

LYDNEY TOWN COUNCIL

AMENITIES COMMITTEE MEETING – 2016/02/22 – 14

MINUTES OF THE AMENITIES COMMITTEE MEETING held in the Council Chamber, Claremont House, Lydney on Monday 22 February 2016 at 7.00 pm.

PRESENT: Cllrs C Harris (Chairman), B Berryman, R Christodoulides, H Ives, D Street and C Vaughan

Cllr B Pearman

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

Cllr Harris assumed the role of Chairman in the absence of Cllr Beddis. Cllr Harris informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Beddis and Legg.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

The minutes of the Town and Events Committee meeting held on 16 November 2015 were confirmed as a true record. **Proposed by Cllr Ives, seconded by Cllr Legg.** Unanimous.

The minutes of the Amenities meeting held on 16 November 2015 were confirmed as a true record. **Proposed by Cllr Harris.** Unanimous.

Members noted that since the last meeting it has been necessary to replace an area of safety matting which surrounded the inclusive roundabout at the Primrose Hill Play area, at a cost of £1,240.00 plus VAT (health and safety).

4. **OPEN FORUM**

No requests to speak were received.

5. **PLAY AREAS**

Members were requested to consider and approve the quotation from Monmouthshire County Council in respect of the annual inspection of the Council's play areas for 2016. It was **proposed by Cllr Berryman, seconded by Cllr Vaughan**, that the expenditure of £240 plus VAT would be approved. Unanimous.

Action by – the CEO

6. **TOWN SIGNAGE**

After being granted permission to address the Committee by Cllr Harris, Cllr Pearman advised that the CED programme was progressing which would also consider signage for the Town. It was noted that as part of the programme a Design Statement would be produced and the findings of the programme would be tabled at a future Amenities Committee meeting for discussion.

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7. **BUS SHELTER**

The CEO advised that an approach had already been made to Officers at Gloucestershire County Council to ascertain the possibility of relocating an existing shelter in Church Road to the unmarked bus stop in Bream Road close to the junction with High Street. It was noted that due to space constraints in Bream Road, together with the need to refurbish the existing shelter/make good an area surrounding its previous location, it may be more cost effective to provide a new shelter for Bream Road at an estimated cost of £2-3,000.00.

Members were apprised of the need to ensure that any shelter was over 0.5mtrs from the road, together with the need to ensure that its roof pointed away from the highway. However, should the Council wish to pursue the option of providing a new shelter it would be necessary for a site safety visit to be conducted by Officers from Gloucestershire County Council in order to confirm the locations suitability, together with providing advice on the size of shelter which could be accommodated.

During discussion Members recalled that improvements to the Bream Road junction had been proposed by Gloucestershire County Council and concern was expressed that a shelter may need to be relocated when the junction improvements were undertaken. Furthermore, the benefits of providing a shelter for use by Goode Court residents were highlighted by several Members. It was **proposed by Cllr Harris**, that the Council would request that provision be included for a bus shelter when improvements were conducted to the Bream Road junction; the provision of a bus shelter would be deferred until such time as the improvements were to be conducted. Unanimous.

Action by – the CEO

8. **THE TACK**

Cllr Street advised that the delivery of waymarker signs and a mobility kissing gate had now been made to Lydney Park Estate, however, it was noted that it had been necessary to delay the ordering of the route information signage, due to a late request by Natural England that Lydney Park Estate undertake a site survey.

9. **CHRISTMAS LIGHTS**

The CEO provided Members with an overview of the issues which had been experienced during the 2015 Christmas display including issues with timing clocks, entrapment of CCTV wiring and water egress into lighting connections. Furthermore, Members noted that issues had been experienced with the Christmas Cone (only the middle section would illuminate) and that unknown persons had tampered with the Christmas lights on the Town's Christmas Tree resulting in the failure of one set.

