

1st July, 2014

DURSLEY TOWN COUNCIL

MINUTES of the PROCEEDINGS at the MEETING of the COUNCIL held in the Methodist Church Rooms, Castle Street, Dursley at 7 pm on Tuesday, 1st July, 2014.

Action Summary:

9208	Declaration of Acceptance	9217.4	Financial Regulations
9211	Chantry Centre Grant	9217.5	GAPTC Constitution Changes
9214.2	Upgrade Project	9217.8	Communications Group – Tourism Action Plan
9214.3	Union Street Green Transfer	9217.9	Fly a Flag for the Commonwealth
9214.4	Kingshill Play Park Wall	9217.10	Littlecombe Master Plan
9214.6	Balloon Launch Trial	9219.1	Highways Division Fund
9217.3	Standing Orders and Committee Terms of Reference		

PRESENT

Cllr J Ball, Town Mayor
Cllr C Nelmes, Deputy Mayor

Councillors: S Creswick, V Harding, B Marsh, A Stennett, R Blackwell-Whitehead, M Nicholson, F Firth and N Grecian.

Also present: County Councillor S Lydon, District Councillor G Wheeler; Mrs H Bojaniwska, Town Clerk and Mrs L Wellings, Deputy Town Clerk.

TO RECEIVE APOLOGIES FOR ABSENCE 9205

Apologies for absence were accepted from Councillor T Frankau (personal), J Bird (work), L Patrick (personal) and M Laybourne (personal).

MEMBERS' DECLARATIONS OF INTEREST 9206

The Mayor declared a disclosable pecuniary interest in agenda items 9.1 (Minute 9213.1 (i)).

Councillor Creswick declared a personal interest in agenda item 12.7 (Minute 9217.7).

TO CONSIDER ANY REQUESTS FOR DISPENSATIONS

9207

No requests for dispensations were received.

VACANCIES IN THE OFFICE OF TOWN COUNCILLOR FOR CENTRAL AND HIGHFIELDS WARDS

9208

An application to fill the above Central ward vacancy had been received from Mr Peter Hayes and been circulated to members. Mr Hayes was not present at the meeting.

The Mayor moved, Councillor Stennett seconded and IT WAS RESOLVED that Mr Hayes be co-opted to the office of Town Councillor for Central Ward. The Town Clerk will arrange for the Declarations of Acceptance of Office Register to be signed.

ADDITIONAL MEMBERS' DECLARATIONS OF INTEREST OR REQUESTS FOR DISPENSATIONS

9209

None were received.

COUNTY AND DISTRICT COUNCILLOR REPORTS

9210

County Councillor's Report

Councillor Lydon reported on: the new 'Active Together' fund (£40,000) and encouraging local groups to come forward and apply; a recent meeting with Councils and the new Highways Manager, John Kay, to identify issues and discuss how to allocate the £20,000 division fund; arrangements for the Public Rights of Way sub contracts and the importance of everyone responding to the 'Meeting the Challenge' consultation.

In response to questions about 'Active Together', Councillor Lydon agreed to talk with any local group/s and Councillors that have ideas.

District Councillors' Reports

Councillor Wheeler reported on: the Farmers' Markets, including renegotiation of the licence for the Cornhill market and Stroud's intention to consider support for other markets across the district including Dursley; progress relating to the Stroudwater canal project and changes to sheltered housing support services.

REPRESENTATIONS FROM THE PUBLIC

9211

It was noted that the Chantry Centre is applying to Gloucestershire Rural Communities Council's for a Communities Activities grant to develop a community cinema and run community tea dances and other social dances.

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A request from World Jungle seeking Council support for the grant application was circulated and considered.

IT WAS RESOLVED to support the Chantry Centre's application for a grant as the project will provide a valuable community facility for Dursley.

MINUTES

9212

The Minutes of the Meeting of the Council held on 3rd June 2014 were signed by the Mayor.

The Minutes of the Meeting of the Council held on 10th June 2014 were signed by the Deputy Mayor.

