



**DRAFT - MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MEETING OF THE COUNCIL MONDAY 14TH SEPTEMBER 2026**

Start 7.00pm

Present: Cllr T Saunders (Chair)
Cllr C Evans
Cllr J Gregory
Cllr C Harris
Cllr S Hillier
Cllr R Holmes
Cllr S Holmes
Cllr M Jones
Cllr P Johns
Cllr T Lindsay
Cllr G Phelps
Cllr E Taylor
Cllr R Thomas

Absent: None

In attendance: C Lines (Town Clerk/RFO)
L Bendall (Deputy Clerk and Minute Taker)

Members of the Public: No members of the public were present

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

Open Forum

No items raised

1.	<u>APOLOGIES</u>
	Apologies were received and noted from Cllrs Cave & Hutchison
2.	<u>DECLARATION OF INTERESTS</u>
	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 Saunders, Lindsay and Jones declared a non-pecuniary interest in agenda items 8 and 18 as trustees of Lydney Town Hall
3.	<u>MINUTES</u>
	To consider approving as a correct record the Minutes of the Town Council meeting held on Monday 13 th July 2026. Chair proposed for the Town Council minutes held on Monday 13 th July 2026 be accepted as read and correct, it was noted that Cllr Evans gave apologies, but these were received after the meeting had commenced. Resolved: Majority Approved

4.	<u>REPORTS</u>
	To receive <u>urgent</u> reports from Members of the Town, District and County Councils
	<u>County Council Reports</u> A comprehensive report was received from County Councillor R Donaghue was received and distributed to councillors prior to the meeting. A thank you was extended to Cllr Donaghue for his report and updates. <u>District Council Reports</u> Cllr McDermid gave his apologies; no district reports were received <u>Town Council Reports</u> No urgent reports were received.
5.	<u>FINANCIAL MATTERS / RFO REPORT</u>
5.1	Payments a) To approve accounts for payment as detailed by the RFO Chair proposed to approve payments totalling £6855.46 be approved. Resolved: Unanimously Approved The Chair proposed that three additional invoices totalling £1266.38 also be approved. Resolved: Unanimously Approved It was noted that the invoice from The Noticeboard Company was for a community noticeboard being installed as part of regeneration of the bus station and grant funding had been obtained for this. b) Following the previous resolution not to renew membership with GALC for 2026/27, to receive an update and agree any further actions. GALC confirmed that the Council's membership had expired on 30 June 2026 and, therefore, no membership fee was due. An update was provided by Cllr Saunders, advising that GALC is undergoing an organisational restructure. GALC has requested a meeting with members to discuss the decision not to renew the membership. The Chair proposed that approval be given for a meeting to be arranged. Resolved: Majority Approved
5.2	Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations and Cashbook Statements for 31.07.2026 and 31.08.2026 To receive and approve the above financial reports It was proposed (CH) and seconded (TL) to approve the Income and Expenditure Reports, Earmarked Reserves, Bank Reconciliations and Cashbook Statements for 31.07.26 and 31.08.26 as no concerns or queries had been raised. Resolved: Unanimously Approved
5.3	Direct Debit Card Report To receive the Debit Card for July and to note that the debit card was not used in August 2026 Received and noted