Members were informed that a meeting had taken place with the Council's Christmas Lighting contractor to discuss the issues which had been experienced and also the possibility of illuminating the section of High Street between Bream Road junction and Oxford Street. Members noted that during the meeting the contractor made the Council a compromise offer comprising the supply of three of additional Christmas features and the recall of the Christmas Cone, with costs of £1,915 incurred by the Council in line with storage, PAT Testing, erection and purchase of additional Christmas features. Members expressed their appreciation of the work undertaken by the CEO, together with the fact that the Contractor had agreed to recall the Christmas Cone.



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During discussion Members were informed of the need to install a maximum of two new socket connections in order to illuminate the area surrounding the retail area opposite the Tesco store. It was **proposed by Cllr Harris** that Delegated Powers would be bestowed on the CEO in order to arrange the required new connections. Unanimous.

Action by – the CEO

Timing Clocks

Attention was then focused on the problems which had been experienced due to the failure of a number of timing clocks and they were provided with a copy of the quotation which had been obtained in 2015 for a survey of the timing clocks to be undertaken. Members recalled that the Council was required to replace a number of the timing clocks annually which incurred an additional cost. The CEO informed Members of the advice provided by the Council's Christmas lighting contractor to illuminate the features 24/7 thereby negating the requirement for timing clocks. After a short discussion it was **proposed by Cllr Harris** that the Christmas features would be illuminated 24/7 from the date of the Switch On. Unanimous.

Action by – the CEO

Replacement Lights on Christmas Tree

Members were provided with a copy of the quotation which had been obtained to replace a set of lights which had been vandalised on the Christmas Tree. It was **proposed by Cllr Berryman, seconded by Cllr Vaughan**, that the quotation for £65.00 would be accepted. Unanimous.

Action by – the CEO

Cllr Christodoulides suggested that consideration be given to illuminating a number of trees which existed in the town (e.g. outside the Fire Station and Hylton Court). The CEO agreed to make enquiries with the relevant landowner.

Action by – the CEO

Fencing Panels

Members noted the kind donation of additional fencing panels by Lydney Cricket Club in order to enlarge the area enclosing the Christmas Tree. Cllr Harris requested that the Committee's appreciation be relayed to the Club.

Action by – the CEO

Load Testing of Streetlight Columns

Whilst the Council had never undertaken load testing of the columns which hosted Christmas features, Members were reminded of the situation faced by Cinderford Town Council in 2014 when they were prevented from erecting Christmas features on Street lighting columns due to the fact that they had not been load tested. Members were informed that the 2016 display would comprise of 27 columns; Gloucestershire County Council had confirmed their willingness to undertake a structural survey and load test the columns for £40.00 plus VAT per column, resulting in a total sum of £1,296.00. It was noted that prior to the survey/load test taking place the Council would be required to provide the windage figures for each Christmas feature. Additionally, the Council would be responsible for upgrading a street lighting column which was used in the display if it did not meet the required standards.



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During discussion it was **proposed by Cllr Harris**, that the Council would commission Gloucestershire County Council to undertake a structural survey and load test of the street lighting columns utilised in the Christmas display. Furthermore, that Delegated Powers would be bestowed on the CEO to negotiate with Gloucestershire County Council, should it become necessary to replace/upgrade a street lighting column. Unanimous.

Action by – the CEO

10. **CHRISTMAS LIGHTS SWITCH ON 2016**

It was **proposed by Cllr Harris**, that the Christmas Lights Switch On would take place on Saturday 26 November 2016 at 6.00 pm and that Delegated Powers would be bestowed on the CEO in order to further arrangements for the event which Members had once again resolved would take place either outside the Co-operative store or on the car wash area. Unanimous.

Action by – the CEO

During discussion the CEO was requested to ascertain if it would once again be possible to utilise the Lydney Car Wash site for the Christmas Lights performance area; if the landowner was agreeable the facilities/traders would be located in the same site as the 2015 display. Consideration was given to the possibility of providing gifts for children who visit Santa's Grotto and the CEO was requested to make enquiries regarding the cost of suitable gifts in order that this may be considered at a future meeting. Councillors also felt that further consideration needed to be given to the decoration of Santa's Grotto and to the use of "A" boards in order to promote Santa's Grotto.

