



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MEETING OF THE COUNCIL MONDAY 14TH JULY 2025**

Start 7.00pm

Present: Cllr T Saunders (Chair)
Cllr C Harris
Cllr S Hillier
Cllr R Holmes (Vice Chair)
Cllr S Holmes
Cllr M Howard (7.00pm)
Cllr M Jones
Cllr P Johns
Cllr T Lindsay
Cllr G Phelps
Cllr E Taylor

In attendance: M Greenfield (Clerk)
L Bendall (Assistant Clerk – Minute Taker)
J Young (Head Gardener)

Members of the Public: Cllr McDermid – District Councillor

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

Open Forum

No items were raised

It is noted that Cllr Howard joined the meeting at 7.00pm

1. **APOLOGIES**

Apologies were received and noted from Cllr Macklin.

2. **DECLARATION OF INTERESTS**

To receive 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 interests were declared

3. **MINUTES**

To consider approving as a correct record the minutes of the Meeting of the Council held on Monday 9th June 2025.

Chair proposed that the Meeting of the Council minutes held on Monday 9th June 2025 be accepted as read and correct.

Resolved: Majority Approved

4. **REPORTS**

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

County Council Reports

Cllr Howard gave the following updates:

- He recently had a meeting with the Manager of Highways for the Lydney area to discuss the 2025/26 Highway Local Priorities
- Cllr Howard discussed the proposed plans.
- Speed Surveys to be undertaken in certain areas; a consideration for Vehicle Activated Signs (VAS) to be installed in some areas that will show a driver's number plate if flagged as speeding.
- A brief update of the proposed development of Grove Lane, with a comment that ecological reasons may affect the development.

District Council Reports

Cllr McDermid confirmed the following:

- Newerne Street GP Surgery application was objected to by representatives acting on behalf of the NHS, when the council tried to register the building as a Community Asset.
- Various correspondence has occurred between Forest of Dean District Council (FoDDC) Legal Team and Lydney Town Council.
- Following changes in the English Devolution and Community Empowerment Bill, and with the support of FoDDC, it may not be an obstacle should the council wish to register the building as a Community Asset in the future.
- Cllr R Holmes thanked Cllr McDermid for his support on this and confirmed that he was researching this further and is liaising with the local MP as it appears that FoDDC believe the council is no longer interested in the building and it has been removed from their Community Asset list.

Town Council Reports

Cllr Harris updated council following the regular Gloucestershire County Council Joint Highways meeting which was held on 14th July 2025. This was found to be a productive and helpful meeting.

Discussion around traffic lights identified that if a vehicle runs a red light, as a safety measure, this triggers both sets of lights to lock on red until it is reset.

Cllr Harris advised council to escalate any Highways issues to her for discussions at future meetings.

Cllr R Holmes attended a meeting with West Dean Parish Council (WDPC) regarding the Forest Gateway Project. Planning has been submitted for this and objections have been raised by an ecologist on ecology grounds.

Ramsar Convention (to protect wetlands that are important for biodiversity, especially for waterbirds) was also discussed. WDPC have approached an independent ecologist to undertake surveys on bats, dormice and flora and fauna and have received an estimated consultant fee of £17,000 to undertake this work, which has yet to be approved.

Further decisions are to be made on the next steps regarding the Forest Gateway Project.

5. **FINANCIAL MATTERS / RFO REPORT**

5.1 **Payments**

To approve accounts for payment as detailed by the RFO

It was proposed and seconded for the payments totalling £34,962.98 be approved.

Resolved: Unanimously Approved

5.2 **Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 30.06.25 and Bank Statement for 30.06.25 and 08.07.25.**

Chair proposed for the Income and Expenditure Reports, Earmarked Reserves and Bank Reconciliations for 30.06.25 and Bank Statement for 30.06.25 and 08.07.25 be approved.

