

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/07/08 – 30

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 8 July 2013 at 7.00 pm.

PRESENT: Cllrs B Berryman (Chairman), D Biddle, R Bonser, C Harris, V Hobman, C Matthews, B Pearman, A Preest and B Thomas

One member of the public
District Councillor J Bevan
District Cllr T Glastonbury
District Councillor M Winship
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Cooksley, Edwards, James, W Osborne and S Osborne and District Cllr Davis.

2. **DECLARATIONS OF INTEREST**

Cllr D Biddle – Agenda Item 17 (re: P1796/12/FUL).

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 8 July 2013 was **proposed by Cllr Hobman, seconded by Cllr Harris.** Unanimous.

4. **POLICE MATTERS**

Members were provided with a copy of the report which had been provided by the Police.

Cllr Matthews felt that there was still a discrepancy between the actual number of crimes committed and the detection rate and the CEO was asked by Cllr Bonser to request a Police presence at the next meeting to clarify data.

Action by – the CEO

5. **OPEN FORUM**

District Cllr Winship – sought information on the ownership of Pine End Works, as a film crew from Cardiff were interested in using the location. Cllr Berryman advised ownership details.

District Cllr Bevan – reported that traffic problems were being experienced through vehicles parking on the Springfield/Spring Meadow Road junction. District Cllr Bevan also reported that people with pushchairs were experiencing problems with overhanging hedges in Augustus Way.

6. **COMMUNICATIONS BY THE MAYOR**

Cllr Berryman advised that he had attended the following events:

- A meeting of the four Forest Mayors – during the meeting it was believed that Forest of Dean District Council (FODDC) would review its car parking charges later in the month. Cllr Berryman advised that the Mayors intended to arrange a meeting with the Chair of Cabinet at FODDC to discuss the reduction in footfall in each of the Towns due to the car park charges. It was unanimously agreed that the Town Council would write to FODDC to request a meeting.

Action by – the CEO

- Lydney Yacht Club



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Cllr Berryman advised that he had been made aware that a member of the Neighbourhood Steering Group who had previously been interested in standing for election to the Council, had reconsidered given communication from an LTC Member.

Flagpole

Cllr Berryman reported that it had not been possible to fly the Armed Forces Day flag all day on the designated day as it had been discovered that the flagpole sited at Lydney Town Hall was no longer safe due to slight misuse that had not been approved by Lydney Town Council the weekend prior. Following advice received from a Health and Safety Consultant on the day, the Mayor had taken the decision to fly the flag for 15 minutes. After a short discussion **Cllr Berryman proposed** to purchase a new flagpole at a cost of £49.00 (funding initially to be taken from Civic Budget), with the flagpole then sited outside Lydney Town Council's office. It was noted that the Amenities Committee would be asked to consider covering the cost of the purchase at their next meeting. Unanimous.

Cllr Bonser clarified that once the new flagpole had been purchased and installed the Council would no longer utilise the flagpole, relinquishing the ownership of the one outside the Town Hall. The CEO reminded Members that the Council would need to ensure that its flags were returned from the Town Hall Trust. (It was noted that Lydney Town Council would retain ownership of the noticeboard sited at Lydney Town Hall).

7. CEO's REPORT

A copy of the CEO's 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:-

Chairmanship Training

It was noted that GAPTC offered those Councillors interested in receiving training the ability to register for the course which they had arranged at FODDC offices, Coleford, as they felt it would take 3-4 sessions to cover all topics. After a short discussion it was suggested by Cllr Pearman that the Council should consider an alternative training provider as it may be more economical to hold a training course on site, with the possibility of neighbouring Councils sharing costs.

Action: CEO to make further enquiries/book as deemed appropriate and circulate details

Meeting Schedule

Councillors were provided with a revised version of the meeting schedule which incorporated Burial Committee meetings. It was noted that the Planning Committee had not been quorate at its last meeting on 3 July 2013 despite the dates/times being altered to that of 3.00 pm the Wednesday before each Full Council meeting in line with Planning Committee Members' request. Responding to a question which had been raised by Cllr Bonser, Cllr Prest advised that the Committee resolved to change the date and time of its meeting as Members were concerned that they were not afforded sufficient time to consider planning matters as Committee meetings had previously been scheduled to commence at 6.00 pm prior to Full Council. Cllr Bonser voiced concern that Councillors were being excluded from attending Planning Committee Meetings due to their work commitments and suggested that this should be a Full Council agenda item.