It was also agreed that an approach would be made to Mr Hobman to ascertain if he would be willing to undertake the role of Santa and arrangements would be made to hire a suitable suit and that Cllr Berryman would ascertain whether the Council could once again use the car wash area.

Action by – Cllr Berryman

11. **SHARED SERVICES**

Members noted that Awre Parish Council had decided not to avail themselves of Lydney Town Council's offer regarding floral tubs/watering at this time.

Members noted that Lydney Town Council Groundstaff would be conducting monthly playground inspections of the play equipment managed by Aylburton Village Club (subject to receiving payment in advance).

12. **WILD BOAR**

Prior to the meeting Members were provided with a copy of an e-mail which had been received from Mr C Shaw (since considered at Full Council) for their information. Members noted the response which had been tendered which was in line with their previous decision not to fence the Mesne.

13. **DOG WASTE BINS**

Prior to the meeting Members were provided with a copy of the request for a dog waste bin which had been received from The Orchard Trust at the end of the alleyway between Kimberley Drive and Bracken Close. Members were informed of the cost of purchasing a new dog waste bin (£237.00 plus VAT and carriage) and also the cost of a weekly

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waste collection (£5-6.00 per trip). After a short discussion it was **proposed by Cllr Ives, seconded by Cllr Christodoulides**, that a dog waste bin would be purchased and installed in the identified location. Vote carried.

Action by – the CEO

14. 2016/2017 CHARGES

Prior to the meeting Members were provided with a copy of the proposed fees to be levied for the 2016/2017 in respect of the following charges:

South Road Allotments

It was **proposed by Cllr Street, seconded by Cllr Ives**, that the charges would be set as follows:

Full Sized Plot

- Standard £30.25
- Concessionary £15.13

Half Sized Plot

- Standard £15.13
- Concessionary £7.57

Third Sized Plot

- Standard £10.08
- Concessionary £5.05

Memorial Bench

It was **proposed by Cllr Harris** that the charge would be set at £450.00 plus VAT. Vote carried.

Memorial Flower Trough

It was **proposed by Cllr Ives**, that the charge would be reduced to £300.00 including VAT in order to encourage members of the public to place flower troughs around the Town. **Seconded by Cllr Berryman**. Unanimous.

Hire of Council Chamber

Members noted that no charge was levied if a community group or organisation which could benefit the Town wished to use the Council Chamber during office hours. However, it was **proposed by Cllr Berryman, seconded by Cllr Vaughan**, that for all other hirers a charge of £20.00 per hour would be levied. Unanimous.

15. ANNUAL TREE INSPECTION

Members noted that the Council's Contractor, Trunkarb, proposed to conduct the Annual Tree inspection in March (second contract year). Furthermore, that the inspection report would be tabled at a future meeting for consideration by Members.

Church Gardens Leylandii

Members were informed that complaints had been received from residents of Church Gardens regarding a Leylandii sited on a piece of unregistered land which was interfering with their cars/waste collection lorries when using the road. Members were

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provided with a copy of the quotation for £246.00 including VAT which had been obtained for the felling of the tree, as it would not be possible to simply remove the offending branches. It was **proposed by Cllr Vaughan, seconded by Cllr Street**, that the Council would not cover the cost of felling the tree. Unanimous.

16. **COUNCILLORS REPORTS**

Cllr Vaughan expressed concern over poor illumination of the footpath surrounding the lake and questioned if this was due to the tree canopy. The CEO gave a commitment to investigate the matter.

Action by – the CEO

Cllr Harris expressed concern that a mobile catering unit was displaying advertising signage on the A48 roundabouts. The CEO gave a commitment to ensure that the offending items were removed.

Action by – the CEO

17. **MEETING DATES**

Members noted that the next meeting would take place on 25 April 2016.

The meeting closed at 8.09 pm.

Chairman 

Date 20.6.16.....