

2nd August 2016

DURSLEY TOWN COUNCIL

MINUTES of the PROCEEDINGS at the MEETING of the COUNCIL held in the Community Meeting Room at the Fire Station, Kingshill Road, Castle, Dursley at 7pm on Tuesday, 2nd August, 2016.

Action Summary:

9649	Schedule the Urgent Grant Application for DBI Leaflet Project for the September Council Meeting	9655.4	Write to The Door/Rednock School regarding the decision not to match fund the Third Way Programme.
9653.4	Appoint NDW Sparkles for Anchor Testing work (3 year programme).	9655.5	Write to the Highways Development Manager requesting a meeting re: A4135/B4066 Dursley Road Roundabout Junction.
9655.2	Contact Vale Vision to outline suggested amendments & confirm approval of Community Plan.	9655.6	Extend the Youth Services contract for 1 year till 2018.
9655.3	Publish approved Investment Plan & Equality Plan.	9655.7	Arrange photo for Project Welcome publicity.
9655.3	Review Financial Regulations & draft Statement of Delegation & schedule for September Council meeting.	9656.2	Undertaken recruitment process for Litter Collection position.

PRESENT

Cllr N Grecian, Mayor

Councillors: J Ball, J Burdge, B Cairns, S Creswick, S Abraham (Deputy Mayor), S Ackroyd, L Patrick, A Sheffield, W Thomas, C Nelmes, F Firth, P Hayes

Also present: John Kay, Town Clerk and Leah Wellings, Deputy Town Clerk; District Councillors A Hayward and D Cornell; Denver Thirlwell, Dursley Business Inclusive.

TO RECEIVE APOLOGIES FOR ABSENCE

9644

Apologies for absence were accepted from Councillors M Nicholson (personal) and B Marsh (personal).

Councillor A Stennett and M Laybourne (both personal) (reported later in the meeting)

MEMBERS' DECLARATIONS OF INTEREST

9645

Councillor Abraham declared a disclosable pecuniary interest in agenda items 5.1 and 9.5, minute items 9648 and 9649/9653.5, as Chair of Dursley Business Inclusive.

Councillors Creswick and Nelmes declared an interest in agenda items 11.4 and 11.5, minute items 9655.4 and 9655.6, as members of the Youth Committee.

A dispensation request had been received from Councillor Abraham in relation to agenda items 5.1 and 9.5, minute items 9648 and 9649/9653.5. Councillor Abraham had requested that she be granted a dispensation to engage in the debate concerning the Dursley Business Inclusive Leaflet project and vote on the issues during the meeting.

Councillor Abraham withdrew from the meeting room while the request was considered.

It was noted that Councillor Abraham is the Chair of Dursley Business Inclusive and therefore has useful relevant knowledge relating to the project. Concerns were raised regarding participation in the voting process.

IT WAS RESOLVED that Councillor Abraham be granted a dispensation for this meeting (2/8/16) to participate in the debate on agenda items 5.1 and 9.5, minute items 9648 and 9649/9653.5, but not the Vote at this meeting.

Councillor Abraham returned to the meeting.

COUNTY AND DISTRICT COUNCILLOR REPORTS

9647

IT WAS RESOLVED to suspend Standing Orders.

County Councillors' Reports

Councillor Lydon had sent his apologies.

District Councillors Reports

Councillor Cornell reported on progress relating to Stroud District Council investment in the Littlecombe Business Park and a planned panel meeting to discuss options and progress e.g. more units/expansion of existing units; the 15,000 self-employed in the district and the lack of support for e.g. temporary office accommodation; health and social care and the Stroud Minor Injury Unit consultation on a change of opening hours from 24hours to 8am-8pm or 8am-11pm; Project Welcome which is supported by Stroud District Council and the 8 race related incidents in July; discussions with County Councillor Lydon following the meeting at Cam Parish Council on 25th July and unhappiness about the possibility of traffic lights at the Sandpits roundabout and a new round of community and district funding that would be opening soon; the current three year funding of Citizens Advice Bureau, Kingshill House and the Door Youth Project is coming to an end.

Councillor Hayward reported on the new Waste and Recycling contract which transferred to Ubico in July and further changes which are planned for November including kerbside food collection, fortnightly waste collection and distribution of associated wheelie bins, collection calendar and bags, which will commence soon.

