

## NEWENT TOWN COUNCIL

Minutes of the Newent Town Council Meeting held on Monday 23<sup>rd</sup> September 2019 at the Market House, Newent at 7.30 pm.

Present: Councillors Mrs J Davies (Mayor), Mrs C Howley, E Heathfield, Mrs K Draper, Mrs M Duncan, Mrs G Moseley, Mrs W Odhiambo, R Beard, A Ralph, A Jones, Ms C Birkan, Mrs R Wadley

Also present – District Councillors Mrs Gooch and Vesma, the Clerk and 11 members of the public

---

Public Participation Session: One member of the public spoke on behalf of Newent in Bloom with regard to the request to plant a rose and shrub bed.

A member of the public spoke in regard to improving the cycling provision in Newent and gave reasons why it is important to do so, as Newent currently discourages cycling with no cycle path and 'no cycling' signs. The resident spoke in favour of the Town Council, Cycling group, landowners and Gloucestershire County Council working together.

09.1 Apologies – Cllr Mrs Marcovecchio.

09.2 Declaration of Interests

Cllrs Mrs Howley, Mrs Moseley, Ms Birkan, Mrs Davies and Jones declared interests in the allotment charges and allotment tenancy agreement.

Cllrs Heathfield and Mrs Wadley declared an other interest in planning application P0991/19/FUL.

Cllr Beard declared a pecuniary interest in planning application P1276/19/FUL and the accounts to be paid.

09.3 Overview of the fit for the future engagement: a new hospital for the Forest of Dean – Representatives from the Gloucestershire Clinical Commissioning Group and Gloucestershire Care Services NHS Trust attending

Cllr Mrs Davies welcomed the two representatives to the meeting.

An overview of the engagement was explained and handouts were circulated. Part of the engagement relates to the new Forest of Dean hospital and an update on the progress was given. It is anticipated that the new hospital will open in 2022.

Councillors were given the opportunity to raise questions which included; Will the facilities from Lydney hospital be transferred, this was confirmed. There is concern regarding the number of community beds, as they will be reduced from 47 to 24.

The number of beds hasn't yet been agreed, however, half of the beds are utilised by residents from Gloucester City, so other options for those residents are being looked into and more home care is anticipated. Are there any plans for the Lydney and Dilke hospitals to be used as convalescent homes? The sites will be sold off.

Councillors are able to email any further questions.

Councillors and residents were urged to complete the online survey or attend one of the engagement events.

The two representatives were thanked for their informative presentation and for attending the meeting.

(The representatives from the Gloucestershire Clinical Commissioning Group and Gloucestershire Care Services NHS Trust left the meeting at this juncture)

- 09.4 Approval of the Minutes of the Meeting held on 9<sup>th</sup> September 2019  
Cllr Mrs Moseley stated she had been misquoted in Cllr Mrs Davies' statement (p 645). Cllr Mrs Davies confirmed the statement was an accurate record.

**Resolved:** The Minutes of the Council meeting held on 9<sup>th</sup> September 2019 were approved. **Record of Voting:** Proposed by Cllr Mrs Draper, Seconded Cllr Beard, 10 in favour, 2 abstentions.

- 09.5 Clerk's Update and Matters Arising

All correspondence has been sent.

**Parking of council vehicle** – The agreement has been made with Sheppard House; however, payments are required by BACS. **Resolved:** The monthly payments of £35.00 are to be paid by BACS. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Heathfield, All in favour.

**North and West Gloucestershire Citizens Advice** – The meeting scheduled last week was postponed and a new date will be arranged shortly.

- 09.6 Finance

09.6.1 To approve accounts to be paid

| Payments made since last meeting | Chq No | £          |
|----------------------------------|--------|------------|
| Newent Initiative Trust          | 15196  | 9000.00    |
| Cobalt                           | 15197  | 300.00     |
| Chris Hyett                      | 15198  | (re issue) |
| Barclaycard Transactions         |        | £          |
| Fasthost Internet                |        | 6.00       |

