LYDNEY TOWN COUNCIL

TOWN IMPROVEMENT SUB-COMMITTEE MEETING – 2021/04/23 – 06

MINUTES OF THE MEETING OF THE TOWN IMPROVEMENT SUB-COMMITTEE
held by remote means (Zoom) on Tuesday 23rd April 2021 at 10.00 am.

PRESENT: Cllrs W Leach (Mayor and Chair), A Harley and R Kemsley

Mr SJ Holley – Town Clerk (Minutes)

1. **APOLOGIES**
   No members were absent.

2. **DECLARATIONS OF INTEREST**
   None.

3. **MINUTES**
   The Sub-Committee APPROVED as a correct record the Minutes of the meeting held on 6th April 2021.

4. **OPEN FORUM**
   No members of the Public were present.

5. **REGENERATION AND COVID RECOVERY PROJECT**

5.1 **Programme Update**
   (i) The Sub-Committee noted the content of emails received from Mr Vaughan Thompson of Place Studio on the overall progress of the project and from Mr Gerald Milward-Oliver on work with the business community.
   (ii) The Clerk had authorised £300 for Finlay McNab to create a flyer and poster using the same images he had used for on the website. Mr McNab would design the poster and flyer and the Clerk would print 20 copies on A3 for noticeboards and 100 copies on A4 as flyers on the Office copier. The Town Council would distribute these posters and flyers by hand.
   (iii) It was AGREED the Regeneration and Covid Recovery Project should be named 'Lydney Forward' to tie in with the website and publicity materials.
   (iv) The Sub-Committee was requested to reconsider the date of the 'Walking Workshops' which had already been deferred to 7th May. Because no publicity had yet gone pout for the Workshops and because of the move one stage further on the Covid roadmap on Monday 17th May Mr Thompson and the Clerk had both recommended another (short) deferral of the stakeholder workshops to a date after 17th May, which would allow a greater turnout from town organisations / public. AGREED. The date of the workshops was dependent on availability of the Community Centre and, once settled, would go on the posters and in a letter addressed to town centre stakeholders. The letter would be hand delivered when the posters were distributed.

5.2 **Project-Related Payments Requiring Approval**
   (i) The Sub-Committee approved the payment of £3,500 to Place Studio in respect of the work undertaken in the first two months of the Project. This would be from within the £7,000 for the main contract.
   (ii) The Sub-Committee also approved payment of £1,500 to Accessible Gloucestershire to conduct an Accessibility Survey of the Town Centre, as proposed at the last meeting.

Endorsement had been received from the Committee Chairs or Vice-Chairs with an interest in Accessibility, Highways and Finance, with no objection from any party. The cost would be taken from the £32,000 for delivery of Regeneration work.

5.3   **Summer Employment Enquiry**

The Sub-Committee noted an email from a student enquiring about temporary work in the Summer. The Town Clerk reported that the Town Council did not usually take on such temporary workers and had no budget, so he had referred the enquiry to Place Studio in case they wanted assistance with community engagement. Mr Thompson had replied that he had sufficient resources to deliver the Regeneration Project. It was AGREED the Town Clerk could reply to the student and politely decline.

6.   **FUTURE BUSINESS**

(i) The Sub-Committee noted that Councillors Harley and R Holmes had each been working on Expressions of Interest to the Levelling Up Fund, for the Co-op site and for Lydney Harbour respectively. It was AGREED that both proposals should be the subject of further discussion at the next meeting, but both Expressions of Interest should be submitted for the deadline (the afternoon following the present meeting) because there were no cost implications for the Council, nor commitment at this stage.

(ii) Cllr Stockham would be invited to join the Sub-Committee; if necessary, as a non-voting member until the Council could formally approve his appointment.

The meeting closed at 10.45am.

Chairman …………………………   **Date ……………………………**