5.4	Outstanding Debt Report To receive the Outstanding Debt Report as of 31st August 2026 and note the current position Report was received and noted; officers to ensure that future debt reports would be anonymised.
5.5	Annual Subscription To receive and approve updated list of annual subscriptions Chair proposed to approve the updated list of annual subscriptions. Resolved: Unanimously Approved
6.	<u>TOWN CLERK'S REPORT</u>
	To receive an update from the Town Clerk together with statistics for June regarding Lydney Town Council's Facebook and Website Received and noted and a thank you was extended to all teams working in the recent extreme weather conditions.
7.	<u>LYCH GATE MEWS LAND SALE</u>
	To receive a verbal update regarding the Land Sale of Lych Gate Mews open spaces Councillors were advised that open spaces located within Lych Gate Mews had been put up for sale but were subsequently withdrawn from auction. The Council is unaware whether the land has since been purchased and, if so, by whom. It was noted that the local MP, together with a local resident, had been involved in supporting the Council in its efforts to obtain the land, with the aim of protecting the land and creating a wellbeing space for local residents. Noted
8.	<u>CHRISTMAS LIGHTS – TOWN HALL</u>
	To receive a verbal update regarding purchase and installation of Christmas lights for Town Hall and agree financial support. Cllr Saunders advised the Council that the outdoor string lights at the Town Hall required updating. A request had been made for the Council to purchase new lights, with the Town Hall contributing £300.00 towards the cost. It was proposed (CH) and seconded (JG) to approve the purchase and installation of new lights, up to a maximum cost of £1,500.00, which included the £300.00 contribution from the Town Hall. Resolved: Majority Approved The new string lights will be taken down each year and stored with the other town Christmas lights. Cllrs Saunders, Lindsay and Jones abstained from voting on this agenda item.
9.	<u>LYDNEY BUS STATION REGENERATION PROJECT</u>
	To receive a verbal update concerning a regeneration project of Lydney Bus Station Cllr Saunders and the Clerk updated Council regarding the proposed regeneration of Lydney Bus Station, which is expected to commence in the Autumn. The regeneration project is being jointly funded and managed by Gloucestershire County Council and Forest of Dean District Council. Lydney Town Council had secured grant funding for town centre regeneration, and the remaining grant funds will be used to purchase two new three-tier, all-weather

	planters and a wall-mounted community noticeboard, which will be installed within the regenerated bus station. As part of the project, a mural is being installed on the Dial-a-Ride building. The mural will showcase Lydney's strong transport heritage and notable persons.
10.	<u>ANNUAL TOWN COUNCIL RISK ASSESSMENT</u> Approval of reviewed and updated annual Town Council Risk Assessment Following review, chair proposed to approve the updated Council Risk Assessment Resolved: Unanimously Approved
11.	<u>WINTER BEDDING for 2026/2027</u> To receive and approve a quote for Winter Bedding for 2026/27 It was proposed and seconded to approve the winter bedding quote for 2026/27 from Coinros at a cost of £1,877.30. Resolved: Unanimously Approved Council was advised that a recent cost exercise had been undertaken, with a number of other organisations approached. Coinros was identified as offering competitive prices, together with the flexibility to store the plants and the benefit of being a local supplier. Office to provide details of last years' costings for reference.
12.	<u>APPOINTMENT OF MEMBERS TO COMMITTEES AND EXTERNAL ORGANISATIONS</u> To appoint members of the Council to committees and external organisations. Following review, it was agreed that the latest list of members be distributed to Councillors for review and consideration. A number of regular multi-agency meetings were not included on the list, and these will be added. It was recognised that the number of Councillors attending some of the multi-agency meetings needs to be managed to enable fair representation from all organisations. In the meantime, it was agreed to remove Cllrs Evans, Hillier and Lindsay as representatives from the Flood Defence Meeting. The latest full list of current committee and external organisation representatives can be found in Appendix A at the end of these meeting minutes.
13.	<u>BEAUCHAMP LAND</u> To consider the possibility of selling a small parcel of land by Beauchamp playpark Following discussion, chair agreed to defer this agenda item to allow officers to obtain the following information and costings to present to council at a future meeting for further consideration: • Obtain market value of parcel of land • Obtain costings for planning and extension of existing play park, including removal of any vegetation and trees • Obtain better pictures of the area

