

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2013/09/09 – 43

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 9 September 2013 at 7.00 pm.

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

Five members of the public

Mr D Street, Co-opted member of the public on the Planning and Highway Committee

PC K Croudace – Gloucestershire Police (Agenda item 4 only)

District Cllr T Glastonbury

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

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

(Agenda Item 4 – Police - was discussed prior to agenda item 1 – Apologies, however the minutes reflect the order as shown on the agenda).

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Thomas and District Cllr J Davis.

Members were reminded of the need to forward apologies direct to the CEO, rather than via fellow Councillors, in order that they may be correctly recorded.

Cllr Berryman welcomed Cllr Bevan to the meeting, following his election to represent Lydney North Ward on the Town Council.

2. **DECLARATIONS OF INTEREST**

Cllr D Biddle – advised that he would excuse himself from the Council Chamber during consideration of planning matters

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 8 July 2013 was **proposed by Cllr Harris, seconded by Cllr Matthews**. Vote carried with one abstention.

4. **POLICE MATTERS**

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

PC Croudace was welcomed to the meeting and proceeded to provide Members with an overview of the events of the summer which had been particularly busy for the Police. During discussion it was noted that the new housing estate had generated a number of issues and that action was being pursued against drug intelligence. Responding to a question which had been raised by Cllr Bonser, PC Croudace advised that increased issues on the estate did not equate to an increase in Police resources and it was noted that this may have an adverse effect on Officer morale. However, PC Croudace reminded all present to ensure that any issues were reported at the time they occurred to the Police (including intelligence regarding dug activity), rather than waiting to raise issues at meetings.



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PC Croudace provided Councillors with an update of the actions which had been taken in Steel Avenue and Harrison Way to address drug activity and she emphasised that Operation Rapier would continue to tackle drug issues in the Forest of Dean.

Responding to a question which had been raised by the CEO, PC Croudace agreed that it would be beneficial for an additional CCTV camera to be provided to cover the area around Tesco's overflow car park due to a number of incidents which had occurred in the area. PC Croudace was requested to investigate if the Police would fund the installation of an additional camera on a 50/50 basis with the Town Council. Due to the attendance by the CEO and EO at Gloucestershire University's Summer Symposium, PC Croudace was requested to relay the Council's previous offer of shared office space to her Commanding Officers. PC Croudace felt that Lydney Police Station would remain until 2014 as it housed the main computer system for the Forest; PC Croudace then provided Members with an update on the work which had been undertaken to try and address the problem of vehicular anti-social behaviour experienced in Hams Road Car Park. It was noted that the drivers concerned were at risk of having their vehicle seized and crushed if they breached a Section 59 warning. Furthermore, that such vehicles were now being encouraged to utilise the Railway Station Car Park, with such use being monitored by the Police/PCSOs.

PC Croudace then excused herself from the meeting.

5. **OPEN FORUM**

Mrs R Reeves, 10 Bledisloe Way, Lydney – expressed thanks to the Council for the provision of a noticeboard on the Oakdale estate.

6. **COMMUNICATIONS BY THE MAYOR**

Cllr Berryman advised that he had attended the following events:

Gloucestershire Bowls Association County Cup Final held at Lydney Bowling Club

Members noted that Cllr Pearman and his wife had kindly agreed to represent the Council at the Newent Onion Fayre on 14 September 2013. Cllr Berryman also advised that Bathurst Swimming Pool had closed for the year following a very successful season. Cllr Berryman then advised that he would shortly undergo an operation which would result in him not being able to address civic duties for a number of weeks.

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:-

Vehicle Activated Sign (VAS)

County Cllr Preest advised that he would attend a meeting later in the week with Mr B Watkins, Local Highways Manager (West), Gloucestershire Highways to determine the status on the VAS and Gloucestershire County Council's (GCC) responsibilities regarding Cambourne Place. County Cllr Preest also advised that he awaited a response from Mr Keith Coles regarding flooding issues; that GCC had allocated an additional £1m for additional highway work (members were asked to advise County Cllr Preest of issues); that a meeting had taken place with County Cllr Mark Hawthorne, Leader, Gloucestershire County Council during which issues regarding the Town's road junctions and education provision had been raised – County Cllr Hawthorne had tasked Officers at GCC to investigate both issues the outcome of which would be reported by County Cllr Preest at a future date.



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Cllr Preest was also tasked with chasing a response from Mr Coles regarding flooding issue and reporting such information to the Flood Defence meeting.

LAIS 1355 (Spending Review) and LAIS 1356 (Rewiring of Public Services)

Attention was drawn to both documents in order that Councillors may appreciate the impact the information may have on the Council's forthcoming precept demand. The documents made reference to a 10% cut in funding by Principal Authorities and a 33% reduction in their budgets from 2011-2015, which could result in a threat to further community services/libraries/sporting facilities and the whilst Principal Authorities would continue to receive a cash incentive to freeze their Council Tax, Local Councils would need to remain mindful of the services they wish to provide/their level of reserves to cover any foreseeable costs.

In-House Audit Roster

Councillors were provided with a copy of the revised roster and were requested to inform the CEO if they were unable to attend on their allotted session. However, it was noted that the roster would require further amendment in order to reflect Cllr Matthew's lack of availability on Thursdays. Cllr W Osborne was requested to ascertain if Cllr S Osborne would be able to attend her allotted session.

Action by – Cllr W Osborne

Chairmanship Training

Members were reminded that the CEO had arranged for Ms K Bedford, Chief Officer, Gloucestershire Association of Parish and Town Councils to provide Chairmanship Training on 18 and 25 September 2013. Training to commence at 6.30 pm and conclude at 9.00 pm. Cllrs Bonser, Harris, Pearman, Matthews, Hobman and Thomas had previously indicated their interest in attending.

Standards in Local Government Training

It was noted that a training event would take place at Forest of Dean District Council on Tuesday 24 September 2013 for which spaces were still available.

