



**MINUTES OF WOTTON-UNDER-EDGE TOWN COUNCIL MEETING**  
**HELD ON MONDAY 19<sup>th</sup> DECEMBER 2016 AT 7:00PM IN THE CIVIC CENTRE**

**Present:** Cllrs T Luker (Deputy Mayor), P Barton, N Pinnegar, June Cordwell, A Kendall, R Claydon, C Young, A Proctor, N Clement, John Cordwell

**In attendance:** Town Clerk Ms S Bailey, District Cllr K Tucker, 7 members of public

**T.5172 Apologies for Absence** accepted from Cllrs P Smith, A Wilkinson, L Farmer

**T.5173 Declarations of Interest** accepted from Cllr John Cordwell(KLB school gov.)

**T.5174 Public Forum** no comments received

**T.5175 To approve the Minutes** of the meeting held November 2016. It was proposed by Cllr N Pinnegar and seconded by Cllr June Cordwell and agreed 9 in favour 1 abstention to approve these Minutes.

**T.5176 Chairman's Announcements**

- a) Presentations as follows: (i) Information Officer- flowers to celebrate ILCA success and office cleaner- flowers to celebrate 35 years this month of working for Town Council (ii) Christmas Shop Window Competition prize winners 1<sup>st</sup> prize of £125 to Clarence's, 2<sup>nd</sup> prize of £75 to Longfield, 3<sup>rd</sup> prize of £35 to H&H Relish. There were 42 entries: all were thanked for lovely windows (report on website)
- b) No report from the Chairman.

**T.5177 Accounts**

- a) To consider quotes for maintenance of Emergency fire systems for Civic Centre, Town Hall, Youth Centre, Chipping Clubroom and Heritage Centre. Quotations received from 4 companies for both emergency lighting and fire extinguisher maintenance. It was proposed by Cllr R Claydon and seconded by Cllr C Young and agreed all in favour to appoint A&E Fire & Security as offering best value, to replace the current provider Balmoral.
- b) To ratify payment of £855 plus VAT in respect of work to refurbish Town Hall floor following damage to the surface caused by misuse during a recent event (work already carried out as urgent). Proposed to pay by Cllr R Claydon, seconded by Cllr P Barton, agreed by all. However, we still pursuing the hirer for this payment.
- c) To approve payment of £108.63 plus VAT to ELA in respect of 90 days' notice requirement for exiting lift maintenance contract. Proposed to pay by Cllr A Kendall, seconded by Cllr T Luker, agreed by all.

*Cllr John Cordwell left the room*

- d) To consider a contribution towards Young Driver Awareness Event at KLB School in February 2017 (previously contributed £400 to this successful event in 2015). A backing document explained the amount of £300 left in the current year's budget. It was proposed by Cllr R Claydon, seconded by Cllr C Young, and agreed 6 in favour 3 against, to contribute £300 towards this event.

*Cllr John Cordwell returned to the room*

- e) To approve 1-day Brushcutter/trimmer training course for Caretaker at a cost of £150. The caretaker will be able to undertake additional strimming/weeding duties over the summer with this training as requested by Council last year, proposed to approve by Cllr P Barton, seconded Cllr R Claydon, agreed 8 in favour, 1 against, 1 abstention.
- f) To approve Buildings Manager training for NEBOSH Health & Safety qualification, 1 day/week for 14 weeks January to March 2017, cost £1250. The Clerk explained

that this training is to protect both the Council and the staff member and is considered the basic industry requirement for a buildings and facilities manager whoever and wherever they are in post. The Council has taken on two more buildings over the past 18 months and the knowledge now required surpasses basic DIY skills. Complying with increasing health & safety regulation is vital for the council to demonstrate professionalism. It was proposed by Cllr R Claydon seconded by Cllr June Cordwell and agreed all in favour to approve this training. It was not considered that an online course could provide the training necessary