In response to a question from Councillor Nelmes, Councillor Hayward was unable to confirm at this time whether the collection day would change for Dursley.

Councillor Sheffield reported that the recycling bins at Highfields had not been emptied in recent weeks. Councillor Hayward confirmed she would follow this up.

Councillor Patrick raised an issue with the charge for bulky item collection; a mattress was dumped on Oak Drive by the wooden bin store, along with other items, and has been there for 3 weeks. Councillor Hayward confirmed that she would follow this up.

Councillor Grecian also reported a fridge dumped on Whiteway.

It was noted that a report from Councillor Fryer had been circulated to Town Councillors prior to the meeting.

REPRESENTATIONS FROM THE PUBLIC

9648

Denver Thirlwell, the Vice Chair of Dursley Business Inclusive (DBI), gave an update about the Town Centre Leaflet project, outlining the background, the aims and importance of the project to the town.

It was noted that the main purpose of the leaflet is to promote and attract visitors to the town (e.g. walkers and shoppers) and help keep businesses in the town viable; other towns such as Wotton-under-Edge use similar leaflets.

Denver highlighted the improvements to Parsonage Street and Silver Street businesses and shopfronts in recent years and the advantage of having a good selection of independent stores in the town. He urged Council to support the project.

Denver outlined the advantages of having a leaflet over a fixed sign including the opportunity to promote the town outside the area, problems with graffiti on permanent signs, signs misused as boards for flyers and goal posts.

Denver confirmed that the leaflet would be partially funded by businesses but a one off grant was required; it was anticipated that once set up businesses would be able to fund it moving forward.

Denver took questions from Councillors, confirming the following points:

- The leaflet would be A3 folded to pocket size.
- 5000 leaflets would be printed, distribution would be undertaken by DBI members to relevant places including B&B's, Hotels, TIC's as widely as possible.
- The leaflet would include a specialist map, including Silver Street and Parsonage Street with signs to key places e.g. Hospital, Police, Cotswold Way.

- Dursley Welcomes Walkers have been actively engaging with DBI and would be mentioned in the leaflet.
- The leaflet would include information on the history of Dursley.
- Business people in the town support the leaflet project; advertising boxes around the map may be offered for a nominal charge to help make it sustainable.
- DBI are looking for Council to help with costs related to the initial design outlay, estimated to be £400 for the specialist map and £400 for the artwork.
- DBI want the project to move forward and are willing to take on board ideas to make the leaflet better, but would not be able to have meeting upon meeting to discuss design issues.
- DBI understand the appeal of a sign but the town centre is small and everything quite easy to find, if Dursley could have both a leaflet and a sign that would be brilliant.

During questions Councillor Cairns highlighted the value of having a fixed board with information; they can be particularly helpful for disabled people.

Councillor Patrick highlighted that the town already has a map/board located at the Swimming Pool.

Councillor Firth highlighted the value of having a board, as toilets and other areas, in addition to shopping, can be signposted.

The Mayor reminded Councillors that this was an information update and should not move into a debate.

IT WAS RESOLVED to reinstate Standing Orders.

To consider the request for funding from Dursley Business Inclusive for the Town Centre Leaflet 9649

IT WAS RESOLVED to bring forward agenda item 9.5, minute item 9653.5, to this point in the meeting.

Councillor Nelmes proposed that Council support the Town Centre leaflet project and suggested that if Council fund the design elements the specialist map could be used as a download and base map for other materials; the fixed sign could also be looked at in next year's Council budget; DBI should however submit a Council grant application form detailing the leaflet proposal and costings.

Councillor Patrick seconded the proposal which was subsequently amended to include submission of an 'urgent' Council grant application.

Councillor Hayes raised an issue relating to the need for toilet signage in the town.

IT WAS RESOLVED to accept the proposal seconded above with the subsequent amendment. An urgent grant application would be expected by DBI.

MINUTES

9650

The Minutes of the Meeting of the Council held on 5th July 2016 were confirmed and signed by the Mayor.

BUSINESS RELATING TO COUNCIL FINANCE

9651

9651.1 Council's Accounts 2016/2017

- (i) **IT WAS RESOLVED** that the schedule of payments be authorised and signed by the Mayor.
- (ii) Income received since the last Council meeting was noted.
- (iii) The monthly management/budget report was noted.