|   |              |         |
|---|--------------|---------|
| Fasthost Internet                                   |              | 13.19   |
| Direct Debit/Standing Order/BACS payments in August | Payment type | £       |
| Lex Autolease                                       | DD           | 603.44  |
| Lloyds Bank   | DD           | 5.00    |
| British Gas   | DD           | 8.91    |
| British Gas   | DD           | 346.14  |
| Payments to be considered                           | Chq No.      | £       |
| Country Corner                                      | 15199        | 94.50   |
| EE  | 15200        | 31.50   |
| Chris Hyett   | 15201        | 105.00  |
| Buildbase   | 15202        | 225.18  |
| Grundon   | 15203        | 126.70  |
| PKF Littlejohn LLP                                  | 15204        | 720.00  |
| Cancelled   | 15205        |         |
| Mainstream Digital Ltd                              | 15206        | 4.99    |
| Upton Consultants Ltd                               | 15207        | 307.68  |
| Viking  | 15208        | 250.48  |
| B & B Services Ltd                                  | 15209        | 54.00   |
| Ermin Plant   | 15210        | 260.16  |
| Colour Connection                                   | 15211        | 114.00  |
| Ledbury Garden Machinery                            | 15212        | 304.75  |
| Perpetua Press                                      | 15213        | 105.00  |
| Highleadon Filling Station                          | 15214        | 260.98  |
| Gloucestershire Playing Fields Assn                 | 15215        | 100.00  |
| Petty cash  | 15216        | 198.04  |
| Forest Products Limited                             | 15217        | 277.34  |
| Glebe Chapel  | 15218        | 468.00  |
| MKM B.S. (Newent) Ltd                               | 15219        | 6.13    |
| Forest of Dean District Council                     | 15220        | 4615.27 |
| Moat Contracting                                    | 15221        | 228.00  |

**Resolved:** The above expenditure is approved, to a value of £19,140.38. **Record of Voting:** Proposed by Cllr Mrs Howley, Seconded Cllr Mrs Wadley, All in favour.

#### 09.6.2 To review budget update report

A query was raised regarding the overspend on the open spaces maintenance budget. It was confirmed this was due to the planting of the town tubs, however, a grant had been received to cover these costs.

The Clerk was asked if the insurance policy costs can be broken down, it was confirmed this would not be possible.

**Resolved:** The budget update is approved. **Record of Voting:** Proposed Cllr Mrs Howley, Seconded Cllr Mrs Wadley, All in favour.

### 09.6.3 To note External Audit report and closure of Audit

No comments had been received from the External Audit. The closure notice had been published.

### 09.6.4 To consider allotment charges for 2020/21

(Cllrs Mrs Howley, Mrs Davies, Mrs Moseley, Ms Birkan and Jones left the meeting whilst this item was discussed)

(Cllr Beard chaired the meeting for this item)

The working group recommended that there is no increase in the fees. **Resolved:** The fees will remain unchanged for 2020/21 - full plot £50.00, half plot £25.00, quarter plot £13.00. A discount of £3.00 for a full plot, £1.50 for a half plot and £1.00 for a quarter plot will be given for payments made before 1<sup>st</sup> November. **Record of Voting:** Proposed Cllr Heathfield, Seconded Cllr Mrs Duncan, All in favour.

## 09.7 To consider response required to correspondence/consultations received

### 09.7.1 Newent Cycling Group – Request that the Council reconsiders the case for improved provision for cyclists in the town

A written report from the Newent Cycling Group had been circulated and comments made in the public session were noted.

Several councillors were supportive of cycling and improvements to the B4215 junction, but were not in favour of a cycle path in the Jubilee Walk, especially as a grant had been received to improve the area for wildlife and numerous trees had been planted. Concern was raised that the pavements in the town centre are not suitable for dual use and no monies have come forward from developers. Some Councillors also commented that cyclists are not always considerate of other road users and when using dual purpose pavements, people with hearing difficulties do not always hear cyclists behind them.

**Resolved:** The NDP Steering Group Committee liaise with the Newent Cycling Group to have a display at the NDP consultation event for residents to give feedback for the Council to consider.

**Record of Voting:** Proposed Cllr Mrs Moseley, Seconded Cllr Beard, 11 in favour, 1 against.

### 09.7.2 Newent in Bloom – Request permission to place a rose and shrub bed at the top of the High Street

Concerns were raised regarding long term maintenance and who the sponsor would be. It was confirmed that the sponsor would be the Circle Club. A cultivation licence is required.

**Resolved:** The proposal for a flower bed is agreed for a trial period of 3 years and if it is not maintained during this time, the grass will be reinstated. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Jones, 10 in favour, 2 abstentions.

09.7.3 Gloucestershire Playing Fields Association – Invitation to Annual General Meeting on 8<sup>th</sup> October at 7 pm at Cheltenham Rugby Club

No Councillors are available to attend.