Standing Orders

Members were provided with an amended introduction page and were requested to ensure that they amended their policy folder accordingly.

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Community Infrastructure Levy Guidance (LAIS1354)

Councillors were requested to add the guidance sheet to their policy folder.

Vehicle Activated Signs (VAS)

The CEO gave an overview of the Planning and Highway Committee's desire to install four VAS for the Town (1 x outside Town Council Offices, 1 x in Bream Road, 1 x Forest Road and 1 x by Thompson and Thompson Garage), however it was noted that Gloucestershire Highways had voiced their support for three of the signs, with the existing sign on Highfield Road being relocated. The CEO advised that Gloucestershire Highways had provided a cost of £8,000 per VAS and outlined that if County Councillor Preest wished to utilise a proportion of his £20,000 highway funding (i.e. £5,000) the Council would then only be expected to pay £2,500 under the County Council's 50/50 scheme with Gloucestershire County Council Highways funding the remaining £2,500.

Cllr Berryman appraised Members of the contents of a letter which had been received from Cllr Cooksley in which he outlined the work he had undertaken to address the current parking issues along Bream Road, with parking restrictions to be shortly implemented on sections of the road.

Having been granted permission to address the Council, District Cllr Bevan suggested that the Council may wish to consider placing speed indicator signs throughout the Town, as some Towns found them to be beneficial in reducing speed. Cllr Harris spoke against the suggestion to relocate the VAS for Highfield Road to outside the Thompson and Thompson garage.

After a short further discussion County Cllr Preest agreed to fund 50% of the cost of providing a VAS to be sited outside the Town Council's office (£4,000); that the Planning and Highway Committee would contribute towards the cost of installing aforementioned VAS (£2,000), together with Gloucestershire County Council (£2,000) under their 50/50 scheme.

Action by – County Cllr Preest to further and ensure VAS signage installed ASAP

Health & Safety

Employee Handbook

It was noted that revised editions of the Employee Handbook had been issued to members of the Personnel Sub-Committee, which had been amended to reflect changes in Parental Leave and the Council's Long Term Absence Policy.

It was noted that the Handbook also included a Purpose/Scope document by NALC (applicable also to Councillors) aimed at eliminating bullying/harassment from the workplace.

Fire Evacuation Policies

The CEO hoped to be able to issue copies of the Fire Evacuation policies at the next meeting/fire evacuation practices would then commence.

IOSH/NEBOSH

The CEO was delighted to report that she had successfully passed her recent IOSH course and hoped to be in a position to undertake NEBOSH later in the year (as already approved by the Finance and Scrutiny Committee).

Whiteline/Weedkiller

The CEO sought permission to purchase a quantity of weedkiller and whiteline for use by the Council and Trusts respectively (recharged as appropriate). **Proposed by Cllr Harris, seconded by Cllr Pearman.**

Action by – the CEO



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8. FINANCIAL MATTERS

FINANCIAL STATEMENT

JULY 2013

Bank Balance as 1st April 2013

LLOYDS BANK - Current account		51,153.97	
LLOYDS BANK - Youth Council (Current)		450.00	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,318.00		
Primrose Hill Play Area	8,000.00		
Cemetery	16,529.14		
Neighbourhood Development Plan	5,127.85	60,166.49	
LLOYDS BANK - General Reserve		104,183.89	164,350.38
			<u>215,954.35</u>

2012/13 Commitments Brought Forward
£15,850.37

TRANSACTIONS

RECEIPTS

Receipts APRIL	226,497.94	<i>Incl Precept inst 1 of 2</i>
Receipts MAY	3,841.33	
Receipts JUNE	11,573.69	Receipts Summary attached
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
Total Receipts YTD	241,912.96	

PAYMENTS

Payments APRIL	24,604.10	
Payments MAY	44,666.17	
Payments JUNE	34,364.09	Detailed below
Payments JULY	44,353.95	Detailed below
Payments AUGUST	-	
Payments SEPTEMBER	-	
Interim Payments to HALF YEAR	-	
Payments OCTOBER	-	
Payments NOVEMBER	-	
Payments DECEMBER	-	
Payments JANUARY	-	
Payments FEBRUARY	-	
Payments MARCH	-	
Payments PRIOR TO YEAR END	-	
Total Payments YTD	147,988.31	
Total	309,879.00	

