – Cllrs Matthews and James

10. CODE OF CONDUCT/REGISTER OF MEMBER'S INTEREST FORM – (Localism Act 2011)

Councillors noted that at the June meeting the Council adopted the NALC/FODDC "tailored" version of the Code of Conduct (as required by the introduction of the Localism Act 2011 s28(13)). Furthermore, that since the June meeting all Councillors have been provided with a copy of said document which they were requested to add to their Procedural Folders.

Prior to the meeting all Councillors were also provided with a copy of an amended Register of Member's Interest form and they were asked to complete and return said document to the Proper Officer (who is the CEO) in order that it may be forwarded to the District Council. Attention was also drawn to the fact that Member's Interests would also be publicly displayed on the Town Council's website.

Cllr James requested that she be issued with a further copy of both the Code of Conduct and the Register of Member's Interest form.

Action by – the CEO

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It was stressed to Members that whilst under the Localism Act 2011 their Register of Interest form should have been signed by 1 July 2012, it had not been possible to comply with this deadline due to the District Council's Monitoring Officer and Gloucestershire Association of Parish and Town Councils having not released to all Parish/Town Councils the NALC version – this had since been addressed. Accordingly, Councillors were asked to ensure that their completed forms were returned to the CEO by the end of the week.

Action by – all Councillors

Cllr Bonser voiced her objection to her partner's details being publicly displayed on the Council's website, however, it was noted that this procedure was part of a national policy, over which the Council held no control. In view of Cllr Bonser's strong beliefs, it was suggested that she may wish to include a statement to that extent on her completed Member's Interest Form which would be forwarded to the Monitoring Officer.

11. LYDNEY TOWN COUNCIL'S CIVIC SERVICE/MAYOR'S RECEPTION

Councillors were asked to consider separating the two events and to consider changing the date of the Civic Service to allow it to take place at an agreed venue in annually in February.

Cllr Berryman proposed that the two events should be separated (i.e. Lydney Blessing). **Seconded by Cllr Matthews.** Cllr Osborne sought confirmation that the Council had observed the six month on this matter and the CEO advised that the ruling had been complied with. Members were then provided with an overview as to how the two events could be organised (i.e. the Civic Service would always be held in St Mary's Church on the fourth Sunday in February; that the Mayor would not be obliged to attend the event if he did not share the same faith, however, if the Mayor did share the same faith it would be possible for the Mayor's reception to be linked to the Civic Service; that if the Mayor did not share the same faith they would be entitled to hold a Mayor's Reception at a different venue but this would need to take place in February). Whilst she agreed that the Council should separate the two events, Cllr Matthews did not feel that it should be stipulated that the Civic Service should take place at St Mary's Church. However, Cllr Berryman highlighted that St Mary's Church was used for various multi-faith events through Churches Together. **Cllr Osborne proposed** that the Council should only have a Mayor's Reception which would result in the Mayor inviting guests to the event. Members were reminded that St Mary's Church was the largest Religious venue in the town; that Rev. Fenby wished to represent the town and as such, the service could be re-named the "celebration of the town"; that the cost of holding both a Civic Service and a Mayor's Reception would be borne by the Mayor's budgetary heading, with tea and coffee being provided at the Civic Service.

Cllr Cooksley believed that previously the Mayor's Reception had followed the Civic Service and he felt that the event allowed the Council to connect with the electorate. Cllr Berryman reminded Members of the problems which had been experienced in recent years and he felt that by separating the events it would eradicate the problems from occurring in future years. Cllr Berryman reiterated his proposal to separate the Civic Service from the Mayor's Reception. After a short further discussion it was **proposed by Cllr Berryman** that the event would comprise of a "Lydney Blessing" and a Civic Mayor's Reception. Unanimous.

The CEO reiterated for clarity that the Lydney Blessing would take place annually on the fourth Sunday of February and that if the Mayor did not wish to link the Civic Mayor's Reception to the Lydney Blessing their "Reception" would take during February.

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12. **2012 REMEMBRANCE SERVICE**

Cllr Berryman reported that The Royal British Legion Lydney Branch had advised that a meeting to discuss the arrangements for this year's event would take place at the Branch on Wednesday 12 September 2012 at 8.00 pm.

Members were also informed that the Council had been notified that a road closure had been obtained for the Remembrance Day parade.