Attention was also drawn to the spider diagram which had been produced by the CEO to demonstrate the Powers afforded under the Localism Act 2012 which were being utilised by the Town Council, including two new pieces of legislation. Members were advised that the document had been issued in light of the CEO's e-mail concerning the Localism Support Group operated by Forest of Dean District Council. During discussion it was noted that not all the District Councillors on the Group had been aware that they had been appointed to the Group. The CEO advised concerns had been raised that such meetings were not minuted nor attended by an Officer. Cllr Pearman then gave an overview of the reasons surrounding the matter; District Cllr Hobman stated that she felt that the Group should also include a representatives from each Town Council; District Cllrs W Osborne and J Bevan spoke on the need for careful consideration to be given to listing assets under the Community Right to Bid as Forest of Dean District Council may open itself to liability in certain circumstances. It was, however, suggested that the Localism's Group remit was far broader than just asset listing. Such Members were therefore tasked with feeding back to Lydney Town Council all relevant legislative changes as applicable.

Health and Safety Policy

Prior to the meeting Members were provided with a copy of the Council's Fire and Emergency Policy for their retention. It was noted that it would now be necessary to conduct occasional practice evacuations.

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8. FINANCIAL MATTERS

FINANCIAL STATEMENT

AUGUST & SEPTEMBER 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 JULY	9,189.85	Receipts Summary attached
Receipts AUGUST	11,285.83	Receipts Summary attached
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
Total Receipts YTD	262,388.64	

PAYMENTS

Payments APRIL	24,604.10	
Payments MAY	44,666.17	
Payments JUNE	34,364.09	
Payments JULY	44,353.95	
Payments AUGUST	38,007.37	Detailed below
Payments SEPTEMBER	27,191.97	Detailed below
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	213,187.65	

NDP: Cheque Payments to date from NDP a/c

373.04

NDP: Cheque Payments to date from LTC a/c

0.00

£90 included in LTC Apr & Jul (prior to NDP a/c being opened)

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Cheque Payments to date from Youth Council a/c

46.00

Total **264,736.30**

Reconciled Bank Statements as at end	August 2013	Bank Statement copies attached	
LLOYDS BANK - Current account		90,574.44	
LLOYDS BANK - Youth Council - current		954.00	
LLOYDS BANK - NDP - current		4,754.81	
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,443.00		
Primrose Hill Play Area Cemetery	8,000.00		
	16,529.14		
Neighbourhood Development Plan	0.00	55,163.64	£5,127.85 Reserve transferred to NDP a/c
LLOYDS BANK - General Reserve		113,289.41	168,453.05
Bank Balances as at: 30-Aug-13		264,736.30	0.00 check

AUGUST PAYMENTS

Details/Spending Power:

TOTAL PAYMENTS AUGUST **38,007.37**

SEPTEMBER PAYMENTS

Details/Spending Power:

Interim Payments made in advance of the meeting:

Chq. No.

none

Interim Payments in advance of meeting:

Sub total

0.00

Payments for approval at meeting held on:

9th September 2013

Chq. No.

ADT Fire & Security	181.89	Quarterly	7259	BT Redcare / Intruder Alarm to 24.10.13
Columbaria Company	1,932.00	Ad hoc	7260	Cemetery
Cotswold Business Supplies	54.00	Ad hoc	7261	Establishment Charges
Ellis Whittam	3,322.50	Annual	7262	Employment Consultant
Eurostat	79.16	Monthly	7263	Stationery
Forest Equipment Services Ltd	699.10	Monthly	7264	Litter Picking
GAPTC - LC Admin (9th Edition)	65.60	Annual	7265	Establishment Charges
Granite Safes	446.40	Ad hoc	7266	Office Equipment
Information Commissioner Fee	35.00	Annual	7267	CCTV
Lydney Garden Centre	5.99	Ad hoc	7268	Cemetery
Office Star	67.23	Monthly	7269	Stationery
Worksafely Ltd	62.52	Ad hoc	7270	PPE



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ADT Fire & Security	284.99	Quarterly	7271	Fire Alarm Maintenance to 11.09.14
Dean Mowers Ltd	124.19	Ad hoc	7272	Machinery Repairs & Maintenance
Gloucestershire CC	90.00	Ad hoc	7273	Occ.Health referral
SITA UK Ltd	93.64	Monthly	7274	Cemetery
Yorkley Health Centre	74.42	Ad hoc	7275	Corporate: Vaccinations
Petty Cash	75.76	Monthly	7276	Estab Chgs, Mtg Costs, Telephone, Training, Civic
Corporate Expenditure	11,750.92	Monthly	7277- 7288	re September
HMRC	3,260.70	Monthly	7289	re September
Glos LGPS	3,241.27	Monthly	7290	re September
Lydney Town Hall Trust	30.00	Annual	7291	Deposit re Annual Town Meeting 7.4.14

Payments for approval at meeting: Sub total 25,977.28

TOTAL PAYMENTS SEPTEMBER 27,191.97

NEIGHBOURHOOD DEVELOPMENT PLAN:

See Separate Financial Statement

YOUTH COUNCIL:

See Separate Financial Statement

A list of unrepresented Cheques (For Information only)

Image Signs	360.00	7126
Pitney Bowes	209.60	7201
Travel Expenses	42.25	7234
Boston Seeds	84.99	7241
Forest Equipment Services Ltd	699.10	7245
Richard Cole Contractors	10,678.20	7252
Total	<u>12,074.14</u>	

Monthly Financial Statement

Members were provided with a copy of the August Financial Sheet listing payments made under Delegated Powers, which had been approved and balanced to the Council's bank statement.

Regarding the Council's Financial Statement for September, Members were advised that they had been provided with a list of payments, however, it had not been possible to provide copy of the reconciled banks statement in time for the meeting due to on-going issues with HMRC. It was **proposed by Cllr Bonser, seconded by Cllr Harris** that Delegated Power would be granted to the CEO and two Councillors in order to approve the payments, once the issue with HMRC had been resolved. It was noted that Members would be provided with a copy of the reconciled bank statement at the next meeting and the correct reconciled sheet would be duly uploaded onto the website.