BUSINESS RELATING TO COUNCIL FINANCE

9213

9213.1 Council's Accounts 2014/15

The Mayor withdrew from the meeting.

- (i) IT WAS RESOLVED that the schedules of payments (Appendix A) be authorised and signed by the Deputy Mayor.

The Mayor rejoined the meeting.

- (ii) Income received since the last Council meeting (Appendix B) was noted.
- (iii) The monthly management/budget report was noted.

Councillor Lydon withdrew from the meeting.

GREEN SPACES

9214

9214.1 Report of the Chairman of the Green Spaces Committee

The Committee Chairman had no matters to report.

9214.2 To shortlist tenders received for the War Memorial Recreation Ground upgrade project

Ten tender submissions were received and examined for the shortlist using a table summary produced by the Town Clerk.

The shortlisting process considered cost, the proposed play/exercise equipment, access, fencing, surface materials and interesting features. Comments from Police representatives and Council Ground staff were also considered.

IT WAS RESOLVED to shortlist the following tenders to go forward to public consultation and involve the Police in the final design:

- i) HAGS/SMP
- ii) Sovereign
- iii) Sutcliffe Play
- iv) Wicksteed
- v) Playdale

9214.3 To approve a draft transfer document for Union Street Green

The draft transfer document was reviewed. It was noted that the searches had uncovered nothing of concern.

IT WAS RESOLVED that the transfer would proceed subject to the Town Clerk confirming that Stroud District Council's Solicitor was happy with the searches and that the prohibition of buildings on the land does not include future play equipment and structures required for the maintenance of the land.

9214.4 Repairs to the wall in Kingshill House Play Park

It was noted that the repairs to the wall in Kingshill Play Park have been completed.

IT WAS RESOLVED to write a letter of thanks to relevant neighbours informing them that the work has been completed and requesting that they keep the wall free from climbing plants and building structures, in the interests of future preservation and safety.

9214.5 Lease of Highfields Playing Fields

Nothing to report.

9214.6 To consider a request to use the War Memorial Recreation Ground

A request to use the War Memorial Recreation Ground to launch a hot air balloon was considered.

General support for the launch was expressed. It was also suggested that it would offer the opportunity to acquire aerial photos of Dursley.

IT WAS RESOLVED to approve the launch as a trial subject to the Town Clerk taking advice from the Council's insurer as to the level of insurance required and from Dursley C of E Primary Academy on suggested requirements and fees.

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TOWN IMPROVEMENTS AND AMENITIES

9215

9215.1 Report of the Chairman of the Town Improvements and Amenities Committee

The Committee Chairman reported that a draft Tourism Strategy had been considered at the Communications Working Group meeting held on 24th June 2014. The revised strategy and associated action plan will be presented to the next Town Improvements Committee.

PLANNING

9216

9216.1 Report of the Chairman of the Planning Committee

In the absence of the Committee Chairman and Vice Chairman there were no matters to report.

9216.2 To receive the Minutes of the Planning Committee Meeting held on 17th June, 2014

IT WAS RESOLVED to adopt the Minutes.

The Mayor withdrew from the meeting.

9216.3 Neighbourhood Development Plan (NDP) project

The Town Clerk gave members an update on the above project and the Steering Group meeting on 25th June 2014 which focused on the Engagement Plan and the traffic and transportation study.

It was noted that as part of the above study, detailed accessibility work had been undertaken along the A4135 and in the Woodmancote/Ganzell Lane area. The audit results have identified works that could be undertaken to improve highway infrastructure and will be submitted to Stroud District Council and Gloucestershire County Council with costings.

It was noted that a Volunteer Evening is scheduled to take place on 16th July 2014 at 7pm in the Methodist Church meeting room to encourage members of the public to get involved in NDP street survey work.

The Mayor rejoined the meeting.

POLICY AND FINANCE

9217

9217.1 Report by the Chairman of the Policy and Finance Committee

The Committee Chairman had no matters to report.

9217.2 To receive the Minutes of the Policy and Finance Committee Meeting held on 17th June, 2014

IT WAS RESOLVED to adopt the Minutes.