Reconciled Bank Statements as at end	June 2013		Bank Statement copies attached
LLOYDS BANK – Current account		141,668.35	
LLOYDS BANK - Youth Council - current		<u>1,000.00</u>	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,443.00		
Primrose Hill Play Area	8,000.00		
Cemetery	16,529.14		
Neighbourhood Development Plan	5,127.85	60,291.49	
LLOYDS BANK - General Reserve		106,919.16	167,210.65
Bank Balances as at	30-Jun-13		0.00 <i>check</i>
			309,879.00

JULY PAYMENTS

Payments made by Direct Debit/Standing Order

Npower
Fuel Genie

223.22 Quarterly DD
474.39 Monthly DD

Spending Power

via General Power of Competence

Fuel for van/mowers

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Cable Stream	142.27	Monthly	DD	Telephone
Tate Computer Technology	79.20	Monthly	STO	IT services
Dean Truck Repairs	234.00	Monthly	STO	Lease of van (see chq 7175)
<i>Sub total</i>	<u>1,153.08</u>			

Payments in advance of meeting:

P Hurcomb	500.00	Ad hoc	7180	
Scout n' Jam	450.00		YC 0001	
Payments for approval at meeting: Sub total	<u>950.00</u>			

Payments for approval at the meeting held on:

8th July 2013

Chq. No.

Corporate Expenditure	11,299.82	Monthly	7181-7191	re July
HMRC	3,024.88	Monthly	7192	re July
Glos LGPS	3,315.27	Monthly	7193	re July
Columbaria Company	84.00	Ad hoc	7194	Cemetery
Dean Mowers	32.65	Ad hoc	7195	Machinery/Tool Repairs
Forest Equipment Services Ltd	699.10	Monthly	7196	Litterpicking
Forest of Dean & Wye Valley Review	100.80	Ad hoc	7197	Advertisement: Cemetery
Konica Minolta	1,008.49	Quarterly	7198	Photocopier
Lydney Engineering Co Ltd	216.61	Quarterly	7199	Establishment Charges: Electricity
Pear Technology	300.00	Annual	7200	IT: Annual support
Pitney Bowes	209.60	Ad hoc	7201	Franking Machine
Royal Agricultural University	60.00	Ad hoc	7202	NDP: Conference 24.10.13
Sage UK Ltd	834.00	Annual	7203	Establishment Charges: Annual support
SLCC	414.60	Annual	7204	Training: Summer Symposium
Light Fantastic DIY Ltd	15.08	Monthly	7205	Cemetery
Travis Perkins	18.86	Monthly	7206	Cemetery
Worksafely Ltd	29.95	Ad hoc	7207	PPE
WPS Insurance	812.26	Annual	7208	Insurance
Dean Mowers Ltd	42.00	Ad hoc	7209	Vehicle Maintenance
Force 3 Security	264.00	Ad hoc	7210	CCTV
Gloucestershire CC	90.00	Ad hoc	7211	Corporate
SITA UK Ltd	93.64	Monthly	7212	Cemetery
Petty Cash	36.02	Monthly	7213	Vehicle Maint/Estab Charges
BEC	105.00	Annual	7214	PAT testing 25.6.13
DBC Solutions Ltd	200.00	Ad hoc	7215	Health & Safety
Bathurst Park & Recreation Trust	18,250.00	Biannual	7216	Grant
BPRT	654.10	Quarterly	7217	VAT Repaid (re Apr-Jun)
LRT	40.14	Quarterly	7218	VAT Repaid (re Apr-Jun)
Payments for approval at meeting: Sub total	<u>42,250.87</u>			

TOTAL PAYMENTS JULY 44,353.95

A list of unpresented Cheques (For information only)

Lydney Garden Centre	21.57	7107
Image	360.00	7126
Corporate Expenditure	1,069.18	7147
Corporate Expenditure	491.50	7149
Corporate Expenditure	696.13	7152
Corporate Expenditure	214.59	7155
Lydney Garden Centre	24.99	7163
DBC Solutions Ltd	570.00	7174

Lydney Scout 'n' Jam	450.00	YC 0001	Youth Council a/c
<i>Total</i>	<u>450.00</u>		

Monthly Financial Statement

Cllr Biddle confirmed that the Lydney Skate Jam organising committee had received their donation from Lydney Youth Council. Approval of the Monthly Financial Statement was then proposed by Cllr Pearman, seconded by Cllr Matthews. Unanimous

It was proposed by Cllr Berryman, that under LGA 1972 s101 Delegated Powers would be granted to the CEO and two Members in order that they may address August Payments during Council Recess. Unanimous.