- g) To receive quarterly report for Sept-Nov 2016 from Youth & Community Services and approve invoice for £3298. It was suggested that attendance numbers are disappointing considering the amount invested financially in youth activities. However it was proposed by Cllr P Barton and seconded by Cllr A Proctor to pay this invoice, agreed all in favour. A mid-term review meeting will be held at the end of January with YCS.
- h) To confirm acceptance of quote for £374 plus VAT to replace water heaters and radiator in Heritage Centre. Cllr Claydon questioned why the Town Council was paying this invoice; the Clerk responded that this was an emergency repair as the centre had no hot water and the radiator was leaking over the floor in the toilet area and that it was considered that the recent agreement of supporting repairs to the Heritage Centre included the structure and fabric of the building. It was proposed by Cllr P Barton seconded Cllr June Cordwell and agreed 7 in favour, 2 against, 1 abstention to approve this payment.
- i) Budget 2016/17. Report of expenditure against budget; noted as healthy. The Clerk will respond to Cllr Claydon's request for more information about the youth budget.
- j) To approve the accounts for payment. A few extra late payments were added to list and emailed to all, it was proposed by Cllr T Luker seconded Cllr A Kendall and agreed by all to pay total net of £20,014 for Town Council payments and £1455 Town Trust payments.

**T.5178 Grants** -To consider grant application from Cobalt, received after budget deliberations, and to decide if an amount should be added to the grants budget for FY 2017/18 (£50 given May 2016). It was requested that this is added to the January meeting when the budget will be confirmed and approved.

**T.5179 Civic Centre Car Park** - To consider whether to erect a height barrier to entrance of Civic Centre car park. Discussions centred on a previous height barrier that was demolished a few years ago by a high vehicle, and the need for this barrier given that various traders/large vehicles are starting to use the car park, and also the likely cost of a barrier to the council. It was proposed by Cllr John Cordwell and seconded by Cllr C Young that the legalities of access/use by adjacent Bear St garage are investigated and that the cost of installing an 'opening' height barrier is investigated, agreed 8 in favour, 2 against thus carried.

**T.5180 Signage for Youth Centre/Chipping Clubroom** -To consider forming a Working Group to progress this issue. The Clerk highlighted various issues which need to be addressed, for example, two signs are needed for above youth centre and a central sign for 'Wotton Youth & Community Centre', the location & sizes of signs, type and style of signs and their design, who would manufacture, whether planning permission is needed, cost of design & production and any consultation needed. A working group was agreed to comprise of Cllrs June & John Cordwell, P Barton, A Proctor, C Young, T Luker; meeting to be arranged in January.

**T.5181 Events 2017 at Wotton Community Parc** – to consider request for permission from WCSF to hold events at New Road site as follows: Circus, Music Festival, Action Challenge sponsored walk ‘pit-stop’, Round Table bonfire night. It was proposed by Cllr T Luker and seconded by Cllr A Kendal to approve these requests, agreed by all.

**T.5182 SDC Meeting with Parish & Town Councils** –invitation from SDC to a meeting on 19<sup>th</sup> Jan 17, 7pm SDC Council Chamber, with a light supper available from 6pm; and earlier, from 4pm the Planning Service will be providing a planning update and discussion forum, plus an opportunity to meet planning officers. To decide who would like to attend. It was agreed that three Councillors would likely attend, to be confirmed, although most likely to be Cllrs John Cordwell, T Luker, P Smith.

**T.5183 Adoption of Phone Kiosks** – To consider if Council wishes to adopt phone kiosks at Gloucester Row or Synwell Green, which are otherwise intended for removal by BT due to low usage. Although the item was delayed from the last meeting Cllr Farmer provided no further information, and the interim draft report by a SDC officer in response to the BT consultation was considered. It was proposed by Cllr R Claydon and seconded by Cllr John Cordwell and agreed all in favour to support the SDC response of consenting to the removal of Gloucester Row kiosk which had seen no calls in last 12 months, and objecting to the removal of the Synwell Green kiosk due to the large housing estate nearby and the fact that some call usage is seen.

