



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON  
MEETING OF THE COUNCIL MONDAY 10<sup>TH</sup> NOVEMBER 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 Jones  
Cllr P Johns  
Cllr T Lindsay  
Cllr G Phelps  
Cllr E Taylor

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

**Members of the Public:** Three members of the public

Councillor Saunders welcomed all present and gave the usual 'housekeeping' announcements. Cllr Saunders thanked former Cllr Mark Howard for his work and commitment during his time on the council.

### **Open Forum**

Members of the Neighbourhood Development Plan Steering Group (NDP) gave thanks to all involved in supporting the work on creating the revised NDP over the past 3 years and 9 months. The group hopes the council look favourably at approving the Draft NDP and use the plan as a blueprint to shape Lydney's future. Cllr Johns was thanked for her energy and commitment working on the requirements of Regulation 14.

Chair, Cllr Saunders, thanked the Steering Group for their continued support, commitment and hard work on developing the new NDP.

1.	<b><u>APOLOGIES</u></b>
	Apologies were received and noted from Cllrs Cave and Macklin.
2.	<b><u>DECLARATION OF INTERESTS</u></b>
	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. Cllrs Harris and Johns declared a non-pecuniary interest in Agenda Item 15 as members of the NDP Steering Group and Regeneration Committee.

3.	<b><u>MINUTES</u></b>
	<p>To consider approving as a correct record the minutes of the Meeting of the Council held on Monday 13<sup>th</sup> October 2025.</p> <p>It was proposed and seconded that the Meeting of the Council minutes held on Monday 13<sup>th</sup> October 2025 be accepted as read and correct.</p> <p><b>Resolved: Majority Approved</b></p>
4.	<b><u>REPORTS</u></b>
	<p>To receive <u>urgent</u> reports from Members of the Town, District and County Councils</p> <p><u>County Council Reports</u> No reports received</p> <p><u>District Council Reports</u> No reports received</p> <p><u>Town Council Reports</u> Cllr Harris met with a former District Councillor who owns land where an old mill was located which also included a dam. The body of water in question flows through Viney Hill and joins Plummers Brook, which can contribute to exacerbating flooding within the Lakeside area. It was suggested that reinstating the dam could help reduce the volume of water reaching Lydney. Cllr Harris will liaise with Gloucestershire County Council and Forest of Dean District Council Flood Officers to arrange, if possible, a site visit ahead of the multi-agency Flood Stakeholder Meeting scheduled for March 2026.</p> <p>Cllr Saunders thanked everyone involved in planning and supporting Sunday's Remembrance Parade and Service which was well attended. As in previous years the council will hold a de-brief with external organisations and an in-house de-brief will be held to enable staff feedback and thoughts.</p> <p>Council was reminded that a Citizens Remembrance Service is being held on 11<sup>th</sup> November, starting just before 11 at the War Memorial, Cllr Harris confirmed her attendance.</p>
5.	<b><u>FINANCIAL MATTERS / RFO REPORT</u></b>
5.1	<p><b>Payments</b></p> <p>(a) To consider and decide to approve accounts for payment as detailed by the RFO Chair proposed for payments totalling £15,638.56 be approved <b>Resolved: Unanimously Approved</b></p> <p>(b) To consider and decide on the electronic transfer to Lydney Recreation Trust Chair proposed for the electronic transfer to Lydney Recreation Trust be approved <b>Resolved: Unanimously Approved</b></p>