13. **QUALITY STATUS**

Prior to the meeting Councillors were provided with an overview of the benefits of Quality Status to both the electorate, the Council and the Principle Authority. Cllr Matthews felt that if the Council were to achieve Quality Status it would be a positive move and demonstrate that the electorate could have confidence in the Council.

During discussion Members were informed that the Council would have to satisfy a number of objectives (e.g. possess a CiLCA qualified Clerk, three quarters of its membership to be elected or elected uncontested). It was therefore noted that if relevant work was to be undertaken that it was important that if there should be any further resignations that Council fully appreciated that an election would need to be "called" rather than co-option. Furthermore, a portfolio would need to be produced to support the Council's application and expenditure of £235.00 would be incurred in respect of registration/assessment of portfolio. It was **proposed by Cllr Edwards, seconded by Cllr Bonser**, that the Council would commence working towards attaining Quality Status, which may take 12-18 months to complete. Unanimous.

14. **FORMAL CORRESPONDENCE RECEIVED**

- Nikki Moore, Information Officer, ANOB – advising of a planned River Festival that will take place from 3-11 May 2014 and questioning if the Council would like to appoint a representative to join their Steering Group.
- Gloucestershire Link – advising of a public event which will take place at The Annexe, Lydney on 24 July 2012 from 2.00 pm to 4.00 pm. The event is designed to provide an update on the link activity and future Local Healthwatch.
- GAPTC – Providing a briefing note on the Sustainable Communities Act: Second Round invitation. It was highlighted that the second round consultation closed on 5 September 2012.
- Mr P Maunder, Public Rights of Way Team, Gloucestershire County Council – e-mail responding to the Council's concerns over the lack of a permanent footpath from the Oakdale development to the town. **Council agreed to request a meeting with Mr Maunder and Planning Officers from the District Council and County Council to discuss the matter further. Cllrs Bonser and James to attend.**
- Environment Agency – providing a copy of the draft minutes from the Lydney Docks Partnership meeting which took place on Tuesday 19 June 2012. **Cllr Thomas to provide copies of document to NDP Steering Group members.**
- Forest of Dean District Council – providing details of the estimated cost in connection with producing poll cards for the Lydney North and Lydney East Wards.
- Mr S Longton, Church Warden, St Mary's Church – responding to the Council's enquiry regarding a "buddy" scheme to ensure members of the public have access to transport to enable them to travel home safely. Whilst Mr Longton stated that no such scheme was operated in Lydney, various "buddying" style support takes place in the

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churches around the town.

- Gloucestershire County Council – providing a copy of the minutes from the June meeting of the Chartered Parishes Group. Details of the next meetings were issued to Councillors (13 September 2012 and 6 December 2012) and Cllr Matthews informed Members that she would be able to attend both dates.

15. COMMITTEE & OTHER REPORTS

Planning and Highway Committee

Councillors were provided with a copy of the draft minutes of the June meeting for information only.

Cllr Osborne informed Councillors that representatives from both Sainsbury's (7.00 pm) and Asda (8.00 pm) would be providing a presentation to Council on Wednesday 18 July 2012 regarding their proposals to open branches in the town. Cllr Pearman felt it important for Councillors to attend the presentations in order that they may familiarise themselves with each proposal. During discussion a number of points were raised regarding the security of jobs, S106 funding, the concerns of local traders, concerns that one of the proposals had already been unofficially accepted, etc.

Amenities Committee

Councillors were provided with a copy of the draft minutes of the June meeting for information only.

Neighbourhood Development Plan (NDP)

Councillors were provided with a copy of the notes from the meeting between the group/Council and District Council representatives. Cllr Pearman then proceeded to give an overview of the meeting which was designed to address any incorrect impressions which may have been given regarding the authority/action of the CEO. Discussion also addressed the situation regarding the delay surrounding the Code of Conduct and Cllr Pearman stressed that all parties had agreed that the relationship between the organisations would go forward in the spirit of co-operation.