Cllr W Osborne informed Members that he had declined to sign one cheque listed on the August Financial Statement as he believed that organisation was in breach of their contract, with an explanation provided during the Planning and Highways section of the meeting.



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The CEO drew Members' attention to the Financial Statements which had been produced for the Youth Council and the Neighbourhood Development Plan, which would enable them to reconcile these figures which were now shown on the Council's Financial Statement.

Transfer

It was noted that as a separate bank account had now been set up in respect of the Neighbourhood Development Plan £5,127.85 had been transferred from the Council's earmarked reserves to the NDP account. Endorsement **proposed by Cllr Harris, seconded by Cllr Hobman.** Unanimous.

9. PLANNING/HIGHWAYS (Planning and Highways Committee meeting cancelled September – not quorate)

Cllr Biddle excused himself from the meeting at this point and did not return to the meeting. Mr D Street was invited to sit at the Council Chamber as a co-opted member of the public on the Committee.

Cllr Berryman advised all Committee Members that they had agreed to hold Planning and Highway Committee meetings at 2.30 pm as part of a pilot scheme; reminded all Councillors that the Council had elected to continue with the operation of Committees and the need to observe the six month rule.

9.1 TO CONSIDER INCREASING THE MEMBERSHIP COUNCILLOR NUMBERS OF THE PLANNING COMMITTEE

Cllr W Osborne proposed that Cllr Bevan be appointed to the Committee. **Seconded by Cllr Preest.** Unanimous.

Cllr W Osborne voiced his agreement with Cllr Berryman's statement regarding the operation of a pilot scheme in an effort to reduce Officer time and he reminded his fellow Members of the important role the Committee held, together with the ability to aid the Town's future development plans. Noting that it had not been possible for several Members to attend afternoon meetings Cllr W Osborne spoke on the need for the Committee to be afforded a full hour to consider its business and suggested that the Committee may wish to decide to revert to holding its meetings at 6.00 pm prior to Full Council meeting. Furthermore, Cllr W Osborne advised that reverting to 6.00 pm meetings may necessitate his apologies on occasions due to farming commitments.

After taking time to consider the matter it was **proposed by Cllr W Osborne, seconded by Cllr Preest**, that Planning and Highway Committee meetings would revert to holding its meetings at 6.00 pm prior to Full Council meetings; that the Committee would be afforded a full hour to consider its business, with any presentations (unless relevant to planning/highway issues) to Full Council being made at 7.00 pm. Unanimous.

9.2 DECLARATIONS OF INTEREST

None.

9.3 MINUTES OF PREVIOUS PLANNING COMMITTEE MEETING

Approval of the minutes of the Planning and Highways meeting held on 10 June 2013 was **proposed by Cllr Harris, seconded by Cllr Hobman.** Approval of the non-quorate meeting notes of 3 July 2013 was **proposed by Cllr Preest, seconded by Cllr Hobman.** Vote carried for both motions.

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The following comments returned under Delegated Powers were noted:

3 July 2013

P0774/13/FUL – N Jones, 39 Highfield Road, Lydney

Alterations and extension to dwelling including a dormer to rear and front elevations

No objection

P0841/13/FUL – Mr D Rowles, 2 Severn Road, Lydney

Proposed extensions and alterations to dwelling. (Revised Scheme)

No objection

30 July 2013

P1042/13/FUL – Mr & Mrs G George, 3 Woodland Rise, Lydney

Erection of a Conservatory

No objection subject to neighbour notification

P1048/13/FUL – Mr B O'Hare, 42A Allaston Road, Lydney

Erection of a two storey side extension. Erection of new detached garage and store (Demolition of existing single storey garage).

No objection subject to neighbour notification

P1077/13/ADV – Forest of Dean District Council, Forest Leisure Lydney, Church Road, Lydney

No objection

Planning application 13/0001/INQUIR regarding land at Javelin Park, Bath Road, Haresfield, Stonehouse, Gloucestershire. Notification that an appeal has been submitted to the Secretary of State against the decision of Gloucestershire County Council to refuse to grant planning permission for the above development.

The appeal will be determined on the basis of an Inquiry and if the Council wishes to make any representations to The Planning Inspectorate they must be submitted by 3 September 2013.

No comment due to inadequate information. Defer to County Cllr Preest at County level.

P0528/12/FUL – Land at end of Windsor Drive, Lydney

CEO instructed to forward a strong e-mail, containing an extract from the e-mail of 23 July 2013 (originally sent to Nick Bainton at Forest of Dean District Council) to Cllrs P Molyneux, Leader, Forest of Dean District Council and Cllr N Stephens, Chairman, Forest of Dean District Council to request that said District Councillors/Cabinet investigate why District Council Officers are refusing to take action in line with decisions by FODDC Members/upheld by Planning Inspectorate. Also suggesting that such action negates the necessity for such Committees at Principal level.

20 August 2013

P1136/13/FUL – Mr A Griffiths, 68 Church Road, Lydney

Erection of a detached dwelling and detached garage. Use of land as additional residential curtilage. Construction of new vehicular access and closure of existing access (revised scheme). (Renewal of planning permission P2071/09/FUL).

Council remain concerned regarding access arrangements. Refer to Gloucestershire Highways for current opinion.



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P1186/13/ADV – Griffiths Marshall, HSBC Bank PLC, 20 Newerne Street, Lydney
Erection of new signage to front elevation.

No objection

P0528/12/FUL – Land at end of Windsor Drive, Lydney
EO to progress response from District Cllrs Molyneux, Leader, Forest of Dean District Council and Cllr N Stephens, Chairman, Forest of Dean District Council re e-mail requesting District Councillors/Cabinet investigate why District Officers are refusing to take action over enforcement at the site. Highlight increased tension on site due to action taken recently by developer who sought to install a fence in front of the entrance gates, on land outside of their ownership.