14.	<u>REVIEW OF POLICIES</u>
	To consider and approve the following documents and policies: (i) Recording of Meetings Policy Following review, it was proposed (SHo) and seconded (CH) to approve and adopt the Recording of Meetings Policy. Resolved: Unanimously Approved Council to aim to live stream full council meetings by the year end (ii) CCTV Policy Following review, chair proposed to approve and readopt the CCTV policy. Resolved: Unanimously Approved A query was raised as to whether this policy covered the CCTV within the office. It was confirmed that it did. (iii) Data Protection Policy, Process Map & Privacy Notices Chair proposed to approve and readopt the updated Data Protection policy, Process Map and Privacy Notices. Resolved: Unanimously Approved
15.	<u>NDP – EXAMONERS REPORT</u>
	To receive and note Lydney Neighbourhood Development Plan Examiner's Report Received and noted and it is hoped the updated NDP will go to referendum in November. Thanks were extended to all involved in developing and working on the updated NDP, the examiner gave very positive feedback and praised the council. It was noted that, following the introduction of changes to government legislation at the end of October, planning applications can no longer be 'called in' to committee for review, and decisions will be delegated to planning officers. It is believed that FoDDC will be holding one final planning meeting, scheduled for October.
16.	<u>FODDC S215 RESPONSE</u>
	To receive and note response from FoDDC Enforcement regarding two properties within Lydney Response was received and noted. Members expressed disappointment with the decision that FoDDC were unable to enforce action under Section 215. Cllr Saunders agreed to contact the Asset Team within the Co-op to reaffirm members' concerns. The Chair proposed that a response be sent from the office to FoDDC expressing the Council's disappointment and challenging the decision. Resolved: Unanimously Approved to respond to FoDDC
17.	<u>HEALTH & SAFETY COMPLIANCE</u>
	To consider and approve actions relating to compliance from Health and Safety Site visit and Fire Risk Assessment Following an update from the Clerk, Chair proposed to approve the following actions: • Asbestos survey of the office to be undertaken • Fire door Guards to be installed within the office • Costings be obtained for new fire doors throughout the office and bought back to council for consideration • Discussions to be had with Claremont House regarding the connecting door; council to seek financial support from Claremont to replace the door for a fire door or consideration to be given to block the doorway. Resolved: Unanimously Approved

18.	<u>TRUNK & TREAT EVENT</u>
	To receive an update on Trunk and Treat Event and to consider and approve supporting the event. Following discussion, it was proposed (SHo) and seconded (CH) to approve council support the Town Hall Trunk & Treat Youth Event by offering a £300 contribution with funds being taken from budget code 4772/650 Youth Work. Resolved: Majority Approved Cllrs Saunders, Lindsay and Jones abstained from voting on this agenda item. Cllr Taylor commented that the council need to look at supporting older youth groups.
19.	<u>COMMITTEE BUSINESS REFERRED TO THE COUNCIL</u>
	To receive reports and updates from the chairs of committees, sub committees and working parties and from lead councillors Cllr Taylor supported a youth outreach programme throughout the summer. Cllr Gregory attended an Arts, Culture and Heritage meeting held by a FoDDC officer and is keen for Lydney to support activities within the town. A further meeting is scheduled for next week and the office will obtain a formal invitation to allow a Councillor to attend in an official capacity. Once further information has been obtained regarding how the Council can support future activities, this will be presented to Council at next month's meeting. Cllr Hillier agreed to attend the upcoming transport meeting relating to Station Road and parking issues. Cllr Jones attended a Wellbeing & Community Event on 10th September, held at the Community Centre, as a Council representative. Cllr Jones thanked office staff for their work on the information boards used during the event. Council thanked Cllr Jones for attending the event. Cllr Saunders advised Council that she had attended a number of meetings during the summer recess, including multi-agency meetings with FVAF, GCC, the Outreach Team and Police, alongside Cllr Taylor, to discuss youth provision and ongoing ASB concerns. Cllr Saunders had also worked alongside a Councillor from another local town experiencing similar issues. A meeting with the GCC Youth Work Team is being arranged to understand the funding available and how it can and is being spent. It was noted that, due to Lydney having no formal Youth Club, less funding was available.
20.	<u>COUNCILLOR DROP-IN SESSIONS</u>
	To discuss effectiveness of current councillor, drop-in sessions It was agreed that the current Councillor drop-in sessions attract little or no attendance; therefore, the timings, dates and venue of future sessions need to be reviewed.