Cllr Pearman then informed Councillors of a radio interview in which Mr Grant Shapps MP had stated that any out of town development should be linked to the redevelopment of town centres. Furthermore, the practice of car parking charges should also be considered. In view of Mr Shapps's comments, Cllr Pearman felt that the Steering Group would have a mandate to re-visit the issue of car park charging and to include this matter as part of the NDP. During discussion Cllr Osborne stated that staff at the Co-operative Store had been informed that they were no longer permitted to park their vehicles in the Store's car park and that the Store's takings had reduced by £20,000. Furthermore, that a small retailer had also suffered a reduction in takings of £1,500 and it was felt possible that both reductions could be attributed to the introduction of car park charging.

Councillors noted that during the meeting the District Council's Monitoring Officer had verbally confirmed that the Town Council was permitted to produce an NDP for the town. Advice had been received that if it was felt that the District Council were not assisting the desire to produce an NDP, then the Council should call for a meeting with Mr Mark Harper MP. If, after said meeting, assistance was not forthcoming then the Council would have no option but to utilise the services of the Press. Members were also informed that both District Cllr Glastonbury (Chairman, Development Control Committee) and Mr Peter

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Williams (Head of Planning and Housing) had accepted the Council's invitation to attend the September Full Council meeting. Cllr Matthews then seized the opportunity to report that six elderly members of the public had received parking tickets (whilst displaying valid blue badges) for parking in fee charging spaces whilst not displaying a valid parking ticket. **Cllr Osborne proposed** that the Council should send a strong letter to the District Council regarding this situation, stressing that the blue badges clearly defined that the holder experienced mobility problems. Furthermore, that the holder of a blue badge was permitted to park on double yellow lines for a specific time, without action being taken by the Police. **Seconded by Cllr Bonser.** The motion was put to a vote which was carried.

Action by – the CEO

Youth Council

Cllr James reported that only herself and Mr Owen had attended a meeting of the working party which had been organised for Thursday 28 June 2012 and questioned if Cllrs Matthews and Harris wished to report any feedback from their efforts.

Discussion then took place on the make-up of the Youth Committee. Cllr James reported that it was hoped that the Girl Guides may wish to put forward a representative; that the Army Cadets had indicated that they held their meetings in Coleford and did not have any members left in the town; that no response had been received from either the Forest of Dean Sea Cadets or Lydney (614) Squadron despite two e-mails; that five representatives had been put forward from Whitecross School and that three other representatives who were attending Hartpury/RFDC had come forward (Cllr James declared an interest in this respect as one of the representatives was her daughter). Cllr James hoped that a meeting with the youths who had confirmed their interest would take place on Wednesday 11 July 2012 to discuss the Youth Council's constitution and that a number of local clubs had been provided with a copy of the poster which had been produced to generate interest in the formation of a Youth Council.

In view of the above **Cllr James proposed** that the Council agree the above nominations, with the intention to also draw other members in. Cllr James informed Members that she would be attending the meeting on 11 July 2012 and that she had contacted RFDC who felt that they would be able to secure a representative through their Politics course. Responding to a question from the CEO, Cllr James confirmed that the total membership of the Youth Council would stand at 15, with the assumption that one representative would be appointed from each of the proposed groups (Sea Cadets, ATC, etc), and that the Mayor's Cadet may become the representative for the Sea Cadets. It was noted that the representatives from Whitecross School may also be members of other clubs in the town and Cllr James did not feel that five representatives from the School was disproportionate to the amount of pupils. It was hoped that the Youth Council would attract additional representatives as it became established.

Cllr Edwards felt that the number of representatives from Whitecross School may result in the Youth Council being classed as a school project and he stressed the need to represent other organisations. However, Cllr Berryman stressed again that said representatives may well be members of other clubs in the town. Cllr James expressed her frustration that her efforts had only been met with criticism and she stressed the need to push forward with the project and that the age range for the Youth Council would encompass 11-19 year olds. Cllr Biddle expressed thanks to Cllr James for her efforts which he felt the Council should support. Cllr Harris confirmed that she would be able to attend the meeting on 11

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July 2012 and during discussion it was felt that the Youth Council may wish to get involved in such projects as the Vibe Café (Community right to buy) and the graffiti wall project. However, Cllr Pearman felt that the users of the skate park did not wish for a graffiti wall to be sited at the skate park. **Cllr James then proposed** that the Council would accept the expressions of interest which had been received to date and would hold a meeting on 11 July 2012 to discuss a constitution with said representatives. **Seconded by Cllr Cooksley.** Unanimous.