Cllr Preest advised that he had requested Mr Brian Watkins, Local Highways Manager (West), Gloucestershire Highways, investigate the lack of “no entry/directional signage” to prevent vehicles from garage/Regent’s arcade car park from driving against the one way system in Swan Road.

Cllr W Osborne requested EO to contact Hunter Page Planning to obtain information which was promised at the presentation on 3 July 2013 (i.e. evidence of support for development).

9.4 PLANNING APPLICATIONS

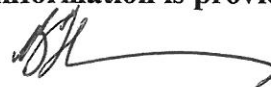
ASDA – Heads of Terms

Prior to the meeting Members were provided with a copy of the revised Heads of Terms document which had been received from ASDA. It was noted that specific trigger points had now been incorporated in to the document and that the organisation would provide a contribution towards improved flood defences for the Town. Cllr Bevan spoke on the matter of MMC’s site ownership and he felt that the developers had reneged on conditions previously levied by Forest of Dean District Council’s Planning Department. Whilst Cllr Bevan noted that ASDA had now matched the Heads of Terms previously agreed with Sainsburys, he stressed that the Sainsbury application would unlock the housing phase of the development by Robert Hitchins Limited. Cllr Bevan then spoke at length regarding the MMC development; Members were reminded of the need to obtain the best contributions which could be obtained for the Town from the development. During a short further discussion Cllr Harris emphasised that the Heads of Terms document now matched the one submitted by Sainsburys; that trigger points had been included which would ensure the release of the money and she stressed the need to move the Town forward. Noting that the Heads of Terms document had been negotiated to obtain the best terms for the Town, **Cllr Harris proposed** acceptance of the document, **seconded by Cllr Hobman**. Vote carried.

Resolved: To accept the revised Heads of Terms document submitted by ASDA.

P1319/13/FUL – Mr C Johnson, Allaston Court Farm, Court Road, Lydney
Erection of a detached dwelling with garage. (Renewal of planning approval P2290/10/FUL)
Council wish to reiterate their previous objection being that this site is already over developed

P1221/13/FUL – Forest of Dean District Council, Former Registrar Building, Swan Road, Lydney
Change of use of former office and registrar building to store and workshop with outside storage yard and ancillary works to external appearance
Council reserve comment on the application until information is provided on the nature of



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the business which will be conducted at the site, hours of operation, etc. Council would also request a site visit be undertaken at which a representative of Lydney Town Council is present, in order to assess the impact the application will have on neighbouring properties.

P0069/13/DISCON – Mr T Bermon, 1 Cross Hands, Lydney
Compliance with Conditions 4, 08 and 09 attached to planning permission P1558/12/FUL
No objection provided that the Local Planning Authority ensure that the information provided satisfies the planning conditions.

Planning Decisions received from Forest of Dean District Council

P0517/13/FUL – 1 Allaston Road, Lydney
Granted Permission – Alterations and erection of a single storey rear extension, including removal of external chimney stack.

P0507/13/FUL – 9 Tiberius Avenue, Lydney
Granted Permission - Erection of a front porch

P0508/13/FUL – 6 Templeway, Lydney
Granted Permission – Erection of a single storey side extension

P0502/13/LT2 – 7 Lydfield Road, Lydney
Granted Permission – Application under Section 192 to determine whether planning permission is required for the erection of a replacement conservatory

P0228/13/FUL – 19 Almond Walk, Lydney
Granted Permission – Erection of a two storey rear extension approved under reference P1115/12/FUL – Minor Material Amendment to make alterations to windows

P0558/13/FUL – Dean Hollow Cottage, Highfield Lane, Lydney
Granted Permission – Demolition of existing kitchen and utility room and construction of a single storey replacement over a larger area.

P0548/13/FUL – 3 Grove Road, Lydney
Granted Permission – Erection of a new detached dwelling on land adjoining No. 3 Grove Road.

P0624/13/FUL – Purlieu Cottage, The Purlieu, Lydney
Granted Permission – Variation of condition (02) of planning permission P1067/12/FUL to permit minor material changes to the design to include a basement garage.

P0018/13/DISCON – Land at Pylers Way, Lydney
Granted Permission – Discharge of Conditions (04) – hard and soft landscaping, (05) – foul and surface water drainage, (07) – 10% renewable energy and (08) – biodiversity enhancements of planning permission P0762/12/FUL

P0753/13/LBC – Soilwell Barn, Allaston Road, Lydney
Granted permission – Installation of four small conservation style windows into the attic rooms at the rear of the property.



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P0636/13/FUL – 33 Greenways, Lydney

Granted permission – Alterations and conversion of an existing attached garage to additional living accommodation. Erection of pitched roof over garage and utility room.

P0430/13/FUL – 5 Station Road, Lydney

Granted permission – First floor rear extension to create third bedroom.

P0669/13/FUL – 42 Templeway, Lydney

Granted Permission – Erection of a single storey extension. Alterations to vehicular access. Creation of a parking space.

P0708/13/FUL – 4 The Hawthorns, Lydney

Granted Permission – Erection of a rear single storey garage extension

P0782/13/COU – Units 3 & 4 Former Forest Glass Premises, Whitecross Business Park, Church Road, Lydney

Granted Permission – Change of use of existing commercial building to provide for the renovation of existing vehicles and a vehicle showroom with ancillary works. Unit 3 & 4 and the former Forest Glass premises.

P0774/13/FUL – 39 Highfield Road, Lydney

Granted Permission – Alterations and extension to dwelling including a dormer to rear and front elevations.

P0682/13/FUL – Bushland, Highfield Lane, Lydney

Granted permission – Alterations and extension to dwelling.