Resolved: Unanimously Approved

5.3 **Direct Debit Card Report**

To note the Direct Debit card was not used in June 2025

Noted

5.4 **5.4 Electronic Payment for VAT**

To note VAT payment Quarter 1 - 01.04.25 - 30.06.25

Noted

6. **TOWN CLERK'S REPORT**

To receive an update from the Town Clerk, Social Media Analytics & VE Day 80

Clerks & Councils Direct Magazine

Town Clerk's report received and noted.

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

- Cllr Hillier updated council that she has been regularly monitoring East Marsh area and advised that issues of anti-social behaviour is occurring as individuals are using the area to defecate, camps have been built including fires and the area is strewn with litter. Cllr Hillier regularly litter picks this area.
- Cllr Johns, Chair of Regeneration Committee, advised that the Neighbourhood Development Plan (NDP) consultation period ends on 22nd July 2025. A further public consultation is being held at the Summer Community Event on Saturday 19th July 2025. Comments from the consultations are to be collated by the office and submitted to Place Studios by 29th July 2025 in readiness for the Zoom meeting on 5th August 2025 where findings and next steps will be discussed.
During the most recent Councillor Drop-in Session a Senior Planning Officer from Gloucestershire County Council (GCC) attended to discuss the NDP, the officer was interested and listened to the feedback from councilors and is using this as part of a report. Cllr Johns reiterated to the officer that the Design Guidelines was a 'living' document and Lydney Town Council would welcome any future input from GCC.
Clerk to provide details relating to Place Studios grants and budgets to Cllr Johns.
- Cllr Saunders reminded council of the upcoming Community event this Saturday, 19th July 2025, and asked for any councilors that are able to support

the event to be on site at 12pm is possible. The schedule for this year's event is full including 3 pirate shows, art and craft-based activities being run by both council and local organisations. Cllr Saunders asked councilors for support in cutting out templates for pirate hats and patches.

Cllr Saunders and a member of the office will devise a plan of where the stall holders and organisations are to be based.

8. **STRATEGIC PLAN 2023 - 2030**

To review and note the Strategic Plan updates for 2023-2030

- Item 1.4 has been updated from red to amber
- Item 2.7 has been updated from red to amber

Additional notes have been included and are marked by the corresponding month on the plan.

The plan was reviewed and noted

9. **BIODIVERSITY DUTY POLICY**

To review and note the updates for the Biodiversity Duty Policy

No changes have been made to the Biodiversity Duty Policy

The policy was reviewed and noted

10. **PHOTOCOPIER CONTRACT**

To receive and consider a new contract for the office photocopier.

It was proposed and seconded to enter into a new 5-year lease agreement with updated equipment with Konica Minolta; associated costs to be taken from budget code 150/4145 Photocopier.

Resolved: Majority Approved

A comment was made that, as per Financial Regulations, where at all possible 3 quotes should be obtained.

11. **NEW GRASS MOWER**

To consider and agree options for the purchase of a new sit-on grass mower, with associated costs to be met from General Reserves.

Following a report presented to council by Head Gardener James, it was proposed and seconded to enter into a new 5-year hire purchase agreement for a Kubota F391 with associated costs being taken from budget code 4195/160 Stiga & Toro.

Resolved: Unanimously Approved

A request for officers to obtain costings on installing trackers on all vehicles and findings to be brought to council in September for consideration.

12. **INFORMATION TECHNOLOGY (IT) POLICY**

To consider and approve adoption of the Information Technology (IT) Policy
Chair proposed that the Information Technology (IT) Policy be approved and adopted.

Resolved: Unanimously Approved

13. **BUDGET CONSULTATION 2026/2027**

To consider and decide the budget consultation starting from Wednesday 16th July to Friday 12th September 2025

It was proposed and seconded to approve the budget consultation starting 16th July to 12th September 2025.

Resolved: Unanimously Approved

Cllr R Holmes, Chair of Finance & Scrutiny, commented that this was well organised and a very good idea.

