



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON  
MEETING OF THE COUNCIL MONDAY 12<sup>th</sup> FEBRUARY 2024**

**Start 7.00pm**

**Present:** Cllr T Saunders (Chair)  
Cllr S Cave  
Cllr C Harris  
Cllr R Holmes (Vice-Chair)  
Cllr H Ives  
Cllr M Jones (7.29pm)  
Cllr P Macklin  
Cllr W Osborne

**In attendance:** M Greenfield (Clerk)  
L Bendall (Assistant Clerk – Minute Taker)

**Members of the Public:** Cllr A McDermid (District Councillor)

Councillor Saunders welcomed all present and gave the usual 'housekeeping' announcements.

It was noted that a one-minute silence had been observed at the beginning of Lydney Town Council meeting in honour of former Mayor and Councillor Mr Bill Hobman who sadly passed away on Saturday 27<sup>th</sup> January 2024. Bill was a fantastic servant to Lydney and has left behind a legacy that will benefit many generations to come. He will be missed.

Cllr Saunders advised councillors of the funeral arrangements for Bill. The funeral is on Wednesday 14<sup>th</sup> February at 2.30pm Yew Tree Brake Crematorium, followed by a wake at Lydney Town Hall at 3.30pm. The funeral procession starts from Lydney Town Hall at 2.00pm, Cllr Saunders requested that all officers and councillors attending honour Bill by standing at the corner of Templeway West at 2pm.

Cllr Ives commented that Bill was the longest tenured councillor with over 40 years serving at County, District and Town levels. He found Bill to always be approachable, inspiring and remembers the advice he gave; "always do what you believe is to be right".

Cllr Osborne mentioned that Bill was very proud to be an Alderman which gave him rights to walk his sheep across London Bridge.

Cllr R Holmes classed Bill as a friend and mentor, always hospitable and proud of his many achievements.

**Open Forum**

No items raised.

## 1. **APOLOGIES**

Apologies were received and noted, from Cllrs S Holmes, P Johns, R Kemsley and E Taylor.

## 2. **DECLARATION OF INTERESTS**

There were none.

## 3. **MINUTES**

The minutes held on **Monday 8<sup>th</sup> January 2024** were accepted as read and correct. Proposed by Cllr Harris, seconded by Cllr Osborne.

**Resolved: Majority Approved**

## 4. **REPORTS**

To receive urgent reports from Members of the Town, District and County Councils  
County Reports:

- Cllr Alan Preest, as Chairman of Gloucestershire County Council's Strategic Overview and Scrutiny Committee, commented on the inter-tier collaboration newsletter from GAPTC (Gloucestershire Association of Parish and Town Councils), and offered his support and advice to the council on the matter.

Please note that Councillor Saunders is on the Executive Committee of GAPTC and can provide direct feedback on behalf of the council.

### District Reports:

- Cllr McDermid requested an update, if known, on the old Co-op building and possibility of GP Surgery's utilising the building. Cllr Saunders signposted Cllr McDermid to MP Mark Harper's latest press release for an update.
- Cllr McDermid raised some concerns regarding lack of lighting around parts of Lydney Recreation Trust land.  
Cllr Saunders confirmed that the Trust was aware of the matter and were investigating solutions.  
The Trust meeting minutes could be found on the council's website.
- Cllr Ives confirmed that the Forest of Dean District Council (FoDDC) were meeting on 22<sup>nd</sup> February to agree their Annual Budget; the consultation closed in January 2024 and they had received hundreds of responses relating to the council's initial proposal around car parking charges; following this the proposal had been changed to:  
First Hour parking on all carparks free of charge  
Up to 2hours - £1  
Up to 3 hours - £2  
Up to 4 hours - £3  
Over 4 hours – £4
- Cllr Ives confirmed that work would be undertaken on the Public Toilets within Newerne Street Car Park.
- The planning application for 80 houses on the Allaston Road development would be put to FoDDC in March and he urged councillors to attend this meeting.

- FoDDC are proposing to increase young people leaving care to be exempt for Council Tax until they reach 25 years; they are currently exempt until 21 years of age.
- During FoDDC December meeting the council voted to take services back in house, meaning Publica would be phased out over time.
- One future consideration for FoDDC is to look at handing car parks back to Town and Parish councils and he requested feedback on this; it was favourably received.

#### Town Reports:

- Cllr Saunders confirmed that she had recently attended an initial meeting with GAPTC (Gloucestershire Association of Parish and Town Councils) to work at bridging the gap between the different tiers of council. A second meeting is scheduled for Wednesday 14<sup>th</sup> February.
- Cllrs Saunders and Harris attended a meeting on Thursday 8<sup>th</sup> February with members from FoDDC to discuss the planned works on the public toilets in Newerne Street car park. The toilets will be closed for approximately 10 weeks but temporary toilets will be available during this time. Initial details of "Use our Loo" scheme was discussed with further details to follow. FoDDC are aiming to consult with local retailers to promote this scheme.  
During this meeting some other possible funding sources were discussed and further details to be given.