13/0039/STMAJW – Magnox Ltd, Berkeley Power Station, Hamfield Lane, Berkeley

Granted permission – Variation of Condition 7 of planning permission S.07/0927/CM dated 15/08/2007 for the Intermediate Level Waste (ILW) storage building, as amended by 12/0019/STMAJW dated 12/07/2012, to amend the hours of operation

P0412/13/OUT – Land off the Lydney Bypass and Highfield Road, Highfield Road, Lydney

Granted permission – Outline application for residential development, neighbourhood centre, employment land including infrastructure, ancillary facilities, open space and landscaping. (Renewal of planning permission P0724/04/OUT)

P0634/13/FUL – Land South of Lakeside Avenue, Lydney

Application refused – Variation of condition (21) on planning permission P1009/09/OUT to extend the timescales for implementation of the bus link.

P0255/123/APP – Thompson & Thompson, Cross Hands Garage, Cross Hands, Lydney

Granted permission – Approval of Reserved Matters for a mixed use development comprising Class B1/B8 commercial units, erection of new petrol filling station and six detached dwellings with ancillary works.

P1181/13/LD2 – 20 Templeway West, Lydney

LDC Issued

P1048/13/FUL – 42A Allaston Road, Lydney

Granted Permission – Erection of a two storey side extension. Erection of new detached garage and store (Demolition of existing single storey garage).



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P1042/13/FUL – 3 Woodland Rise, Lydney

Granted Permission – Erection of a conservatory.

9.5 PLANNING CORRESPONDENCE

- DCLG – Greater Flexibilities for change of use. *Noted.*
- Breach of Condition Notice served on MMC Land and Regeneration regarding P1009/09/OUT. *Noted.*
- Breach of Condition Notice served on Keir Partnership Homes Ltd, regarding P1009/09/OUT. *Noted.*
- Notification that planning application P0634/13/FUL – Land South of, Lakeside Avenue, Lydney – Variation on condition (21) on planning permission P1009/09/OUT to extend the timescale for implementation of the bus link – had been considered by members of FODDC's Planning Committee on 13 August 2013. *(Previously communicated to Councillors).*

Notification that planning application P0255/13/APP – Thompson & Thompson, Cross Hands Garage, Cross Hands, Lydney – Approval of Reserved Matters for a mixed use development comprising Class B1/B8 commercial units, erection of new petrol filling station and six detached dwellings with ancillary works – had been considered by members of FODDC's Planning Committee on 13 August 2013. *(Previously communicated to Councillors).*

- E-mail from Mr Ben Read, Hunter Page Planning. *Noted. It was agreed that the proposed development would be an agenda item for the next Committee meeting.*

9.6 ECO/BIO-DIVERSITY POLICY

Members noted that the issue was an on-going issue as it was connected to the Neighbourhood Development Plan which was currently being produced for the Town.

HIGHWAY, FOOTPATH AND TRANSPORT ISSUES

9.7 TEMPORARY ROAD/FOOTPATH CLOSURES

- Footpath Diversion Order re. Cemetery deferred to Burial Committee. *Noted.*
- Temporary Road Closure Order – A48 Broadoak from 5009 Hawkins Lane to 45159 Riverside Lane – 7 October 2013 to 11 October 2013. *Noted.*
- Temporary Road Closure Order – A48 Blakeney from 50052 Howells Lane to 3/025 Awre Road – 14 October 2013 to 25 October 2013. *Noted.*
- Temporary Road Closure Order – A48 Blakeney Village from 3-025 Awre Road to 3/355 New Road – 26 October 2013 to 1 November 2013. *Noted.*

9.8 HIGHWAY CORRESPONDENCE

Re: Windsor Drive Enforcement Action

Prior to the meeting Members were provided with a copy of the response which had been received from Mr P Hibberd on behalf of District Cllrs Molyneux and Stephens. Whilst Councillors expressed their dissatisfaction with the response provided by Mr Hibberd, District Cllr Glastonbury, Chairman, Forest of Dean District Council Planning Committee, advised that action would be taken shortly.



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9.9 TRANSPORT ISSUES

Prior to the meeting Members were provided with a copy of the National Assembly for Wales: Inquiry into the Wales and Borders Franchise, in order that the Council may consider if it wished to make comment. Whilst it was agreed that Members would submit comments on an individual basis, Cllr Preest offered to attend the Inquiry on the Council's behalf. Unanimous.

Action by – Cllr Preest

Cllr W Osborne once again reiterated his request; that being the Amenities Committee consider that in the future the Council's grass cutting Contractor be instructed to only cut the grass 1 metre from the footpath. It was noted that the issue of grass cutting would be considered by the Amenities Committee at their next meeting, as the Contractor had already provided guidance on the creation and cultivation of wild flower areas as requested.

9.10 PLANNING/HIGHWAY COMMITTEE MEETING TIME/DATES

Cllr Berryman reiterated the motion which had been agreed earlier in the meeting, that the Planning and Highway Committee would meet at 6.00 pm prior to Full Council meetings; that Full Council meetings would commence at 7.00 pm with any presentations to Full Council made after 7.00 pm.

The CEO advised that Foxley Tagg wished to present to Council on 18 September 2013, rather than wait until the next scheduled meeting. Members were asked if they wished to inform Foxley Tagg that they were to present at the October Planning and Highway Committee meeting. Unanimous.

The business of Planning and Highways Committee then concluded and the business of Full Council recommenced.

10. LYDNEY COMMUNITY EMERGENCY PLAN

Prior to the meeting Members were provided with a copy of the Plan. Council was then asked to consider appointing three/four Councillors to assume responsibility for reviewing the plan and forwarding details of the proposed amendments to the CEO in order that a draft amended Plan may be considered at the October meeting. Attention was drawn to the fact that the representatives would assume responsibility/facilitate any action as and when necessary to instigate the Emergency Plan

Cllrs Matthews, Preest and Berryman offered to undertake the role.