	Previously, the Council had held successful drop-in sessions within the town. The Clerk will look into the legal and insurance requirements for holding future outdoor sessions. One suggestion was for the Council to place information boards within empty shops in the town and to hold an information stall/table at future council events.
21.	<u>DATE AND VENUE OF NEXT MEETING</u> • Full Council – Monday 12th October 2026, 7pm, in the Council Chamber, Claremont House, High Street. Lydney

Meeting closed at 9.15pm

DRAFT

Appendix 1 APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONSUPDATED 14TH SEPTEMBER 2026

Lydney Flood Defence	Mayor, Deputy Mayor, Chairman of Planning and Highways Committee and Cllrs P Johns, J Gregory and M Jones
Climate Change/Air Quality	Cllr S Cave
Health and Social Care & Dementia Lead	Cllr S Hillier
Youth & Education/Youth Liaison and Lydney Youth Hub	Cllrs S Cave, E Taylor and H Hutchison
Lydney Town Hall Trust Management Committee	Cllrs T Saunders & T Lindsay
Lydney & District Twinning Association	Cllr C Harris
Adverse Weather Warden(s)	Cllrs C Harris, E Taylor, T Saunders, S Holmes, R Holmes, C Evans, S Hillier and J Gregory
Nuclear Electric	Cllr S Cave
Rural Sounding Board of Parish Council Representatives	Cllr T Saunders
Forest of Dean Sea Cadets	Cllr T Saunders Mayor
Royal British Legion	Cllrs T Saunders and C Harris Mayor
Forest of Dean Gateway	Cllrs H Hutchison, R Holmes, T Saunders, S Cave, R Thomas and C Harris
Forest of Dean Health Forum (2)	Cllrs T Saunders, S Holmes, R Holmes and S Hillier
Road Safety Liaison Committee	Cllr C Harris Chair of Planning & Highway Committee
New Zealand and Overseas Trust	Cllr E Taylor
Rail/Transport Matters (3)	Cllrs R Holmes, S Holmes and S Hillier
Councillor Advocacy Scheme (linked to Office of the Police & Crime Commissioner)	Cllrs R Holmes, T Saunders, C Harris and J Gregory
Gloucestershire Association of Local Councils (GALC)	Cllr T Saunders Mayor
Gloucestershire Market Towns Forum	Cllr T Saunders Mayor
Lydney Grammar School	Cllr C Harris
Yorkley Court Farm Community Fund (2)	Cllrs C Harris and T Saunders
FoDDC Armed Forces Support Network	Cllrs C Harris, C Evans and R Thomas
Citizens Advice Bureau	Cllrs S Hillier
Police Partnership Meetings	Cllrs T Saunders, C Harris
GCC Highways Meetings	Cllr C Harris

APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRSUPDATED 14TH SEPTEMBER 2026

Finance & Scrutiny	Chair: Cllr R Holmes	Vice Chair: Cllr J Gregory	Cllrs: C Harris, M Jones, P Johns, H Hutchison, S Holmes and T Saunders
Personnel Committee (All Committee Chairs)	Chair: Cllr R Holmes Deputy Mayor	Vice Chair: Cllr T Saunders Mayor	Cllrs: C Harris, E Taylor, P Johns and T Lindsay
Planning and Highways	Chair: Cllr C Harris	Vice Chair: Cllr P Johns	Cllrs: T Saunders, E Taylor, S Hillier, H Hutchison G Phelps and J Gregory
Amenities	Chair: Cllr T Lindsay	Vice Chair: Cllr T Saunders	Cllrs: S Holmes, C Harris, R Holmes, P Johns, M Jones, E Taylor, S Cave and C Evans
Burials	Chair: Cllr E Taylor	Vice Chair: Cllr P Johns	Cllrs: C Harris, R Holmes, T Saunders, M Jones, S Hillier, S Cave and C Evans
Regeneration	Chair: Cllr P Johns	Vice Chair: Cllr S Hillier	Cllrs: C Harris, T Saunders, M Jones, S Holmes, E Taylor, J Gregory, R Thomas and C Evans
Lydney Recreation Trust	Chair: Trustee Saunders	Vice Chair: Trustee Cave	All Councillors will be invited to attend meetings
Bathurst Park and Recreational Trust	Chair: Trustee Saunders	Vice Chair: Trustee Lindsay	All Councillors will be invited to attend meetings
Community Asset Transfer Sub-Committee	Chair: Cllr R Holmes	Vice Chair: Cllr T Saunders	Cllrs: S Holmes, C Harris, M Jones, S Hillier, E Taylor and J Gregory
Lydney Market Sub-Committee	Chair: Cllr C Harris	Vice Chair: Cllr T Saunders	Cllrs: S Holmes, M Jones, E Taylor, T Lindsay, R Thomas and C Evans