5.2	<p><b>Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 31.10.25 and Cashbook Statement for 31.10.25 to 04.11.25</b></p> <p>To receive and approve the above financial reports</p> <p>Chair proposed for the Income and Expenditure Reports, Earmarked Reserves and Bank Reconciliations for 31.10.25 and Cashbook Statements for 31.10.25 to 04.11.25 be approved.</p> <p><b>Resolved: Unanimously Approved</b></p>
5.3	<p><b>Direct Debit Card Report</b></p> <p>To note the Debit Card reports for October 2025</p> <p>Noted</p>
5.4	<p><b>To review the Draft Lydney Town Council Budget for the Financial Year 2026/27</b></p> <p>To review the Draft Budget for the financial year 2026/27</p> <p>The draft budget for 2026/27 was reviewed and amendments recommended by the Finance &amp; Scrutiny Committee were highlighted and noted.</p> <p>Council was advised that the F&amp;S Committee were developing Service Level criteria to be presented at council's December meeting for review and approval.</p> <p>It was encouraged for councillors to review the budget; the final budget for 2026/2027 will be approved at the December meeting.</p>
5.5	<p><b>Councillor Internal Audit Report from Wednesday 15<sup>th</sup> October 2025</b></p> <p>Cllrs Lindsay, Taylor and Jones undertook the quarterly Internal Audit for the period of July, August and September. The audit went well with no concerns identified and thanks was extended to the Finance Assistant for their help.</p> <p>Internal Audit reports were noted.</p>
5.6	<p><b>Virement</b></p> <p>To consider and approve Virements</p> <p>It was proposed and seconded for the following Virements, as recommended by RFO, be approved:</p> <p>4155 Stationery - £150 to 4150 Postage</p> <p>4490 Floral Displays - £2,000 to 4610 Play Area Maintenance</p> <p>4485 Street Furniture - £450 to 4610 Play Area Maintenance</p> <p>For EMR 324 Cemetery (£7,000) and EMR 322 Play Area (£12800) be replenished within the financial year.</p> <p><b>Resolved: Unanimously Approved</b></p> <p>A query was made as to why the virements were happening now as there is still lots of unknown expenditure and it would be prudent to undertake this work in March.</p> <p>It was proposed and seconded for the £25,000 virement from General Reserves to Salaries be approved.</p> <p><b>Resolved: Majority Approved</b></p>
	<p>It was noted that the Chair approved for Agenda Item 15 to be brought forward for discussion. For the purpose of the minutes, the items will be recorded in the same order as listed on the agenda.</p>

6.	<p><b><u>TOWN CLERK'S REPORT</u></b></p> <p>To receive an update from the Town Clerk Town Clerk's report received and noted.</p> <p>A Cllr requested clarification and update on the purchase of a new council vehicle following the resignation of Cllr Howard. Clerk confirmed that Cllr Harris can work with the clerk on this.</p> <p>A previous query had been raised regarding consideration for Bathurst Park &amp; Recreation Trust to apply for a Climate Change Grant for solar panels to be installed at the Pavilion. It was agreed that the Chair of Bathurst Park Trust will liaise with the Trust Secretary. The deadline of 24<sup>th</sup> November 2025 for applications was noted.</p>
7.	<p><b><u>COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS</u></b></p> <ul style="list-style-type: none"> <li>• Cllrs S Holmes and R Holmes attended a Lydney Harbour Advisory meeting and has agreed to share her written report with all members.</li> <li>• Cllr Saunders confirmed that the new Santa's Grotto was being installed over the next 2 days and an update and photos would follow, following completion.</li> <li>• FoDDC Market Towns Officer has distributed to posters to Lydney Businesses advising of this year's Window Competition. The theme this year is creating a Christmas card scene recognising the resilience of the town and businesses following the floods and road closures.</li> <li>• FoDDC Market Towns Officer has created a Shop Local Campaign encouraging residents to support local business, Information will be shared to all businesses and on social media.</li> </ul>
8.	<p><b><u>CORRESPONDENCE TO NOTE</u></b></p> <p>To consider a response to any correspondence received</p> <p>(a) Freedom of information Request received and sent Noted</p> <p>(b) Lydney Air Quality Management Area Correspondence received &amp; sent Noted</p>
9.	<p><b><u>FOREST OF DEAN DISTRICT COUNCIL (FODDC) – ANNUAL TOWN MONITORING REPORT JUNE 2024 - JUNE 2025</u></b></p> <p>To review and provide feedback to FoDDC on the Annual Town Monitoring Report July 2024 to June 2025</p> <p>Following discussion and review, the following feedback was given:</p> <ul style="list-style-type: none"> <li>• Disappointment that council had not seen, or indeed, being involved in working on this document as in previous years</li> <li>• It was commented that the previous report had taken nearly a year to be published, at this point some of the information was already out of date.</li> <li>• Market Towns Officer will be working with the FODDC on future reports to ensure relevant and up-to-date information is given and included.</li> </ul>