09.8 To receive District Councillor reports

The following report from District Councillor Mrs Gooch had been circulated;

- 1- I continue to monitor and follow up on progress at the Meek Road recreation facility.
- 2- I attended a meeting with Rachel Capon this week. The steps leading from Foley Road will be cleared of leaves and detritus, the overgrown footpath across Culver Street will be cut back.
- 3- I have written to the Cabinet Member at GCC regarding the weeds around the Library premises and library garden, the Cabinet Member has passed this to Officers to look into.
- 4- I have asked FODDC to cut back the overgrown shrubbery from across the footpath at Lewall Street Car Park as well as confirm who is responsible/ownership for the overgrown shrubbery boundaries.
- 5- I have attended as an observer an Overview and Scrutiny Meeting at Coleford, the minutes of which can be viewed here;  
<http://meetings.fdean.gov.uk/ieListDocuments.aspx?CId=233&MId=2889&Ver=4>
- 6- I attended Taynton Parish Council Meeting
- 7- I continue to follow up concerns regarding PROW
- 8- Assist residents within the Parish with complaints and help resolve matters.
- 9- I continue to Champion Mental Health and Wellbeing by writing to various organisations, including yourselves with the following email;

Would NTC give consideration to making a pledge to GloW – Gloucestershire Wellbeing – Positive actions for better mental wellbeing. Please see the link below

<https://www.gloucestershire.gov.uk/council-and-democracy/gloucestershire-health-and-wellbeing-board/glow-gloucestershire-wellbeing/>

I have received positive responses from both our Schools.

10-I have liaised with the Police & Community Engagement on various matters; A meeting with other organisations in an attempt to meet the needs of the Town's young people is to be facilitated.

11-I Continue to observe planning applications and ask questions where appropriate

12-I communicate with our Schools; Members may be interested in the recent Points West interview

[https://www.dropbox.com/s/15k0f77ndju2jve/school\\_1830forross\\_001\\_209\\_18\\_9\\_bristol\\_52790.mp4?dl=0](https://www.dropbox.com/s/15k0f77ndju2jve/school_1830forross_001_209_18_9_bristol_52790.mp4?dl=0)

The school has made a video with Players/Coaches from Gloucester Rugby which will be used for training worldwide.

13-I continue to add information and champion the 'lovewhereyoulive' social media page

14-I continue to maintain/plant the floral display in the Trough adjacent to the Market House

15-I have been promoting Heritage days on Social media platforms by adding content, liking and sharing posts. Likewise with our Town and District Businesses and the Towns profile on the Wye Valley Tourism website.

Thank you for adding my reports to the NTC minutes.

Matters brought forward from last report for Members to consider;

Invitations to District Cllrs to attend NTC meetings with Highways and Police and the setting up of a regeneration working group, to include FODDC officer support.

A Councillor commented that District Councillor Gooch's report was very informative and a lot of work had been undertaken and it was noted a meeting had taken place at the steps in Culver Street and they had been subsequently cleared.

District Councillor Vesma read out the following report;

### **Local Plan 2021-41**

The District Council has issued an 'Issues and Options' paper in relation to the district's Local Plan (LP) which addresses development up to 2041. This was opened for public consultation on 17 September and remains open until 31 October with a drop-in session in the Memorial Hall from 5 to 8 p.m. on 3 October.

*Note: the LP should not be confused with Newent's Neighbourhood Development Plan (NDP), which has broadly the same purpose but narrower geographical boundaries, and has a consultation session two days later.*

### **Planning: instructive cases**

1. In pursuing the case of the development of the depot east of Bridge Street (FoDDC ref EN/0422/18), it emerged that no time limit would necessarily be stipulated on a retrospective application. Furthermore when minor cases of development without consent come to light which are unlikely to be contentious, the owner will be invited to submit a retrospective application but the case will then be closed. However, in cases where there is obvious harm the Council will move straight to enforcement.

2. We had a complaint that someone had built a garden shed on one of two parking bays allocated to his house in Manor Road. Sheds do not usually need permission, although an exception to that would be erecting one in a front garden. Height limits may apply. Our Development Manager has asked for this case to be investigated because it is possible the shed may be in breach of a planning condition imposed on the property in question.

### **“Calling in” planning applications**

Most planning applications are decided by staff, not by the Planning Committee. If you think an application is sufficiently important or sensitive to need consideration by the Council's Planning Committee, then as long as there are legitimate planning grounds for doing so a Ward Councillor can put in a request for you to that effect.

### **Waste, street cleansing, etc.**

Your ward councillors have had a briefing from Rachel Capon of the Joint Waste Team (JWT). Anything of concern in the way of litter, fly-tipping, fly-posting *etc.* should be telephoned in to 01584 810000. There is also a central email address: ECBO@fdean.gov.uk. Photographs may be helpful.