Actions by – Cllrs Matthews, Preest and Berryman

11. COUNCILLOR SURGERIES

Cllrs Matthews and Pearman advised that they had held a Surgery during August, at which the following issues had been identified:

- A number of valid suggestions for improvement had been received which would be considered by the NDP Steer Group.
- Overgrowth covering pavement at Hales corner.
- Frustration over the partially completed building work at the rear of Age Concern. (CEO advised that the only time stipulation on a development related to the length of time that building works would commence, following the granting of planning consent.)
- Complaints regarding lack of provision for bus routes to Chepstow.
- Concerns were expressed over the loss of the squash courts at the Leisure Centre.



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- Concerns over increased pollution in Bream Road due to the decision to close the Hill Street exit from Bream Road car park on a trial basis. (Cllr Preest also noted that inconsiderate driving when the exit was operational had concerned pedestrians walking through the car park).
- Concerns over inconsiderate parking in Bream Road. (CEO advised that this was an Enforcement issue).

Responding to a question which had been raised by Cllr Bonser regarding the possibility of providing parents/carers of Lydney C of E pupils with free parking tickets for school dropping off/collection times, District Cllr Osborne advised that his question relating to the issue had been held over until the Full Council meeting of the Forest of Dean District Council in October.

During discussion it was also noted that the trial closure of the exit had served to highlight the true level of traffic which was routed via the Bream Road Junction. It was suggested that Cllr Preest should approach Forest of Dean District Council to ascertain what effect the closure of the exit had on the pollution monitoring and if this could be used to support action, also to ascertain results to date.

Action by – Cllr Preest

Cllr W Osborne highlighted that signage advising “No HGV’s” had yet to be erected at the entrance to Hams Road, despite assurances from Mr B Watkins, Local Highways Manager (West), Gloucestershire Highways a number of months ago that signage would be erected.

12. **FLOOD RISK**

It was noted that a section of the River Lyd which ran from Hams Road Car Park to the Albany Bridge had been cleared, with the cost of the work borne by Forest of Dean District Council (50%), Lydney Recreation Trust (25%), Lydney Town Council (25%).

Members were also advised that a “Flood Risk” meeting would take place on Wednesday 11 September 2013 and that all were welcome to attend.

13. **WALKERS ARE WELCOME**

Deferred due to the absence of Cllr Biddle.

14. **AMENDMENT TO STANDING ORDERS**

Council considered the following amendment to Standing Orders which stood adjourned since the last meeting, namely

“no Councillor may speak more than once, and for no more than 3 minutes, on any one subject unless agreed by the majority or at the discretion of the Chairman”

Proposed by Cllr Bevan, seconded by Cllr Pearman. Unanimous.

15. **LYDNEY WAR MEMORIAL**

Cllr W Osborne advised that an order for the re-painting of the pillars and chains had been placed with Mr J Day and that the work would be undertaken in the near future. Cllr W Osborne reminded all present that a Citizen’s Act of Remembrance would take place at 11.00 am on 11 November 2013.



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16. **WAR MEMORIAL TRUST – LIST OF TRUSTEES**

Members were informed that under the Trust's Governing Document the Council was required to appoint four Trustees (who need not be Councillors), to serve a four year term.

Members were provided with a copy of the current list of Trustees, these being:

Mr Frank Bennett (Chair)
Mrs Ruth Richardson (Vice Chair)
Mrs Valerie Hobman
Mr William Osborne
Mr Hiley Warren
Mrs Sue Osborne

The Trustees were duly noted.

17. **CAR PARKING CHARGES**

Cllr Preest expressed a belief that car parking charging was detrimental to both people and local businesses and he felt that Forest of Dean District Council's (FODDCs) Cabinet were not listening. Accordingly, he asked that Council consider sending a letter to both the Strategic Director and Leader of Forest of Dean District Council registering a vote of no confidence in the Cabinet due to the detrimental effect that car parking charges had on the local economy and FODDC's Cabinet's refusal to accept same.

Cllr Preest also highlighted the lack of regeneration work which had been undertaken for the Town and he felt that Forest of Dean District Council had not supported Lydney on its efforts to embrace Localism. After a short further discussion **Cllr Preest proposed** a vote of no confidence in Forest of Dean District Council's Cabinet due to the detriment effect car park charging had on Lydney. **Seconded by Cllr Harris.** The motion was put to a vote which was carried, with four abstentions.

Action by – the CEO

18. **FORMAL CORRESPONDENCE RECEIVED**

- Cllr B Thomas – e-mail re Committee Structure. *Noted.*
- Forest of Dean District Council – e-mail re Standards Training event for Town and Parish Councillors on 24 September 2013 commencing 6.00pm at Forest of Dean District Council offices. *Noted.*
- Copy of e-mail sent by CEO to Ms Emma Norgate re P1796/12/FUL. *Noted.*
- Gloucestershire Highways – e-mail from Mr Neil Troughton, Area Manager (Highways – Forest of Dean, Gloucester and Stroud) responding to CEO's e-mail regarding Highway s106 contributions from MMC Phase 1 development. *Noted.*
- Chartered Parishes Group Meeting – providing a copy of the agenda for the meeting on 5 September 2013. *Note: Copy previously forwarded to Town Council's representative.*
- Forest of Dean District Council – e-mail from Ms Lena Maller, Communities Engagement Officer, providing a copy of a letter from the Department for Communities and Local Government regarding Post Office Community Enterprise Fund. *Noted.*
- JD Norman Industries/ASDA – flyer seeking support to gain approval for the recent planning application submitted re. ASDA store and new factory for JD Norman Industries. *Noted.*
- Forest of Dean District Council – e-mail from Ms Michala Lee, Communications and Marketing Officer, providing a copy of the poster from Gloucestershire Constabulary which has been designed to raise awareness of the Polices' responsibilities during the



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- badger cull scheduled to take place in West Gloucestershire. *Noted.*
- Age Concern Forest of Dean – extending an invitation to attend their AGM on 13 September 2013, commencing 3.00 pm at The Belle Vue Centre, Cinderford. *Cllr V Hobman attending in her capacity of Trustee.*
- Alzheimer’s Society – extending an invitation to Evensong at Gloucester Cathedral’s World Alzheimer’s Day Service on 19 September 2013, commencing 5.30 pm. *Noted.*
- Gloucestershire County Council – detailing the launch of the “Big Community Switch” to help people get cheaper gas and electricity by working together. *Noted.*
- Foxley Tagg Planning Ltd – e-mail requesting Council convene an additional meeting in order that they can present to Council on 18 September 2013. *Discussed under Planning Section.*

19. COMMITTEE & OTHER REPORTS

Planning/Highways

Cllr W Osborne advised that Council had ratified the appointment of Cllr Bevan to the Planning and Highway Committee and he highlighted that his fellow Councillors were welcome to attend Committee meetings in future in order that they may keep abreast of the Committee’s activities.

