

LYDNEY TOWN COUNCIL

AMENITIES COMMITTEE

DRAFT - Minutes of the Amenities Committee Meeting held in Council Chambers,
Claremont House,
Lydney on

Monday 21st July 2025 at 6.00pm

PRESENT: Councillors S Holmes (Chair), R Holmes, T Lindsay, M Jones,
T Saunders (Vice-Chair) and E Taylor

Also M Greenfield - Town Clerk

Present: Louise Bendall - Assistant Clerk & Minute Taker

Members

of the No members of the public were present
Public:

OPEN FORUM

No items raised

1. APOLOGIES

Apologies were received and noted from Cllrs Johns and Harris.

2. DECLARATIONS OF INTEREST

To received Declarations of Interest in respect of matters contained in this agenda.
In accordance with Lydney Town Council's current Code of Conduct in respect of
Members.

No declarations of interest were declared

3. MINUTES OF PREVIOUS MEETINGS

To approve as a correct record the minutes of the Amenities Committee meeting
held on Monday 28th April 2025

It was proposed and seconded that the minutes of the meeting of the Committee
held on Monday 28th April 2025 be accepted as read and correct.

Resolved: Majority Approved

4. TOWN CLERK'S REPORT

To note the Town Clerk's report

The Clerk's report was received and noted together with a watering regime
should a hosepipe ban be announced.

A query was raised as to when the No Parking sign will be installed at The
Mesne; office to chase.

5. ALLOTMENT WASTE

5.1 To review rubbish collection process from allotments

Following review, it was established that the Tenancy Agreement introduced in
2013 clearly emphasised allotment waste management and responsibility. No
changes were identified.

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6. **CHRISTMAS EVENT – SATURDAY 29TH NOVEMBER 2025**

To consider and decide on Christmas events and activities with funds being taken from 400/4449 Christmas Lights Illuminations, 400/4845 General Amenities and 400/4850 Events Budget

Following discussion, chair proposed to approve the following:

- Timings: Quiet Time 3.30pm to 4.30pm
Parade Start Time – 5.30pm
Light Switch On – 6.00pm
- Road Closures: Application to be submitted to FoDDC with a rolling road closure in place from 5.30pm to 6.00pm and Church Road to be closed from 2.30pm and re-open at 8.30pm
- Petty Cash Float £400.00
- Marshals: volunteers, councillors and council to approach external organisations to help marshal the road closure and to use 4x4 marshal service to aid with road closure
- Staff working the event to be reimbursed as per Green Book (time and a half)
- Vendors: Fee for food vendors: £30.00
Fee for craft vendors: £15.00
Community Groups – No charge
- Grotto Entry Ticket to remain at £5.00 per child/present
- To replace any failed town Christmas lights
- Cllrs Saunders and Lindsay to research new grotto options and Grounds Team to check the igloo in August
- Vehicles participating in the parade to be advised by letter of their responsibility to ensure the appropriate licences and insurance are held
- Funds to be taken from budget codes 400/4449 Christmas Lights Illuminations, 400/4845 General Amenities and 400/4850 Events Budget

Resolved: Unanimously Agreed

7. **CHRISTMAS TREE**

To consider and decide on Christmas tree requirements for 2025 with funds being taken from 400/4845 General Amenities

Chair proposed for Lydney Town Council to approach Lydney Park Estates to enquire if they will donate a tree for the town and Lydney Town Hall.

Resolved: Unanimously Approved

It was commented that dependent on the development of the old Co-op building the town Christmas tree may need to be re-sited.

8. **COUNCILLORS REPORT**

To note *URGENT* Councillors Reports on matters relevant to the remit of this Committee.

Cllr Saunders advised the committee that she met the new Towns Market Officer today, 21st July who will be based in Lydney every Thursday; various items were discussed and an action plan is to be developed.

The Market Town sub-committee will meet the new officer tomorrow, 22nd July, at 10.30am to discuss development of the town market.

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Cllr S Holmes suggested that the noticeboard on Primrose Hill (on side of Butchers shop) be repurposed as an events noticeboard with a new noticeboard being installed at The Mesne. Office to establish costings and present at a future Amenities Meeting.

Cllr S Holmes identified that grant funding available from Enovert may be suitable for redevelopment of the Tennis Courts within Bathurst Park. Clerk to notify the chair of Bathurst Park accordingly.

Consideration to also be given in applying for grant funding for new play equipment on The Mesne.

9. **PLAYPARK ROSPA & MAINTENANCE REPORTS**

To receive and note the annual ROSPA playpark inspection reports

ROSPA reports were received and noted

It was confirmed that the Grounds Team will address any remedial works identified.

Reports noted.

10. **POLICIES**

- 10.1 To receive, approve and adopt the Allotment Tenancy Termination Policy
Chair proposed to approve and adopt the Allotment Tenancy Termination Policy
Resolved: Unanimously Approved

- 10.2 To review and approve the Allotment Tenancy Agreement
Chair proposed to re-adopt the Allotment Tenancy Agreement, no changes were made
Resolved: Unanimously Approved

- 10.3 CCTV Policy
Chair proposed to approve and re-adopt the CCTV Policy
Resolved: Unanimously Approved

11. **DEFIBRILLATOR CASE**

To receive and approve a quote for a new defibrillator cabinet at the Town Hall with associated costs being taken from budget code 4845/400 General Amenities

Chair proposed for a new defibrillator cabinet to be purchased from budget code 4845/400 General Amenities to replace the current one at Lydney Town Hall.

Resolved: Unanimously Approved

The committee extended thanks to the Grounds Team for undertaking the thorough checks of the defibrillators in and around town.

12. **RAISED BED ALLOTMENTS**

To receive and consider a proposal for one of the raised allotment beds be repurposed as a communal herb garden.

Chair proposed to approve one raised allotment bed to be repurposed as a communal herb garden and for the head gardener to consider donating herbs from the Sensory Garden.

Resolved: Unanimously Approved

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13. **WINTER BEDDING**

To receive and decide on a quote for Winter Bedding with associated costs being taken from budget code 4490/400 Floral Displays

Chair proposed that the quote from Coinros for Winter Bedding with associated costs being taken from budget code 4490/400 Floral Displays be approved.

Resolved: Unanimously Approved

A reminder for three quotes to be obtained for future bedding quotes.

14. **GLOUCESTERSHIRE COUNTY COUNCIL (GCC) ASH DIEBACK PROJECT**

To consider and decide on Gloucestershire County Council's Ash Dieback Project, replanting scheme.

Chair proposed supporting the replanting scheme be approved with additional support from Head Gardener to identify location and tree species.

Resolved: Unanimously Approved

15. **DATE OF NEXT MEETING**

Monday 20th October 2025, time to be confirmed, at the Council Chambers, Claremont House, High Street, Lydney

Meeting ended at 7.24pm

Chair

Date