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Members were advised that following the review of the Council's insurance cover it had been necessary to increase the insurance value for the War Memorial (amongst other items). This had resulted in an increase to the policy of £270.62. Approval of the increase **proposed by Cllr Harris, seconded by Cllr Preest.**

Annual Return

Members were advised that that Council's Annual Return had been received back from the External Auditor, Grant Thornton LLP. The CEO advised that the only comment made by External Auditor related to a difference in the amounts shown against the closing balance for the PWLB. The CEO advised that the difference was due to the fact that a further payment had been made in the period between the statement being printed and the closing of the Town Council's Accounts for Year End. External Auditor's comments noted.

9. REVIEW OF LYDNEY COMMUNITY EMERGENCY PLAN

Cllr Preest stated that he had been informed that the Plan was "owned" by Lydney Town Council, however, he highlighted minutes of a presentation which had been provided to the Council on 10 October 2011 by Gloucestershire Rural Community Council (who had assisted with the Plan's production) which advised that the Council's Clerk/staff would receive training on the plan; this has never been provided.

Discussion took place on the formal adoption of the Plan, and whether the Council had been aware that it had adopted the Plan in a "lead" capacity. It was **proposed by Cllr Berryman** that the CEO would be asked to obtain an electronic version of the Plan in order that it may be revised and issued with the September Agenda in order that Councillors may be allocated specific roles with consideration being given as to whether Lydney Town Council wish to formally adopt the plan. Unanimous.

Action by – the CEO

10. COUNCILLOR SURGERIES

Cllr Pearman advised that he and Cllr Preest had held the "Councillor Surgery" and had discovered that the majority of the public expressed a desire for more entertainment to be provided in the Town. Cllr Preest also advised that members of the public had also wished to discuss the proposed housing development in Augustus Way/Driffield Road.

11. GLOUCESTERSHIRE MARKET TOWNS FORUM (GMTF)

Cllr Pearman advised that Mr Bob Watters had provided a presentation to members of the NDP Steering Group on the benefits of membership. However, due to impending changes within GMTF the NDP Steering Group decided that it would refrain from joining the organisation at the current time. It was noted that Mr Watters had elected to attend NDP meetings in the interim.

12. RENEWABLE ENERGY POLICY

Item deferred.

Action: Pending update – Cllrs Preest/Mr Deeks

13. FLOOD RISK

Cllr Biddle reminded all Councillors of the information which had been circulated regarding the Flood Risk Management Strategy which was currently being compiled by Gloucestershire County Council. Cllr Biddle expressed concern that Lydney was not listed on the "At Risk" register, despite it being affected by flooding, and he requested that County Cllr Preest contact Mr Keith Coles accordingly.

Action by – County Cllr Preest

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Cllr Pearman advised that Lydney Town Council had instigated meetings with representatives of Gloucestershire County Council, the Environment Agency, local land/riparian owners etc. during which efforts had been made to map out areas of responsibility for the watercourse throughout the Parish. Once a definitive plan of the watercourse has been produced unique identifying references will be allocated to areas in order that all personnel involved will be able to easily identify problem points. It was noted that the Town Council was attempting to work with neighbouring Parish Councils/land owners/EA/Severn Trent to further its efforts to ensure that the watercourse throughout the Parish was cleared of obstructions. This would however, result in consideration being given by Lydney Recreation Trust to the clearance of the Lyd in order to facilitate grant aid via the Environment Agency. Responding to a question which had been raised by Cllr Biddle, the CEO advised that FODDC would be responsible for serving Enforcement Notices on landowners who did not clear watercourses on land within their ownership. Cllr Biddle informed those present that a utility company had recently felled a number of trees situated on the bank of the River at Crump Farm and had stacked felled timber adjacent to the watercourse, which had caused concern to local residents who feared that the timber would be pushed into the watercourse. CEO requested to inform Officers at FODDC.
Action by – the CEO

14. **AMENDMENT TO STANDING ORDERS**

Councillor Berryman asked his fellow Councillors to consider an amendment to Standing Orders that *“no Councillor may speak more than once, and for no more than three minutes, on any one subject unless agreed by the majority or at the discretion of the Chairman”*. It was noted that the proposal was supported by the requisite number of Councillors seeking amendment.