GREEN SPACES

9652

9652.1 To receive the Minutes of the Green Spaces Committee Meeting held on Tuesday 19th July 2016

IT WAS RESOLVED to adopt the Minutes.

9652.2 Report of the Chairman of the Green Spaces Committee

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

9652.3 Update on the Proposal to relocate the WMRG football shed

The Town Clerk reported that he and the Committee Chairman had met with a prospective purchaser of the Dursley Garage Site (at their request) on 18th July 2016 to discuss the storage shed on the War Memorial Recreation Ground and possible options regarding its future.

It was noted that the Garage site already has residential planning permission and the prospective purchaser would seek to get planning permission on the adjacent villa.

It was noted that demolishing the football shed and rebuilding it somewhere else on the site was an option put forward by the prospective purchaser.

Green Spaces Committee had agreed that discussions with the prospective purchaser regarding this option should continue.

No comments were raised.

TOWN IMPROVEMENTS AND AMENITIES

9653

9653.1 To receive the Minutes of the Town Improvements Committee Meeting held on Tuesday 12th July 2016

IT WAS RESOLVED to adopt the Minutes

9653.2 Report of the Chairman of the Town Improvements and Amenities Committee

There were no matters to report.

9653.3 Update on the Dursley in Bloom judging day (29th July 2016)

The Mayor provided an update on the judging day.

It was noted that the Heart of England in Bloom judges arrived early at 8:30am and were welcomed at the Methodist Church meeting rooms by the Mayor, Dursley in Bloom (DIB) volunteers and representatives of the local girl guiding and scouting groups; they then went out on the tour prepared by DIB and the result will not be known until 15th September 2016.

The Mayor passed on thanks from the Dursley in Bloom Committee to the Council and all those involved for making the town look good.

9653.4 To appoint a contractor to carry out Anchor Point testing (3 year period)

It was noted that 4 contractors had been approached for quotations to carry out anchor point testing over a 3 year period in relation to festive lighting work; 2 contractors had submitted quotations by the deadline.

IT WAS RESOLVED to appoint the Council's existing festive lighting contractor, N Weaver of NDW Sparkles, to carry out the 3 year work programme at a cost of £660 per year from 2016.

9653.5 To consider the request for funding from Dursley Business Inclusive for the Town Centre Leaflet

It was resolved earlier in the meeting to bring this item forward so that it could be considered immediately following agenda item 5.1. Please see minute 9649 above.

PLANNING

9654

9654.1 To receive the Minutes of the Planning Committee Meeting held on Tuesday 19th July 2016.

IT WAS RESOLVED to adopt the Minutes

9654.2 Report of the Chairman of the Planning Committee

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

POLICY AND FINANCE

9655

9655.1 Report by the Chairman of the Policy and Finance Committee

There were no matters to report.

9655.2 To receive a review and approve the updated version of the Cam and Dursley Community Plan, drafted by Vale Vision

Councillor Nelmes had reviewed the updated version of the Cam and Dursley Community Plan and found it to be a vast improvement on the previous draft; a lot of work had gone in to preparing the document and the issues previously raised by Council had been addressed.

Councillor Nelmes suggested that the development of the Youth Centre should be listed as an achievement in section 4 of the document and that the Dursley Recreation Ground pavilion changing facilities (section 4.86) should not be referred to as 'old style'.

Councillor Nelmes proposed that we accept and adopt the plan.

IT WAS RESOLVED to approve the updated version of the Community Plan with the amendments suggested above.

9655.3 To accept the recommendation of the Policy and Finance Committee to adopt the Investment Plan, Equality Plan and the Statement of Delegation

The documents had been circulated with the agenda and were considered as follows:

(a) Investment Plan (Review)

Members amended section 8 to correct numbering and change 'cleared by' to "discussed with'.

IT WAS RESOLVED to adopt the Investment Plan with the amendments above.

(b) Equality Plan (Review)

IT WAS RESOLVED to adopt the Equality Plan.

(c) Statement of Delegation (New Policy)

Members discussed budgetary control and the importance of Committees being able to spend money within the agreed budget without reference to Full Council. The need to make changes to Financial Regulations was highlighted.