14. **LOGIC SWEEPER**

To consider and decide on contributing to the cost of the Logic Sweeper, purchased by Lydney Recreation Trust, with costs being taken from budget code 4845/400 General Amenities.

It was proposed and seconded for a contribution of £1500 be made to Lydney Recreation Trust for the purchase of a Logic Sweeper with associated costs being taken from budget code EMR 346 New Vehicle.

Resolved: Unanimously Approved

15. **ASSETS OF COMMUNITY VALUE**

To consider and decide on Community Right to Bid Correspondence

It was proposed and seconded that the council will not re-register Lydney & District Hospital as a Community Asset.

Resolved: Majority Approved

Cllr S Holmes has confirmed that she has written to Forest Health Forum asking for an update with reference to the new GP surgery.

16. **UPGRADE OFFICE IT**

To consider and decide on quotes to upgrade the office computer systems with associated costs being taken from budget code 4130/150 Office IT Equipment and Maintenance.

Chair proposed to defer this agenda item to the council September meeting to allow the office to obtain 3 quotes for updated IT Software and Support.

Resolved: Unanimously Approved

17. **NEW VEHICLE**

To consider and decide on purchasing a new vehicle with associated cost being taken from Budget Code 4845/400 General Amenities or EMR 346 New Vehicle and to approach both Lydney Recreation Trust and Bathurst Park Trust to request a contribution towards the cost.

Head Gardener, James, gave a report on the options of multi-use vehicles and the reasoning for consideration of a third vehicle.

It was proposed and seconded to defer this Agenda item to the September meeting to establish the need for a third vehicle and the impact of a vehicle being used during the summer months to tow the logic sweeper. Head Gardener requested to report back to council with feedback and also consideration of other vehicle options including electric.

Resolved: Unanimously Approved

Head Gardener confirmed that the team do complete a vehicle maintenance checklist on a weekly basis.

It is noted that James Young left the meeting at 8.54pm

18. **OUTDOOR FITNESS EQUIPMENT AT THE MESNE GLOUCESTERSHIRE COUNTY COUNCIL GRANT APPLICATION**

To consider and approve the continuation of the application, subject to grant funding with costs being taken from budget code 4845/400 General Amenities.

Following an update advising the council has been unsuccessful in obtaining grant funding the chair withdrew this agenda item.

A comment was made that councillors would have liked to see grant applications in advance of submission.

19. **LOCAL GOVERNMENT REVIEW AND DEVOLUTION EXPLAINED**

To note the developments relating to the Local Government Review
Noted

A reminder that Tidenham Parish Council is holding a meeting for councilors to attend to discuss Local Government Reorganisation and the potential impact to local councils on Thursday 7th August 2025.

20. **TOWN CENTRE IMPROVEMENT FUND**

To consider and decide the continuation of the application, subject to grant funding with costs being taken from budget code 4845/400 General Amenities

Chair proposed for the continuation of the application for Town Centre Improvement Fund, working with FoDDC Officers, including the Market Towns Officer, to identify how the money is to be spent and subject to grant funding being secured with associated additional costs being taken from budget code 4845/400 General Amenities be approved.

Resolved: Unanimously Approved

21. **FOREST OF DEAN DISTRICT COUNCIL – LOCAL PLAN 2021-2043, CONSULTATION - LOCAL PLAN OPTIONS TO DELIVER THE ADDITIONAL HOUSING REQUIREMENT**

To review and consider the response to the consultation from the Forest of Dean District Council

It was proposed by Chair to request an extension to the end of September for responses as offered and to delegate to Chair of Regeneration Committee to call a meeting to review and compile a response.

Resolved: Unanimously Approved

22. **DATE AND VENUE OF NEXT MEETING**

Full Council – Monday 8th September 2025, 7pm in the Council Chamber, Claremont House, High Street. Lydney

A reminder that the Summer Community Event is being held at Bathurst Park this Saturday 19th July 2025.

Meeting closed at 9.10pm