## 5. **FINANCIAL MATTERS / RFO REPORT**

### 5.1 **Payments**

To approve accounts for payment as detailed by the RFO

Chair proposed that the Payments totalling £17,985.89 plus three additional invoices totalling £570.78 and transfers to Lydney Recreation Trust and Bathurst Park of £6682.79 and £3509.38 in relation to VAT be agreed.

**Resolved: Unanimously Approved**

### 5.2 **Financial Reports: Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 31.12.23 & 31.01.24 and Bank Statements for 31.01.24 and 05.02.24.**

To receive and approve the above financial reports.

Chair proposed that the Income and Expenditure Repots, Earmarked Reserves and Bank Reconciliation for 31.12.23 and 31.01.24 together with Bank Statements for 31.01.24 and 05.02.24 be approved.

**Resolved: Unanimously Approved**

### 5.3 **Direct Debit Card Report**

To note the Direct Debit card report for 31.01.24.

Noted.

## 6. **TOWN CLERK'S REPORT**

To receive and note the Town Clerk's report.

Noted.

Cllr Jones joined the meeting at 7.29pm

7. **COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS**

To note summary of meeting with Forestry England regarding the installation of fencing and gates to the track from Primrose Hill to Kidnalls Wood.

Noted.

8. **MUNICIPAL DATES 2024/25**

To note the Municipal dates for 2024/25

Noted.

9. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) UPDATE**

9.1 To receive an update on the NDP

Cllr Harris gave an update on the NDP confirming the consultation website is now live <https://lydneyndp2.com/>

Work on the Housing Needs Assessment and Town Centre Masterplan was underway. Two consultation events have been scheduled for:

- Wednesday 28<sup>th</sup> February 2024 at Lydney Community Centre, Room 1 between 3pm and 7pm
- Thursday 21<sup>st</sup> March outside the old Co-op building between 11am and 4pm.

Cllr Harris encouraged both Town and District Councillors to attend these consultations.

9.2 To consider and approve the Neighbourhood Plan Steering Group Terms of Reference.

It was proposed by Cllr Harris that the Neighbourhood Plan Steering Group Terms of Reference be approved. Seconded by Cllr Cave.

**Resolved: Unanimously Approved**

10. **COMMUNITY ASSET TRANSFER (CAT)**

To consider and decide on forming a Community Asset Transfer Sub-Committee or Working Group, to respond and develop CAT proposals.

It was proposed by the Chair that Cllrs Harris, R Holmes, S Holmes, Jones and Saunders form a Community Asset Transfer Sub-Committee be approved to respond to queries raised by FoDDC Legal Team.

**Resolved: Unanimously Approved**

11. **THE MESNE PLAY EQUIPMENT (PRIMROSE HILL PLAY PARK) QUOTE**

To receive and decide on quotation received to repair the roundabout and 3 areas of wet pour flooring at The Mesne Play Equipment (Primrose Hill Play Park).

Cllr Harris proposed that the quote from IA Play Solutions for £1812.00 be deferred until March Council meeting to allow a breakdown on the quotation to be obtained together with quotes to re-site the roundabout and replace the roundabout be approved. Seconded by Cllr Cave

**Resolved: Unanimously Approved**

12. **NATIONAL ASSOCIATION OF BRITISH MARKET AUTHORITIES (NABMA – THE NATIONAL VOICE OF MARKETS) MEMBERSHIP**

To consider and decide on the recommendation from Lydney Market Sub-Committee, to take out a membership to NABMA (the national voice of markets).

It was proposed by Cllr Cave to approve the NABMA membership costing £384.00 subject to membership being reviewed after 12 months, seconded by Cllr Harris.

**Resolved: Unanimously Approved**

13. **FLAG DAYS**

To consider and approve the Flag Days for 2024.

It was noted that the flag to be flown on St George's Day to be the St George's flag and to include D-Day on the list.

Chair proposed that the Flag Days for 2024 to include the above two amendments be approved.

**Resolved: Unanimously Approved**

14. **CORRESPONDENCE**

To note correspondence received and answered and to agree responses, as appropriate

- 14.1 To note correspondence from Coleford Area Partnership running from Friday 6<sup>th</sup> September to Sunday 15<sup>th</sup> September.

Noted.

15. **MOTION TO EXCLUDE THE PUBLIC AND PRESS**

The Council **resolved unanimously** to continue in "Closed Session" under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be conducted was considered to be of a confidential nature.

Note:

The following Minute is made available to the Public for openness and transparency. Where possible, the Council approves Confidential Minutes with substantially the same content, but with the inclusion of names of individuals or other parties when appropriate. At other times Confidential business (such as legal matters and employment issues) may appear in the Public Minutes only as an Agenda /Minute heading.

16. **PERSONNEL COMMITTEE REPORT**

To receive a report from the Personnel Committee on the recruitment of a Part-Time Finance Assistant.

Cllr R Holmes informed the Council of the appointment of a new part-time Finance Assistant, who will join the council on Monday 26<sup>th</sup> February 2024.

17. **DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS**

Full Council – Monday 11<sup>th</sup> March 2024 in the Council Chamber, Claremont House, High Street, Lydney

Meeting closed at 8.10pm