9217.3 To review Committees' Terms of Reference with regards to Consultations

The Committees' Terms of Reference with regards to dealing with consultations was reviewed.

It was noted that consultations currently go to the Planning Committee which is proving to be inappropriate in the majority of cases.

IT WAS RESOLVED to amend Standing Orders and Committees' Terms of Reference to give the Town Clerk delegated authority to:

- i) Decide if a consultation needs to go to a Council/Committee meeting.
- ii) Decide which Committee is appropriate for a consultation.
- iii) Respond on behalf of Council, in consultation with the relevant Committee Chairman, if the deadline is short.
- iv) List consultations in the Clerk's Report to Council detailing those received and actions taken.
- v) Seek advice and support from the Committee Chairman and Town Mayor in dealing with consultations, if required.

9217.4 To adopt updated Financial Regulations

It was noted that the Policy and Finance Committee reviewed and updated the Council's Financial Regulations against guidance. The Town Clerk was thanked for undertaking detailed work related to this task.

The Town Clerk explained that it was easy for employees to accidentally breach the regulations. It was therefore suggested that the wording in 1.6 be changed to 'may result in disciplinary action', so that each case could be considered on its merits.

IT WAS RESOLVED to make the suggested amendment above and adopt the updated Financial Regulations (Appendix C).

9217.5 Youth Centre for Dursley

- i) The Clerk gave an update on the Youth Centre work reporting that: site meetings are taking place monthly, the first meeting for young people also took place and went well; the construction work is progressing and is currently on plan, time and within budget; there will be a saving relating to the alarm/CCTV system, the quotations have come in under the provisional amount allocated; there was a slight delay with the damp proof contractors which may result in a knock on effect with the plan timescales and, due to a

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lack of entries for the naming competition, the Youth Forum has been tasked with coming up with a name for the centre.

- ii) The updated budget and risk assessment was noted.
- iii) A letter from West Midlands United Reformed Church Synod was considered, confirming their long term commitment to the Youth Centre project and use of the building for a minimum of 15 years.

IT WAS RESOLVED to thank the Church for their long term commitment to the project and seek confirmation that they are happy for their letter to be formally attached and linked to the Partnership Agreement.

Councillor Harding declared a personal interest as a member of the Church.

9217.6 Our Place Project

The Clerk reported that: the Our Place Project has been successfully awarded a grant of £10,000 for its Delivery Strategy and a further £7,000 as part of the "Getting Going" stage of the programme; the Project Administrator has resigned (agenda item 14.2 minute 9218.2), the Council office will undertake any necessary work until the position is filled; the Stroud DOOR project has received funding from the Police and Crime Commissioner's Community Fund which will allow them to carry out some outreach work in Dursley; they are doing some excellent work with young people in Stroud and are willing to join the Our Place Project Steering Group; a meeting will be held with the Job Centre to encourage them to provide an outreach service for young people in the new youth centre. Councillor Wheeler agreed to support the Council with this task, as part of Stroud's new Employment Task Force.

9217.7 To consider proposed changes to the GAPTC Constitution

Proposals from GAPTC for changes to their constitution were considered.

IT WAS RESOLVED to support the proposed changes.

9217.8 To consider recommendations from the Communications Working Group

Recommendations from the Communications Working Group meeting on 24th June 2014 were considered including the draft Tourism Strategy action plan.

It was noted that: the tourism action plan takes account of the feedback received from Hidden Britain and is also being considered by the Traders Group; a draft social media Policy will be drafted by the Town Clerk and considered by the Policy and Finance Committee.

IT WAS RESOLVED to purchase the domain name "Visit Dursley".

9217.9 To consider taking part in the Fly a Flag for the Commonwealth event

An invitation to take part in the “Fly a Flag for the Commonwealth” event on 9th March 2015 was considered.

It was noted that this unique, annual occasion, aims to bring the communities and countries of the Commonwealth together in a common celebration.

IT WAS RESOLVED to take part in the event subject to the availability of a suitable Flag Pole. The Town Clerk will investigate whether the pole at St James’ Church can be used.