Cllr James then sought confirmation over the membership of the working party and it was agreed that it would consist of Cllrs James, Harris, Matthews, Berryman and Mr Owen.

Action by – Cllrs James, Matthews, Harris and Mr Owen

Attention was then turned to the issue regarding obtaining a representative from the Army cadets. It was suggested that the Council would consider a representative from the cadets in the future, if they managed to secure a member who lived/worked in the town.

County Councillor Report

Nothing to report.

District Councillor Report

Cllr Hobman reported that she had attended a planning meeting and also the last meeting of the Standards Committee.

16. COUNCILLOR REPORTS

Cllr Edwards reported that he had attended a meeting concerning the Lydney Area Action Plan (LAAP), from which he formed an impression that the decision had already been taken to proceed with the LAAP. He felt that projects which could be undertaken without the plan being completed were starting to be identified and he urged the Council to be aware of the situation and voice its concerns. Cllr Edwards gave a commitment to provide the CEO with a copy of his comments. The NDP Steering Group were advised that at their next meeting they may wish to consider calling for a meeting with Mr Mark Harper MP.

Action by – Cllr Edwards

Cllr Matthews informed the Council that she had completed her first year of a Community Engagement and Governance course and had passed with flying colours. Cllr Matthews also stated that she had attended the last Chartered Parish Group meeting and had obtained a booklet for all Councillors on the Charter. Furthermore, Cllr Matthews stated that most Council's were provided with a 2-3 page report regarding issues at the County Council and she felt that certain political parties were not passing information on to local Councils.

Cllr Matthews also noted that most of the land in the Cinderford Northern Quarter was owned by the District Council and the improvements were being funded by the Home and Community Agency. In view of this she questioned if it would be possible for Lydney to similarly have its town centre funded. Furthermore, she questioned why Gloucestershire County Council had invested in a 1000 space park and ride facility at Elmbridge roundabout but had chosen to not pursue the completion of the Swan Road Link for Lydney. It was suggested that Members may wish to question how the LAAP could be pursued whilst the Core Strategy was still being contested.

fsb.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2012/07/09 – 46

Cllr Thomas reported that he had contacted Lydney Park Estate requesting an update on a number of issues. Cllr Thomas also reported that Cheltenham residents had voted against the creation of new allotment space. Cllr Berryman reported that a meeting would take place with representatives of a Cemetery and Crematoria organisation to discuss the use of land.

Agenda Scheduling

Councillors requested that the following item(s) be included on the next agenda:

- Co-option of Public onto Council Committees

17. MEETING DATES

Members noted that the following meetings would take place at the Council's offices (unless stated):-

- 16 July 2012 – Finance and Scrutiny, and Amenities Committee meetings
- 23 July 2012 – Lydney Recreation Ground Trust and the Bathurst Park and Recreation Trust (note: Trust payment schedules will be provided on a bi-monthly basis, however, it will still list all payment; those made and those pending).

18. PRESS RELEASE

None.

EXCLUSION OF THE PUBLIC & PRESS

Page 47 (Inclusive) - CLOSED SESSION

Standing orders suspended in order that the council may continue in "closed session" under the provisions of The Public (Admission to Meetings Act 1960) as the business to be discussed is considered to be of a confidential nature

RESIGNATION OF CLLR BARTLE

Cllr Bartle's resignation was duly accepted.