Proposed amendment to stand adjourned until the next meeting.

15. **LYDNEY WAR MEMORIAL**

On behalf of Cllr W Osborne who was absent from the meeting, the CEO sought approval for the pillars and the chains surrounding the War Memorial to be shotblasted and repainted prior to the Remembrance event. It was noted that the cost would be borne by the War Memorial Earmarked Reserve. **Proposed by Cllr Bonser, seconded by Cllr Pearman.**

Delegated Powers to CEO, Cllr W Osborne and one other member to address

16. **FORMAL CORRESPONDENCE RECEIVED**

- Gloucestershire County Council – press release advising that Public Rights of Way Team are to be presented with an award for helping to create a new network of horse riding trails across the Forest of Dean.
- Gloucestershire County Council – press release detailing the County Council’s Summer Reading Challenge.
- Mr J Thurston – Letter congratulating all involved with the successful Coronation Gates Anniversary Celebration in Bathurst Park on Sunday 9 June 2013.
- Vice-Lieutenant Robert Bernays – Letter of thanks regarding his attendance at the Coronation Gates Anniversary Celebration in Bathurst Park on Sunday 9 June 2013.
- Horizon Nuclear Power – e-mail from Mr John Gilbert, Head of Commercial Development, providing a copy of the latest version of the Community Newsletter focusing on the development work for a proposed new nuclear power station near Oldbury-on-Severn.
- Gloucestershire Association of Parish and Town Councils – invitation to attend AGM on 17 July 2013. **CEO to tender apologies from Lydney Town Council.**
- Gloucestershire Playing Field Association – e-mail from Graham Ross providing

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information on the Annual Award Scheme for young sports people in the County.

- Gloucestershire Clinical Commissioning Group (GCCG) – e-mail from Ms Becky Parish, Associate Director – Patient and Public Engagement advising that GCCG were now responsible for buying local NHS services and that the Patient and Public Engagement and Patient Experience Team are keen to provide information about local service developments. Accordingly, contact information for the Team has been provided to Councillors.
- Gloucestershire County Council – e-mail from Neil Taylor, Senior Transport Planner, Highways and Transportation, advising that the Local Transport Plan 3 identified a number of historic scheme for review to consider if they should be retained/deleted. One such scheme was the Tutnalls Street Link (proposed for deletion) and the Council was invited to comment as to the need to retain the scheme. **Councillors to comment as individuals.**
- Section 106 MMC Phase 1 – Council asked to confirm if they are happy to request £24,000 from triggered Section 106 phase 1, MMC agreement for sustainable transport. **Proposed by Cllr Bonser, seconded by Cllr Matthews that Gloucestershire County Council would be e-mailed to establish if S106 funding could be used for footpaths on Oakdale Development. Unanimous.**

Action by – the CEO

- The Dean Academy – joint invitation to Council and NDP Steering Group to meet with representatives of the School on 16 July 2013 to discuss the development of the School including Adult Learning and Sixth Form provision. **Cllr Pearman to advise Councillors of time of meeting.**
- Gloucestershire Local Transport Board – e-mail from Ms Sarah Williams, Project Manager, advising that the next meeting will take place on 17 July 2013 from 9.30 am to 12.30 pm at the Council Chamber, Shire Hall, Gloucester.
- Site Stakeholder Group – Berkeley Site – e-mail from Cllr Penny Wride, Chairman, Berkeley SSG to advise the next SSG meeting will take place on 31 July 2013. **CEO to tender Cllr Biddle's apologies.**
- Dangerous Boundary Wall, Raglan House, High Street, Lydney – e-mail from Yvonne Hobbs responding to a concern raised by a member of the public over the boundary wall of Raglan House. The owner of the wall has been written to by Forest of Dean District Council to contact a structural engineer to carry out any works with immediate effect.

17. COMMITTEE & OTHER REPORTS

Planning/Highways

It was noted that unfortunately the July meeting had not taken place as it had been inquorate. However, those Councillors in attendance (and a substantial amount of members of the public) received a presentation from Hunter Page Planning regarding the proposed development at Driffield Road/Augustus Way. It was noted that Council would enter into discussion re. S106 contributions prior to the applicant submitting a formal planning proposal in the forthcoming weeks in order to ensure that infrastructure gain to the community is obtained if planning application is approved by Forest of Dean District Council.

Cllr Biddle excused himself from the Chamber at this point.