Christmas 2013

Cllr Preest advised that Mr D Bell, Coach - Lydney RFC, was unable to switch on the Town’s Christmas Lights due to prior fixture commitments, it was suggested therefore that the Mayor would switch on the lights this year at 6.00 pm.

Responding to a question which had been raised by Cllr Bonser, Members were reminded that the Council had resolved to donate the children’s gifts previously purchased to Lydney Town Hall Management Committee. Furthermore, that the Council had decided that it would not organise any other activity other than the physical switching on the Christmas lights and the need to observe the six month rule on the matter.

After a short further discussion Cllr Bonser was requested to ascertain if Lydney Town Hall Management Committee had organised an event for the Lights Switch On (30 November 2013) and Council staff were requested to design a poster for the Switch On which would be placed on the Council’s noticeboards.

Council noted that Officers would not be in attendance.

Action by – Cllr Bonser and CEO

Youth Council

The CEO advised of the need to recruit further members on to the Youth Council in order to ensure its continuation and requested the assistance of Members to facilitate this aim. It was suggested that the CEO contact PCSOs who operated good communication links with local youths to request that they too promote membership. Unanimous consent was given for the CEO to try and raise the Youth Council’s profile/generate further interest as she considered fit. Members would assist Cllr James/CEO as time allowed.

Action by – Cllr James/CEO

NDP

Councillors were provided with copies of the minutes of the Steering Group meeting of 10 July 2013 and were informed that the Steer Group were in the middle of formulating the Draft Plan; that a series of public engagement events had been planned; that a meeting would take place



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with Mr N Gibbons, Forest of Dean District Council to discuss the Plan's conformity with the Core Strategy and a general discussion on the ADPD which was in the process of being drafted; that the Plan was on course for adoption by the end of the fiscal year.

Cllr Pearman extended thanks to all that had so far assisted with the production of the Plan and he extended an invitation for all interested parties to attend NDP Steer Group meetings which were held on the second Wednesday of each month in the Council Chamber, commencing at 7.00 pm.

During discussion it was noted that a timeframe would be produced for all Councillors detailing the consultation period, etc which would be forwarded to Councillors by the CEO via e-mail. It was also noted that the Autumn newsletter would be utilised to provide an overview of the NDP and provided basic information on the information which would be contained in the final document, together with details as to how to access the document on-line via the NDP designated website. The need to obtain the views from the surrounding Parishes was also highlighted, as their residents utilised the services provided in the Town.

Action by – the CEO

Lydney Town Hall Trust Management Committee (LTHTMC)

Cllr Bonser advised that no meeting had taken place due to their August Recess; that she had attended a LTHTMC Grants meeting; that the CEO had provided a number of links for grant funding which would now be furthered and that LTHTMC would produce a "wish list".

20. **RENEWABLE ENERGY POLICY**

Cllr Preest advised that work on revising the Policy was on-going.

Action by Cllr Preest/R Deeks

21. **COUNTY COUNCILLOR REPORT**

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

County Cllr Preest advised that he, Mr R Deeks (NDP Steer Group) and the EO had attended a meeting with County Cllr Mark Hawthorne, Leader, Gloucestershire County Council during which a number of issues were raised (e.g. superfast broadband, etc) and that County Council Officers been requested to investigate such issues. County Cllr Preest also reminded Councillors that they had been provided with a copy of the "wish list" which had been suggested by Gloucestershire Highways and he requested that Members feed comments/suggestions regarding the list directly to him.

22. **DISTRICT COUNCILLORS REPORTS**

No report given.

23. **COUNCILLORS REPORTS**

Cllr W Osborne requested that it be minuted that Members had been previously advised that holidays and social events were not legitimate reasons to miss meetings to which they had been Summoned.

Cllr Bonser advised that she had received a number of complaints regarding the implementation of a CCTV controlled level crossing at the Railway Station; that members of the public had viewed others crossing the railway line; that school children had been viewed crossing in front of stationary trains. Cllr Bonser also advised that an emergency situation had arisen whereby a casualty from a retail unit had been required to wait 15 minutes for the barriers to rise before

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they could obtain medical treatment. Cllr Matthews advised that photographs of members of the public crossing the line had also been posted on social media. Cllr W Osborne proposed that the matter be an agenda item for the next meeting.

Action by – the CEO

Cllr Bonser questioned duration of the Public Footpath closure along The Cut. During discussion it was noted that the Public Footpath had been closed due to unsafe trees and that Gloucestershire County Council had an obligation to safeguard public safety.

Cllr Matthews advised that she had reported numerous instances of fly tipping to Forest of Dean District Council; that street lighting at Oakdale/Cambourne Place did not appear to be working again; questioned what the £875,000 grant obtained in 2005 by the Environment Agency had been spent on. Whilst several members felt the grant had been expended on the replacement of the lock gates, work to address the erosion of the bank, map boards, etc, the CEO was requested to obtain an explanation from the Environment Agency.