Meeting closed at 9.25 pm

Chairman 

Date 10 - 9 - 2012

Actions from Full Council meeting on 11 June 2012

Agenda Item	Action
7.	<ul style="list-style-type: none"> Ensure that the Council consider matter of the arrangements for the 2013 Civic Service/Mayor's Reception after the expiry of the six month ruling. Agenda Item.
9.	<ul style="list-style-type: none"> Ensure that all Councillors are provided with a copy of the NALC Code of Conduct for Parish Councils (subsequently tailored for Lydney Town Council) for inclusion in their policy folders. Distributed to all Councillors with July agenda.
10.	<ul style="list-style-type: none"> Together with Cllr Pearman, formulate a response regarding the NALC Policy consultation on funding arrangements for localising support for Council Tax/LCR article re NDPs. Response submitted. Together with Cllr Pearman, formulate a response to e-mail from Ms Mary Dill, Editor of LCR and LCR Online re commencement of NDP. Response submitted.
11.	<ul style="list-style-type: none"> Inform FODDC that the Council has agreed that Polling Cards are to be issued in respect of the Bye-elections in Lydney North and Lydney East. Done. Bye-elections (2nd August). Obtain an explanation from FODDC re charges for election – Councillors feel that the charges are disproportionate. Attached. Vire £5,000 from NDP budgetary heading to election budgetary heading to cover additional election costs. Done. Cllr Berryman to obtain costing from Damsells re insurance valuation for rebuilding War Memorial. Pending.
15.	<ul style="list-style-type: none"> Arrange a meeting with Welters re use of additional land as burial space. NOTE: THIS MATTER IS NOW UNDER THE REMIT OF THE AMENITIES COMMITTEE. Pending – awaiting confirmation re dates.
18.	<ul style="list-style-type: none"> To arrange a site meeting with Playahead and Cllrs Biddle, Bonser and Matthews to discuss the modification of the swinging log and the insurance provision for the box over the tensioning mechanism on the zip wire. Done. Engage the services of RoSPA to conduct the 2013 Annual Inspection of play equipment on Council land. Inform MCC that the Council has chosen to appoint an alternative inspector for their 2013 inspections. Done. <p>NOTE: THIS MATTER IS NOW UNDER THE REMIT OF THE AMENITIES COMMITTEE</p>
20.	<ul style="list-style-type: none"> Write to Ms Samantha Rivers, Network Rail challenging the response provided to District Cllr Glastonbury due Network Rail's national campaign to encourage public safety. Done.
21	<ul style="list-style-type: none"> Together with Cllrs Bonser and James, formulate a suitable response to the e-mail from Mr Peter Maunder concerning the lack of a suitable footpath from the Oakdale Development/A48. Done. Response received attached. Request that Full Council receive an overview of the planning process from the Head of Planning at the District Council, in order that Members may better understand the process. Peter Williams/B Robinson/T Glastonbury to attend September Planning and Highway Committee meeting. Write to the Head of Planning at the District Council to record the Council's unhappiness that applications are granted consent despite valid objections being raised by the Town Council. Noted at informal meeting with N Gibbons/M Rosenthal. Ensure that the purchase of a used file server is an agenda item for the next Full Council meeting. Agenda item. Arrange for DanTERS to be given a £50 credit against their attendance fee for the Jubilee event. Done.

22.	<ul style="list-style-type: none">• Arrange for any overhanging branches to be cut back from the Town Council's directional sign. Done.• Ensure that the 2012 Remembrance Service is an agenda item for the next meeting. Agenda item.• Write to the Lydney Royal British Legion Branch to enquire as to what arrangements have been made for this year's event. Done.• Ensure that Quality Status is an agenda item for the next Full Council meeting. Agenda item.
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Jayne Smailes - Chief Executive Officer

From:
Sent: 28 June 2012 15:53
To: Jayne Smailes - Chief Executive Officer
Subject: Fw: Re. Temporary Footpath Closure/Pedestrian Safety Concerns
Attachments: FLY86 A48Roadside Step design March2012.TIF; FLY86 T&CP FoD DC Diversion map March 2011.TIF

----- Original Message -----

From: |
To: ceo@lydneytowncouncil.co.uk
Sent: Monday, June 25, 2012 7:57 PM
Subject: Fw: Re. Temporary Footpath Closure/Pedestrian Safety Concerns

Carol,

Please can you forward this to Ruth/Janice and add as correspondence to F/C

Thanks

----- Original Message -----

From: [MAUNDER, Peter](#)
To:
Sent: Monday, June 25, 2012 1:37 PM
Subject: RE: Re. Temporary Footpath Closure/Pedestrian Safety Concerns

Dear Mrs Smailes,

Thank you for your e-mail which seems to have crossed with my one to you.