	<ul style="list-style-type: none"> <li>Council was notified that the Sustainable Economy Manager position within FoDDC had been filled and the newly appointed person was keen to work and engage with Lydney Town Council.</li> </ul> <p>The report was noted.</p>
10.	<p><b><u>APPOINTMENT OF MEMBERS TO COMMITTEES AND EXTERNAL ORGANISATIONS</u></b></p> <p>To appoint members of the Council to committees and external organisations:</p> <p><u>Planning &amp; Highways Committee Vacancy</u> It was proposed and seconded for Cllr Phelps to be appointed as a member to the Planning &amp; Highways Committee. <b>Resolved: Unanimously Approved</b></p> <p><u>Lydney Youth Hub</u> It was proposed and seconded for Cllr Taylor to be appointed as a representative for Lydney Youth Hub. <b>Resolved: Unanimously Approved</b></p> <p><u>Personnel Committee</u> It was the Council's understanding that the Personnel Committee comprised all Committee Chairs together with the Mayor and Deputy Mayor. However, the current <i>Remit of Committees</i> document lists the Committees individually and does not include the Chair of the Regeneration Committee, which established a number of years ago, is now an active committee.</p> <p>The Clerk advised Members that any amendment to the Personnel Committee membership would require the <i>Remit of Committees</i> to be added as an agenda item for approval, anticipated for the December meeting.</p> <p>Despite this advice, it was proposed and seconded that the Chair of the Regeneration Committee be included as a member of the Personnel Committee. <b>Resolved: Unanimously approved.</b></p> <p>It was further <b>confirmed</b> that the <i>Remit of Committees</i> policy be amended to state that <i>all Committee Chairs are to be included as members of the Personnel Committee.</i></p>
11.	<p><b><u>MARKET APPRAISAL BUILDING VALUATIONS</u></b></p> <p>To consider and decide on Market Appraisal Building Valuations The building valuations were received, reviewed and noted, these details are for information purposes at this stage.</p>
12.	<p><b><u>PUBLICATION SCHEME</u></b></p> <p>To consider and approve the Publication Scheme 23.10.25 Chair proposed that the Publication Scheme dated 23.10.25 be approved and re-adopted. <b>Resolved: Unanimously Approved</b></p>

13.	<b><u>SALE OF ASSET</u></b>
	<p>To consider and approve the sale of the Christmas Igloo</p> <p>It was proposed and seconded to approve the sale of Christmas Igloo subject to obtaining approval from Gloucestershire County Council (GCC)</p> <p><b>Resolved: Unanimously Approved</b></p>
14.	<b><u>ACTIVE TRAVEL STRATEGY SOUTHERN AREA PLAN - DECEMBER 2024</u></b>
	<p>To consider and decide on the Active Travel Strategy December 2024, from the Forest of Dean District Council (FoDDC)</p> <p>Following discussion, the following comments were made with regards to the FoDDC's Active Travel Strategy Document 2024:</p> <ul style="list-style-type: none"> <li>• Concerns raised against increasing the number of dropped curbs within the town, the curbs acted as a deterrent to possible flooding</li> <li>• Bathurst Park Road and Whitecross Road any available funds for improvement for this area should be directed at improving the existing Public Rights of Way, especially lighting.</li> <li>• Naas Lane, serious concerns to parking, especially at school, drop off and collection times so not deemed a safe route. It was noted that the GCC Traffic Warden no longer worked at the school. Introducing a zebra crossing in this area is a consideration.</li> <li>• Albert Street – a proposed cycle lane in this area is not appropriate</li> <li>• Riverside Walk is considered an ideal project for Active Travel</li> <li>• Clerk has provided the FoDDC Climate Change Officer with a copy of the latest NDP and Strategic Plan for them to review.</li> <li>• Randstad was mentioned but it was confirmed this was not applicable to Lydney Harbour but relevant to the Estuary.</li> <li>• Cllr Saunders encouraged members to attend future meetings to support this plan.</li> </ul>
15.	<b><u>NEIGHBOURHOOD DEVELOPMENT PLAN 2025-2043</u></b>
	<p>To consider and approve Lydney Town Council's Draft Neighbourhood Plan 2025-2043</p> <p>Thanks were extended to the Steering Group and in particular to Ann Harley for their commitment and hard work on the latest draft NDP which has taken over 3 years to develop. Cllr Johns confirmed that Regulation 14 was complete and work was being finalised on Regulation 16.</p> <p>It was proposed and seconded to approve Lydney Town Council's Draft Neighbourhood Plan 2025-2043.</p> <p><b>Resolved: Unanimously Approved</b></p>
16.	<b><u>DATE AND VENUE OF NEXT MEETING</u></b>
	<p>Full Council – Monday 8<sup>th</sup> December 2025, 7pm, in the Council Chamber, Claremont House, High Street. Lydney</p>

Meeting closed at 8.32pm