IT WAS RESOLVED to consider changes to Financial Regulations and an amended Statement of Delegation at the September meeting.

9655.4 To consider the request to match fund the “Third Way Programme” by The Door Youth Project/Rednock School

The Town Clerk outlined the above programme and funding request which was considered

While the benefits and value of the programme were recognised, members were unclear whether it would directly benefit students living in Dursley.

The programme was considered by members to be education/inclusion based and as the Council does not have the General Power of Competence it therefore falls outside of the legal powers available to the Council.

IT WAS RESOLVED to write to explain that regrettably the Council is unable to match fund the project as it fall outside the scope of the Council’s legal powers to do so.

9655.5 Councillor Reports: **Box Road** (25/7/16)

IT WAS RESOLVED to bring forward agenda item 11.7 (Box Road Meeting), minute 9655.8(xi), to this point in the meeting to allow Councillor Patrick to participate before withdrawing.

The Deputy Town Clerk reported that she had attended an update meeting at Cam Parish Council related to the Box Road S.15/2804/OUT planning application with Councillors Patrick, Creswick and District Councillor Cornell.

It was noted that Jaime Mattock, Principal Development Co-ordinator and Ceri Porter, Stroud District Council Planning Officer were both present and while Dursley representatives were able to raise concerns about the A4135/B4066 Dursley Road Roundabout Junction (Sandpits/Tiltdown/Dursley Road) and the possible introduction of traffic lights, they were not able to discuss the issue in detail due to time restraints and the need to discuss other issues; at the time it was suggested that a specific meeting was held for Dursley and Cam representatives to discuss the junction and proposed works in detail with the relevant Highways Officer; while initially it appeared that there was agreement for this meeting to proceed, it later became apparent that the Principal Development Co-ordinator did not see the value of holding the meeting; the officer did however agree to discuss the junction with the developer and Council is awaiting the outcome of these discussions

Members expressed disappointment with the outcome of the meeting, concern about possible changes to the highway and the importance of the meeting.

IT WAS RESOLVED to write to Neil Troughton, Highways Development Manager at Gloucestershire County Council to formally request that the meeting regarding the above mentioned junction takes place. County Councillor Lydon would be included.

9655.6 To consider the option of extending the Youth Service Contract by 1 year till August 2018

The extension was supported, no concerns were raised by the level and quality of youth service being delivered by The Door.

IT WAS RESOLVED that the Town Clerk take the necessary steps to extend the contract by 1 year till August 2018.

9655.7 To note Council's support for the Project Welcome initiative launched by GL11

Council's support for Project Welcome was noted. The Mayor introduced the initiative and the public poster which includes the word 'Welcome' in 16 languages and supports the Council's Equality Policy.

Councillor Cairns asked whether the project was aimed at people living in the community or people passing through and whether Council should be doing other things/more to promote a cohesive community.

IT WAS RESOLVED that the Council could do more publicity on the website, the Mayor and Deputy Mayor agreed to have photo with the poster.

9655.8 Councillors' Reports

- (i) **Youth Service Quarterly Review (7/7/16)** – The Town Clerk reported that the meeting had been positive; attendance figures were increasing and some challenging youth work being undertaken; some maintenance issues were discussed; Sam Martin is leaving at the end of August and James Honey (an existing staff member involved in the contract set up) is taking over, Victoria Robson in the main Door contact for the Council.
- (ii) **Xmas Committee (7/7/16)** – The Deputy Town Clerk reported on progress and the arrangements for the switch on event (25/11/16) which are coming together; Mike Doughty (Dursley Town Trust) is dealing with stalls and marshalling; the next meeting is taking place on 4/8/16 and it would be fed back that the Town Improvement Committee, which met on 12th July 2016, support the closure of Castle Street Car Park for the event.
- (iii) **Joint Woodlands Committee (11/7/16)** – Councillor Sheffield was unable to attend and Councillor Marsh was not present.
- (iv) **Future Dursley (13/7/16)** – Councillor Creswick reported that work is ongoing, the Steering Group is continuing to work on the draft policies and plan.
- (v) **Dursley Business Inclusive (14/7/16)** – Councillor Abraham reported that the group discussed Project Welcome, the leaflet project and the Council's recent work on investigating CCTV, which was welcomed.
- (vi) **GL11 Funders Fair & Project Welcome (15/7/16)** – The Town Clerk reported on the Funder Fair he had attended to promote the Council's Grants

programme, the majority of attendees were from Cam; he had spoken to the Dursley Fireworks Night organiser who may submit a grant application.