I can advise that with regards to the points which I have numbered below as follows:-

- 1/. **Will this become a permanent footpath ? ...**– I attach a copy of the FoD DC Public Path Diversion Order 2011 plan attached to the (unconfirmed) Order which apparently shows it following the same route. Once the diverted route is confirmed then it will be added to the counties "Definitive Map" and "Definitive Statement" and will then become one of the counties "highways" The old route will be extinguished and no longer accessible to the public.
- 2/. **Will the access via the golf course link road be available in the future? ...** I would have to refer you to the FoD DC Planning department for a response. From the diversion map it does not appear that any buildings were considered at the time that the map was created, but this have changed since March 2011. I am not privy to such applications. I am aware that there may also be another development planned for the land on the former golf club which is outside the Oakdale development for which you should ask the local planning authority (FoD DC) for a current planning application state.
- 3/. **New steps are very steep – what about families with young children in pushchairs...** The steps which have yet to be completed but will also have a handrail incorporated. I understand that these steps have been designed and constructed to conform with the normal DDA (disabled user) criteria. I attach a drawing which shows the general design under the DDA criteria. Should you have any queries as to the design standard you are suggested to contact Mrs Jamie Mattock in our Development Control on jamie.mattock@gloucestershire.gov.uk or alternatively the FoD DC planning department.
- 4/. **what will be done about pedestrian access to the station as parents/children/young people are supposed to use the steps there is the above issue with the steps as well as having to cross the bypass?** I would refer you to the e-mail sent to you by Mr Neil Troughton dated 30 May 2012 in which he comments "I would not agree that providing a footway along the A48 would be in the interests of highway safety since I do not consider it appropriate to encourage pedestrians to use this route, given the nature of this road. It would not have been reasonable to require the developer to pay the construction costs. The access strategy for development in this area has always been to enhance the links to the town centre. If it becomes apparent that residents are gaining access to the A48 by foot from the development site (as opposed to the public right of way crossing the A48) we will

give consideration to requiring the developer to erect guard rails to discourage this demand on the grounds of highway safety."

That said, the steps leading down to the A48 are intended to provide a link to the right of way FLY 25/2 which is across the bypass and only gives access via the new golf course down to Lydney Docks. There is no link to the station. The temporary permissive footpath link provided by the developers as part of the Temporary Closure and which is believed to become "permanent" should be followed. Its use would be more commodious and far safer to pedestrians, especially parents accompanied by young children/infants/ or using pushchairs. It follows therefore that anyone choosing to walk to the station alongside the A48 would do so at their own risk

5/. what about access to Whitecross School for teenagers as they will have to walk down the grass verge alongside the bypass and as this narrows near the roundabout it will be very dangerous?

I would reiterate No: 4 above with the recommended route through the estate via Camborne Place and through Lydney Park to the roundabout. Again should any pupil choose to walk alongside the A48 it will be at their own risk.

6/. As mentioned in my e-mail to you earlier today, you are advised to contact the FoD DC planning department and/or our Mr Troughton direct as any future discussions relative to matters which do not relate specifically to the public right of way FLY 86 (or other similar "Definitive" paths in the area) as they are not within my remit. I would be a spectator only at any such meeting and given my current workload, available time resources and anticipated lack of relevant input, I am not in a position to attend.

I hope that I have been able to answer those questions that you have raised relevant to the rights of way public footpath FLY86.

Yours sincerely,

Peter Maunder.

Operations Officer, (Forest South),
Public Rights of Way Team,
Gloucestershire County Council,
Shire Hall, Westgate Street, Gloucester, GL1 2TH

Tel: 01452 425 595

Email: peter.maunder@gloucestershire.gov.uk

From: ...
Sent: 23 June 2012 13:50
To: MAUNDER, Peter
Cc: ...
Subject: Re: Temporary road closure/Pedestrian Safety Concerns

Dear Mr Maunder,

Further to my e-mail to all Lydney Town Councillors, I have now received the following additional questions for which I have been asked to request your response;

- 1./- temporary footpath through to Camborne Place - will this become a permanent footpath?**
- 2./- will the access via the golf course link road be available in the future as this was on the original plans?**
- 3./- the new steps that have been put in down to the by-pass are very steep - what about families with young children in pushchairs?**
- 4./- what will be done about pedestrian access to the station as parents/children/young people are supposed to use the steps there is the above issue with the steps as well as having to cross the bypass?**
- 5./- similarly what about access to Whitecross School for teenagers as they will have to walk down the grass verge alongside the bypass and as this narrows near the roundabout it will be very dangerous?**

6/. Councillors are still very keen to arrange a site meeting and as such may I ask that you advise when would be convenient?

I look forward to receiving your response in due course

Kind regards

Jayne

Jayne Smailes - MILCM

Chief Executive Officer

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