9217.10 Councillors’ Reports

- (i) **GL11 Stakeholders(9/6/14)** – The Mayor went through the minutes of the meeting which covered issues relating to progress on the Littlecombe development, the Stroud District Local Plan, highways, waste management, tourism and the Cam and Dursley Rail Station. It was noted that the Littlecombe Master Plan is close to going out for consultation and the Spine Road is being re-planned.

IT WAS RESOLVED to request a closed briefing session for Town Councillors on the Littlecombe Master Plan and offer to assist with the wider public consultation.

- (ii) **Community Speedwatch (10/6/14)** – Councillor Nicholson reported on: the need for more volunteers to run sessions, two failed attempts had been made to run a session on Woodmancote; a new site for the next campaign along Kingshill Road, which has been identified by PCSO Griffiths; plans to contact the Gazette in an attempt to get publicity to encourage and recruit more volunteers.
- (iii) **Chartered Parishes (12/6/14)** – Councillor Blackwell-Whitehead was unable to attend the meeting.
- (iv) **South of Stroud Youth Partnership (18/6/14)** – The Town Clerk reported on: work to change the constitution to become a Charitable Incorporated Organisation; provision of summer activities by Young Gloucestershire; the need to review the existing agreement for youth provision which is coming to an end in the near future.
- (v) **Joint Woodlands Management Committee (30/6/14)** – Councillor Marsh reported on: a possible extension to the car park at Cam Peak, in an attempt to address current parking and drainage issues; the Committee’s willingness to support a request from the Stinchcombe Hill Conservationist, Mr Smallwood, to authorise the clearing of woods in certain areas to reinstate views from Stinchcombe Hill which have become overgrown and blocked; unauthorised clearing and encroachment of the woodland boundaries and the need to re-mark boundaries in problem areas.

BUSINESS RELATING TO STAFF

9218

9218.1 Report by the Chairman of the Staff Committee

The Committee Chairman had no matters to report.

9218.2 To receive a letter of resignation

A letter of resignation from S Andrews was received. The Clerk reported that the position had been re-advertised, three interviews had taken place today with the possibility of more next week. The outcome will be discussed at the Staff Committee meeting on 8th July 2014.

HIGHWAYS

9219

9219.1 To receive a report from Council's Highways Representative

Councillor Frankau, Council's Highways Representative, was not present to provide a report.

9219.2 To receive a report on the 5th June 2014 meeting with Highways

The Deputy Mayor reported on the above meeting held with John Kay, the Highways Manager and County Councillor Lydon to look at ideas for the allocation of the division fund.

It was noted that matters discussed included Castle Street ramps, the 20mph request for the Highfields estate, the camber issue at Silver Street and sunken paving in Parsonage Street.

Councillors were encouraged to put forward other ideas for use of the funding. Councillor Nicholson volunteered to be involved in discussions relating to the 20mph limit request. It was suggested that the gully way on Parsonage Street is a trip hazard and could be improved.

IT WAS RESOLVED to consult the Traders Meeting to establish if they would support work on Parsonage Street to lift and reset the paving.

BUSINESS RELATING TO COMMUNITY SAFETY

9220

9220.1 To receive a report from Council's Police Representative

Councillor Harding, Council's Police representative, reported that: the Police are currently dealing with a serious assault incident that occurred in Dursley; following the disappearance of daffodils from the planters in Castle Street the CCTV system was checked and found to have captured images of two women taking the flowers, Council will be informed of the outcome of investigations.

CLERK'S REPORT

9221

9221.1 Clerk's Report

The Clerk's report was noted.

The Mayor explained that staff capacity is very limited due to large ongoing Council projects. Members were advised to report everyday issues (e.g. potholes, street lighting faults) to the responsible County and District areas directly.

9221.2 Monthly Area Inspections and Audit Checks

Details of Councillors scheduled to undertake area inspections and audit checks in July/August 2014 were noted.

9221.3 Inspection Programme

The Inspection programme June 2014-June 2015 was noted.

The meeting closed at 8.53 p.m.

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Town Mayor

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Date