Action by – the CEO

Cllr Bevan advised that following a private meeting with several Cabinet Members at Forest of Dean District Council he felt that post 2015 the decision may be taken to operate a Unitary system. Accordingly, he stressed the importance of a Neighbourhood Development Plan (NDP) for the Town and he commend the NDP Steer Group for the work undertaken to ensure that Lydney was the first Town in Gloucestershire with such a plan.

24. **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):-

- 23 September 2013 – Burial Committee/Trust Meetings
- 26 September 2013 – Lydney Youth Council Meeting (commencing at 6.30 pm)

Meeting closed at 9.58 pm

Chairman 

Date 14 Oct 2013

Actions from Full Council meeting on 9 September 2013

Agenda Item	Action
7.	<ul style="list-style-type: none"> • Cllr W Osborne to ascertain if Cllr S Osborne would be available to attend her allotted In-house Audit session. Pending
9.8.	<ul style="list-style-type: none"> • Cllr Preest to attend National Assembly for Wales: Inquiry into the Wales and Borders Franchise (if possible) Unable to secure place
10.	<ul style="list-style-type: none"> • Cllrs Matthews, Preest and Berryman to review Lydney Community Emergency Plan and forward proposed amendments in order that they may be considered at the October meeting. Pending; no proposed amendments received to date
17.	<ul style="list-style-type: none"> • CEO to inform Strategic Director and Leader of Forest of Dean District Council of the Vote of No Confidence in the Council's Cabinet due to the detrimental effect car park charging had on Lydney. Done
19.	<ul style="list-style-type: none"> • Cllr Bonser to ascertain if Lydney Town Hall Management Committee had organised an event for the Christmas Lights Switch On (30 November 2013) Pending feedback at F/C Meeting • CEO to arrange for a poster to be designed in-house advertising the Switch On event and ensure that it is posted on Council's noticeboards. To be displayed end of October • CEO to contact PCSOs to ascertain if they could promote membership of the Youth Council during their discussions with local youths. Done • CEO to e-mail all Councillors with a timeframe for the consultation of the NDP. Done. Consultation period has commenced and the DRAFT NDP has also been circulated
20.	<ul style="list-style-type: none"> • Cllr Preest/Mr Deeks to progress revision of Renewable Energy Policy in line with FODDC recommendations. Done.
23.	<ul style="list-style-type: none"> • Agenda item for October meeting – Lydney Railway Station Level Crossing. • Agenda Item for October Amenities Committee meeting – closure of FLY/21/1. • CEO to obtain explanation from the Environment Agency explaining the expenditure of the £875,000 grant obtained in 2005 in respect of Lydney Docks. Response pending

Actions from Full Council meeting on 8 July 2013

Agenda Item	Action
4.	<ul style="list-style-type: none"> Representative from Gloucestershire Police to be invited to attend September meeting to explain Police Report figures. E-mail request forwarded to Police
6.	<ul style="list-style-type: none"> Flagpole for Town Council Office to be purchased from Civic budget. Order placed/Planning consent sought Request then submitted to Amenities Committee to consider reimbursing Civic budget. Deferred to Amenities Agenda Arrange an meeting with FODDC re. Economic Growth/Car Park charge impact. Meeting requested with Patrick Molyneux/Economic Growth Committee/all Town Council Reps – Date TBC. LTC Attendees; Cllrs Berrryman/Pearman
7.	<ul style="list-style-type: none"> CEO to investigate/further Chairmanship Training. Approaches to be made to neighbouring parishes to ascertain if they would be interested in sending representatives to attend. Training arranged, invitation extended to neighbouring councils Gloucestershire Highways to be advised that one vehicle activated sign required at present, sited O/S Town Council office. 50% of cost funded by Gloucestershire County Councillor – Cllr Preest 25% by Lydney Town Council, 25% by Gloucestershire County Council Highways. Cllr Preest to liaise with GCC Highways and ensure VAS sited asp - Pending . Supply of whiteliner and weedkiller to be purchased. Order raised
9.	<ul style="list-style-type: none"> CEO to take control of Lydney Emergency Action Plan; revised plan to be DRAFTED and then adopted to be considered at the September F/C meeting. Roles/responsibilities to be allocated at September’s meeting and then at each ATC Meeting. DRAFT circulated with September Agenda/Agenda item
13.	<ul style="list-style-type: none"> County Cllr Preest to contact Mr Keith Coles, Gloucestershire County Council Media Team to ascertain why Lydney has not been included on the list of parishes vulnerable to flooding. – Cllr Preest - Pending CEO to inform Forest of Dean District Council of concern expressed by resident of 115 Lakeside re felling of trees by utility company with timber stacked insecurely alongside watercourse. E-mail sent to FODDC ; Chris John seeking removal
15.	<ul style="list-style-type: none"> CEO to arrange for pillars and chains surrounding War Memorial to be repainted prior to 11 November 2013. Pending
10.	<ul style="list-style-type: none"> CEO to tender Lydney Town Council’s apologies in respect of Gloucestershire Association of Parish and Town Council’s AGM on 17 July 2013. Done All Councillors to submit individual comments re Gloucestershire County Council’s proposal to delete the Tutnalls Street Link scheme. Noted CEO to advised that Lydney Town Council would like GCC to consider allocating the £24,000 sustainable transport S106 funding from phase 1 MMC agreement to that of footpath improvements on the Oakdale development. Letter forwarded/response attached Cllr Pearman to advise all Councillors of the time of the joint NDP Steering Group/Lydney Town Council meeting with The Dean Academy on 16 July 2013. Noted CEO to tender Lydney Town Council’s apologies in respect of the Berkeley Site, Site Stakeholder Group Meeting on 31 July 2013. Done CEO to request a meeting with FODDC to Lydney’s economic wellbeing etc -Date TBC by FODDC Cabinet Leader - Pending.
17.	<ul style="list-style-type: none"> CEO to advise Sainsburys that the Heads of Terms document considered at the meeting was accepted by Council (subject to a restriction that the store would not sell too higher percentage of non-food items) as it mitigated a number of the concerns