P1796/12/FUL

The CEO gave an overview of the meeting which had taken place with Sainsburys, to which all Councillors had been invited to attend. It was noted that the meeting had focused on the Heads of Terms document which outline the contributions payable to the community in order to mitigate the impact of the development on the Town. Members were advised that Sainsburys

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had agreed to increase their overall contribution from £305,000 to £425,000 and Councillors were provided with details of the amounts which would be payable under specific headings (e.g. CCTV, Shop front improvement grants, etc) and the related trigger points. Cllr Pearman stressed that the Heads of Terms document purely related to the contribution which would be given by Sainsburys and did not affect the S106 contributions which would be payable by Robert Hitchins Limited. During discussion it was noted that the Heads of Terms document did not change the Material Consideration originally submitted by the Council, but sought to alleviate the impact of the proposal.

During discussion Cllr Bonser expressed disappointment over the small number of Councillors who attended the meeting, and whilst she was confident of maintaining the Council's Material Consideration, she impressed the need to ensure that the Council obtained the best for the Town. Cllr Pearman advised that Sainsburys had been willing to include a condition which would prevent them from selling more than a set percentage of non-food items. After a short further discussion it was **proposed by Cllr Preest** that the Council would accept the Heads of Terms document as presented at the meeting and seek the insertion of an additional clause restricting the sale of non-food items. **Seconded by Cllr Harris.** Unanimous.

Cllr Biddle returned to the Chamber at this point.

Christmas 2013

It was noted that the Christmas lights had been ordered, with the Switch On event taking place on Saturday 30 November 2013 at the one Lydney Town Council Christmas Tree which would be sited in the Town outside the Co-operative Store. Members were asked to give consideration as to who the Council wished to invite to turn on the lights. Responding to a statement which had been made by Cllr Bonser, Cllr Harris informed all present that Mrs L Callow had attended an Amenities Committee meeting earlier in the year during which she had been informed of the Switch On date/location.

During discussion the CEO clarified the extent of the Council's event (e.g. ordering and switching on the Christmas lights) and Cllr Preest suggested that the Council may wish to invite the Coach/Player of Lydney Rugby Club to switch on the lights.

Youth Council

In the absence of Cllr James, the CEO advised that the final meeting of the organising Committee for the Skate Jam would take place on 9 July 2013; that Lydney Youth Council had submitted a funding application to the Forest Youth Forum for £1,250.00 to cover the cost of the event and it was hoped that the event would become an annual occurrence.

Cllr Bonser commended Cllr James.

NDP

Councillors were provided with copies of the minutes of the Steering Group meeting of 12 June 2013 and were able to see the names of the Steering Group Members who were leading the Working Groups. All Councillors were encouraged to attend Steering Group meetings and to contact the Working Group Leaders.

Cllr Pearman felt that the development of the Town Centre was key to the Town and he urged his fellow Councillors to have a vision for the future. Noting that the planning application which had been submitted for the centre of Town by Watts Group had yet to be determined, Cllr Pearman felt that the Town needed to secure a feature which drew members of the public to the Town throughout the day. All Councillors were urged to give their thoughts on this matter to

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the Steering Group.

It was noted that Mr John Cunningham would be asked to produce another design for the Town Centre which would include provision for “pop up” shops. Cllr Pearman also advised that members of Working Groups had held meetings to discuss education provision and hoped to hold a meeting to discuss Healthcare provision in light of the recent changes. Furthermore, that County Councillor Mark Hawthorne would be visiting Lydney on 18 July 2013 in order to discuss the Broadband provision for the Town; Mr Nigel Riddler would also attend the meeting in order to discuss economic growth.

The CEO advised that the NDP and the Council’s Planning and Highway Committee would be seeking a bio diversity/habitat study, which would help to strengthen the Council’s stance regarding its future planning Material Considerations.

Lydney Town Hall Trust Management Committee (LTHTMC)

Cllr Bonser advised that she had attended her first meeting the previous week; that LTHTMC had agreed to form a Grants Committee and that all Trustees were required to take their “wish list” for consideration at the next meeting. Cllr Bonser spoke positively on the work undertaken by the organisation to date and was pleased to report that LTHTMC had recently held a funding raising event to raise money for a new building sign, during which all the “letters” had been sold.

Cllr Matthews requested that Cllr Bonser collect from her an amount of work which she had previously undertaken on grant funding for the Town Hall.