- (vii) **GAPTC AGM (16/7/16)** – The Mayor reported on the AGM which had been a good networking opportunity, the 2026 deadline for footpath registration was discussed and may be an item for a future Council meeting. The relevant resolutions put forward and made were summarised.
- (viii) **S106 Facility Funding (18/7/16)** – The Mayor and Councillor Nelmes reported that the 7 criteria for selection had been agreed with Cam Parish Council; 12 applications for funding had been received and were now being read individually by panel members; there had been a good range of applications, which together totals £1.6 million, and the panel would be meeting on 20th September.
- (ix) **Events Meeting (21/7/16)** – Councillor Abraham reported that the meeting had included representatives from the Festive group, Carnival Committee, WI and Dursley in Bloom; while those present received an informative update from the Carnival Committee, the meeting did not result in the formation of an overarching Events Group for Dursley but those present did agree to be in contact by way of email.
- (x) **Cam and Dursley Travel Plan (21/7/16)** – Councillor Thomas reported that the meeting focused on the Station Plan and actions; quick wins were clearing the hedges on Box Road, updating the noticeboards and sorting street lighting; medium term actions were signposting local businesses in area that can help travellers (e.g. Millwood Garage), designating a pedestrian route across the car park and establishing ‘station friends’; long term actions include Gloucestershire County Council (GCC) and Cam Parish Council making a bid to Great Western Rail to make a traffic hub; GCC were not at the meeting but need to pull this together and set up a group to steer the plan.
- (xi) **Box Road (25/7/16)** – It was resolved earlier in the meeting to bring this item forward. Please see minute 9655.5 above.
- (xii) **Road Safety Liaison Group (27/7/16)** – Councillor Hayes reported that the meeting had been very well attended; a young mother gave a moving and brave presentation on the loss of her child as a result of a car accident, she had agreed to tour local schools to share her experience; the meeting focused on speed reduction, the use of signs and ANPR’s which were being used in 2 areas of the County and proving to be effective; the importance of education across all ages in reducing speed and accidents in the county which have reduced by 10%.
- (xiii) **SDC Cluster Meeting (27/7/16)** – Councillor Nicholson was not present.

BUSINESS RELATING TO STAFF

9656

9656.1 Report by the Chairman of the Staff Committee

There were no matters to report.

9656.2 To consider advertising the Litter Collector position

The Town Clerk presented the report on the part time Litter Collector position, the Job Description, person specification and advertisement had all been circulated with the agenda.

It was noted that the Ground Staff had been consulted on the proposed role and impact on overtime, both were in agreement.

IT WAS RESOLVED to proceed with the advertisement and recruitment process.

BUSINESS RELATING TO HIGHWAYS

9657

9657.1 To receive a report from Council's Highway Representative

Councillor Hayes reported that not much had happened regarding the pot hole problem; highways had put road markings outside Rednock to reduce speed, the '20 is Plenty Signs' had been taken down; the A38 bridge closure is expected to have a big impact on Dursley, it is taking place at the same time as the Frampton County Fair and Tour of Britain Cycle Race

It was noted that there are no highway improvements planned for Dursley in the next 12 months.

BUSINESS RELATING TO COMMUNITY SAFETY

9658

9658.1 To receive a report from the Council's Police Representative

In the absence of the representative there were no matters to report.

9658.2 To receive a report from the Local Neighbourhood Police Representative

In the absence of the representative there were no matters to report.

CLERK'S REPORT

9659

The Clerk's report was noted.

MONTHLY AREA INSPECTIONS AND AUDIT CHECKS

9660

Details of Councillors scheduled to undertake area inspections for August 2016 were noted.

The Town Clerk had updated the schedule to include Highfields Play Area moving forward.

The meeting closed at 8:57pm

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Town Mayor

DURSLEY TOWN COUNCIL

2nd August 2016

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Date