We learned that there is no provision at town, district or county level for weed control on roads and footpaths. However, the JWT has done, and will continue to do, some weed clearance as and when manpower is available and will be experimenting with a weed-ripper attachment on its mechanical sweeper.

District Councillor Moseley added that District Councillor Vesma had attended the Taynton Parish Council meeting.

District Councillor Moseley had made a complaint to the Forest of Dean District Council regarding the timing of the Local Plan consultation event in Newent, which is only 2 days away from the NDP consultation and is

already causing confusion. District Councillor Moseley has asked if an NDP stall can be provided at the Local plan consultation and vice-versa.

A query was raised regarding when the inspector's decision on the development on Culver Street would be made, this was unknown.

## 09.9 Planning

(2 members of the public left the meeting at this juncture)

### 09.9.1 Planning applications to be considered

P1328/19/FUL – 1 The Stables, Southend Lane, Newent

Variation of Condition 13 (Materials) of planning application P0415/19/FUL to allow for amendments to approved materials.

**Resolved:** No objection. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Beard, All in favour.

P1399/19/FUL – Yew Tree Inn, Cliffords Mesne

Erection of a single storey extension. **Resolved:** No objection.

**Record of Voting:** Proposed Cllr Mrs Wadley, Seconded Cllr Mrs Draper, All in favour.

P0991/19/FUL – Market House, Market Square, Newent

Erection of a half life size bronze statue of Olympic dressage horse, mounted on a plinth – additional information/revised plans

(Cllrs Mrs Wadley and Heathfield left the meeting whilst this application was discussed)

**Resolved:** That any support for this application is deferred until the Town Council has completed its review and plans for upgrading the Square in its entirety. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Ms Birkan, 9 in favour, 1 against.

P1394/19/TPO – Land off Foley Road, Newent

Works to trees covered by TPO156 in accordance with the submitted details. (Trees T2, T5, G7, T8, T10, T11, T12 of the submitted Tree Survey). **Resolved:** No objection. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Mrs Draper, All in favour.

(1 member of the public left the meeting at this juncture)

P1354/19/FUL – Tom Roberts Adventure Centre, Yates Farm, Malswick

Erection of an agricultural style barn for the storage of machinery.

**Resolved:** No objection. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Mrs Moseley, All in favour.

P1389/19/TPO – Pond House, Stardens, Tewkesbury Road, Newent

Crown lift x 1 Lime Tree by 1.5m to 5m above ground level and remove upright sections of a western branch. (T1 of the application) and crown lift x 1 Lime Tree and x 1 London Plane Tree to 5m above ground level (T2 of the application). Trees covered by TP03.

**Resolved:** No objection. **Record of Voting:** Proposed Cllr Mrs Duncan, Seconded Cllr Mrs Draper, 11 in favour, 1 abstention.

#### 09.9.2 To note planning decisions

##### PERMITTED/CONSENT

P1926/18/FUL – Land to South West of Meadow Grove, Newent

Variation and discharge of condition 07 (Tree Survey, Arboricultural Impact Assessment and Arboricultural Method Statement), Discharge of Conditions 03 (Drainage Strategy), 04 (SUDS Maintenance Plan), 05 (LEMP), 06 (Bat Boxes), 08 (Hard and Soft Landscaping), 09 (Fence Details) and 10 (External Lighting) of planning permission P1099/16/FUL

##### REFUSAL

P1062/19/LD2 – Scarr House, The Scarr, Newent

Application under Section 192 to establish whether the installation of 12 no. 330w solar panels on mounting frays including the use of associated generators and isolators requires planning permission

#### 09.10 Estate Management

##### 09.10.1 To receive the Estate Supervisor's report and agree any actions

The report was noted and the Clerk was asked to pass on thanks to the staff for their great work.

##### 09.10.2 To consider options for extending the car park at the Arboretum

A report with four options had been circulated. Queries were raised regarding the manoeuvring space being wide enough and if the increase in parking was necessary. **Resolved:** Option two, to increase the size of the car park to accommodate 10 cars with post and rail fencing including stock wire netting within the post and rail fencing, refitting one steel kissing gate and replace 10ft wooden gate, with the width of the manoeuvring space being increased to 5.5m at a cost of £3098.00 + VAT is approved, subject to confirmation that works can be carried out under permitted development rights. **Record of Voting:** Proposed Cllr Ms Birkan, Seconded Cllr Mrs Moseley, 11 in favour, 1 against.

09.10.3 To consider erecting poppies in town for Remembrance Day

**Resolved:** The poppies are erected in November, dates to be arranged with the Clerk and Estate Supervisor. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Draper, All in favour.