Action by – Cllr Bonser

It was noted that the CEO would forward any relevant grant information which she received to the LTHTMC Grants Committee, who comprised of Cllrs Bonser, James and Mrs R Atkinson.

Action by – the CEO

18. **COUNTY COUNCILLOR REPORT**

Prior to the meeting Members were provided with a copy of the report which had been received from County Cllr Preest.

District Cllrs Glastonbury and Winship excused themselves from the meeting at this point.

County Cllr Preest advised that he had provided the Town Council with a copy of the County Council’s Asset Map for the Town; that the NFU would be holding an event at Lydney Park Estate (which he would attend) on 25 July 2013 regarding farming in Gloucestershire. Noting the statement made in County Cllr Preest’s report regarding Bream Road, Cllr Bonser felt a high percentage of residents did not want the temporary barrier in the car park to continue and she felt that the temporary closure of the Hill Street exit from the car park served to highlight the desperate improvements which were needed to the Bream Road junction. It was, however, noted by Planning Members that this was the very reason for continuing with the pilot scheme as it highlighted to Gloucestershire County Council Highways the necessity for Bream Road junction improvements. During discussion it was noted that if the Hill Street exit were to be re-opened, some form of chicane would be required in the car park to limit the speed of the cars. Lydney Town Council would now await the result of the pilot scheme.

19. **DISTRICT COUNCILLORS REPORTS**

No report given.

RS

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20. **COUNCILLORS REPORTS**

Cllr Thomas advised that he had attended a meeting with Network Rail; that bike racks and ticket machines would be provided at Lydney Station and that Cllr Biddle was in the process of producing a signage specification. Cllr Thomas then sought details of the owner of the land underneath the underpass and during discussion District Cllr Bevan recalled that historically British Rail had erected signs in the underpass stating that it was not a public right of way. Cllr Thomas stated that Network Rail sought to approach an organisation to produce a master plan for the car parking area. Cllr Biddle, who had also attended the meeting, expressed his disappointment that Network Rail had indicated that they would approach a developer to ascertain if they would be willing to develop the car park if they were given the land.

Cllr Bonser reported that she had walked from the Oakdale Estate to the Children's Centre and expressed concern over the condition of the pavement to the old Federal Mogul gates. County Cllr Preest agreed to ascertain the boundary of the area which was the responsibility of the County Council.

Action by – County Cllr Preest

Councillor Bonser highlighted that overgrown brambles were preventing people with pushchairs from using the footpath between Pylers Way and Rodley Road. CEO to ascertain responsibility.

Action by – the CEO

Cllr Matthews advised that she had received reports that wild boar were in the vicinity of the Town. Cllr Matthews also had cause to contact the Forest of Dean District Council's Street Warden service as rubbish bags had been thrown onto the roundabout.

Cllr Berryman reported that the entrances to Gloucester were now only being cut 1 metre from the roadway, in an effort to encourage the growth of wild flowers.

Cllr Harris expressed thanks to the EO and Ground Staff for the swift action taken to cut back overgrown brambles from The Greyhound Inn which had encroached on to the public footpath. Cllr Harris also reported that significant amounts of dog waste was evident along pathways at Lydney Docks which was controlled by the Environment Agency.

21. **PRESS RELEASE**

None.

22. **MEETING DATES**

Members noted that the following meetings would take place at the Council's offices at 7.00 pm (unless stated):-

- 10 July 2013 – NDP Steering Committee Meeting
- 22 July 2013 – Trust Meetings
- 25 July 2013 – Lydney Youth Council Meeting (commencing at 6.30 pm)
- 29 July 2013 – possible Extra Ordinary Amenities Committee Meeting (if required)

August Recess

Note: Financial/Planning Decisions to be addressed under Delegated Powers (LGA 1972, s101).

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EXCLUSION OF THE PUBLIC & PRESS

Page 42 (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

23. **COUNCIL POLICY**

Cllr Preest was absent from the Chamber at this point.

- Council noted that a letter (copy circulated) had been forwarded to Hedley’s Solicitors for resolution.

Cllr Preest returned to the Chamber at this point.

24. **STAFFING**

- Council noted that one employee was on long term sick leave and that temporary cover had been arranged which would result in increased Corporate Expenditure.
- Training requests for two members of Ground Staff arising from annual appraisals would be actioned (in line with Committee approval).

Meeting closed at 9.24 pm

Chairman 

Date 9.09.2013