09.10.4 To approve the updated allotment tenancy agreement

(Cllrs Mrs Howley, Mrs Davies, Mrs Moseley, Ms Birkan and Jones left the meeting whilst this item was discussed)

(Cllr Mrs Draper chaired the meeting for this item)

(2 members of the public left the meeting at this juncture)

The document had been reviewed in consultation with the Allotment Association's Chairman. **Resolved:** The updated tenancy agreement, as circulated, is approved. **Record of Voting:** Proposed Cllr Mrs Draper, Seconded Cllr Mrs Duncan, All in favour.

09.11 To approve the Neighbourhood Steering Group Committee's Terms of Reference

The quorum for the meeting relates to Councillors attendance.

**Resolved:** The Neighbourhood Steering Group Committees Terms of Reference are approved. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Heathfield, 11 in favour, 1 against.

09.12 To adopt a Vision and Aims and the Strategic Plan for 2019-2023

A councillor stated that communication had been removed from the draft plan. An item can be added but would require further details. The Clerk reminded the Council that this document was produced by councillors and has been circulated several times for comment. **Resolved:** With regard to the Strategic Plan - item 3a is updated with a timescale of end of March 2020 and Cllrs Beard, Mrs Howley and Mrs Davies along with a professional advisor will be responsible for this task. The word 'individuals' is added to 1b. **Record of Voting:** Proposed Cllr Mrs Moseley, Seconded Cllr Heathfield, 11 in favour, 1 abstention.

**Resolved:** The Vision, Aims and Strategic Plan is approved. **Record of Voting:** Proposed Cllr Mrs Davies, Seconded Cllr Mrs Howley, 11 in favour, 1 against.

09.13 To consider potential Visitor Information Centre at the Library

This item was deferred until the next meeting due to time constraints.

#### 09.14 Office Accommodation

Cllr Mrs Davies read out the following statement “In April 2018 this Council agreed that we should go to public consultation with a view to a new build, either on the Library Car Park or the Paddock. The Council obtained a feasibility study, of which you have all received copies, together with costings:

Library Car Park     £454,500 inc VAT

The Paddock            £506,000 inc VAT

This is way beyond what the Council could even begin to consider at this moment in time, so the Working Party suggests that a public consultation regarding new build is no longer viable and that the proposal to consider new build is taken off the table. This is not to say that a new build may not be considered in the future. A public works loan would cost in the region of £15,000 – £18,000 a year for the next 25- 30 years, which would put the precept way above what we feel our local residents could be expected, or would be willing to pay, on their rates. The Working Party is continuing to look at other options and will report back to council before November as agreed”. **Resolved:** The new build option and consultation are taken off the table at this time. **Record of Voting:** Proposed Cllr Beard, Seconded Cllr Mrs Howley, 11 in favour, 1 abstention.

#### 09.15 Lone Working

The Clerk read out the following statement as a reminder to Councillors “The Health and Safety at Work Act places a general duty on the Town Council for the safety of employees. Under the legislation anyone undertaking a role on behalf of the Council including Councillors and volunteers are deemed as an employee in this respect. There are numerous council policies, that whilst they do not specifically mention Councillors or volunteers, they do apply to all. This includes the Lone Working Policy. As Town Clerk, I am the senior officer of the Town Council and am therefore responsible for implementing the health and safety regulations. Breaches of safety regulations not only put people at risk, but also significant liability is placed on the Council and Council Officers, this can include fines and in extreme circumstance legal prosecution.”

**Resolved:** Councillors confirmed that they have been advised and understand that policies and health and safety regulations do apply to them.

**Record of Voting:** Proposed Cllr Mrs Davies, Seconded Cllr Beard, All in favour.

Councillors were also reminded that the Council should consider and approve any works to be undertaken by a Councillor in the name of the Council.

## 09.16 To receive committee and representative reports

Due to time constraints some reports would be reported at the next meeting.

|  |   |
|--|---|
| Staff Committee Meeting                    | Minutes to be circulated in due course                              |
| Cllrs Mrs Davies, Mrs Howley and the Clerk | Dedication of church doors service                                  |
| Meeting with Highways Manager              | Notes to be circulated shortly                                      |
| Cllrs Mrs Davies and Mrs Howley            | Civic lunch at the Onion Fayre and presentation of allotment awards |
| Cllr Mrs Odhiambo                          | Forest Economic Partnership   |
| Cllr Mrs Odhiambo                          | Newent triathlon  |

## 09.17 Notices and information

Councillors were asked to email the Clerk if they required any notices to be circulated.

The Mayor declared the meeting closed 9.22 pm.