**T.5184 Code of Conduct**–to approve minor amendment (clause 4.8 replacing Proper Officer for Monitoring Officer for the granting of dispensation requests) as recommended by Special Purposes Committee, and as highlighted as agreed by Legal Manager K Trickey from SDC, proposed by Cllr R Claydon, seconded Cllr A Kendall, agreed 9 in favour, 1 abstention.

**T.5185 Traffic Regulation Orders** – To review proposals for Traffic Regulation Orders for Wotton-under-Edge arising from Town Council suggestions after Glos CC feedback. A map and backing documentation was provided to assist the Town Council in considering the TRO proposals after Glos County Council Highways Officer had looked at the Town Council’s previous proposals. County Cllr John Cordwell commented that the County Council has had no specific TRO budget since 2010 and that funding would be down to the parish of approximately £10 to 15,000. After consideration of each scheme it was proposed by Cllr N Pinnegar and seconded by Cllr R Claydon and agreed by all that the following responses are returned to the Highways Manager:

- Synwell Playing Fields, road alongside needs extra lines and/or repainting of existing lines
- Potters Pond needs double yellow lines on both sides not just one side
- Dyers Brook double yellow lines need to be extended up to Ludgate Hill from Water Lane
- Westfields Rd disabled bay is not repainted and we question why
- White lines need to be re-done all around Wotton as in other local towns
- Inability of traffic to see the severe road humps in Symn Lane – they need painting
- Gloucester St needs bollards on wide pavement to deter parking in addition to road yellow lines
- Mount Pleasant corner where it meets the school is a problem parking area needing attention

**T.5186 Town Trust** – date for Town Trust meeting including looking at budget and accounts is 12th January 2017 at 7pm – backing papers to be sent early January.

**T.5187 Good Deeds Section:** Thanks to Volunteers – to acknowledge recent volunteer work for the benefit of the town/community. It was agreed to send a card of thanks to Mrs Pam Smith for service to the Town Regeneration Committee and wish her

well in recuperation. Also a thank you card to Nikki Nevitt of Market Street Hairdressers for organising the Wotton Christmas event.

**T.5188 Clerk's Report** A detailed report of Council administration and buildings activity over the month was provided. The Council wishes the Administrator well in her recovery and also thanks the caretaker for his hard work. Cllrs Proctor & Young were thanked for carrying out the quarterly internal audit inspection .

**T.5189 Correspondence** to note or request action:

- a) To note email from Round Table informing us that they will be lighting a beacon to mark 100 years since the end of the First World War on 11/11/2018. Update to follow nearer time.
- b) To note letter from Wessex Water informing of change of business name to Water2business from 1/4/2017 due to deregulation changes in the water industry.
- c) To note 2.55% increase in Council Tax base for the year 2017/18, advised by SDC. Brochures/Newsletters for information only: War Memorials Trust Bulletin November 2016; Countryside Voice Winter 2016

**T.5190 Reports from Councillors & meetings attended**

County Council –County Cllr John Cordwell provided a written report highlighting Highways dissatisfaction levels amongst parishes, county council draft budget deliberations with £35m needing to be cut, and various issues from the December county council meeting which can be watched at [www.gloucestershire.gov.uk/watch-council-meetings](http://www.gloucestershire.gov.uk/watch-council-meetings)

District Council – a 4 page report was provided by district councillors on various issues. District Cllr K Tucker highlighted a NHS Trust meeting whereby they stated they had no plans to further close Stroud Hospital A&E after its night-time closures. It is not clear why the new Vale Hospital in Dursley is suffering daytime A&E closures. SDC leaders are busy setting budgets at the moment. Comments are expected on the Holywell Farm application this week. New rubbish collection system is still seeing some problems but overall improving with better recycling rates. Regarding Fountain Crescent land, SDC is in talks with four companies concerning sale and housing provision.

PROW & Amenities Committee – not met

Finance & Special Purposes Committee – no report

Allotments Committee – meeting deferred until January

Youth Liaison Group – Ms K Elliott has been re-elected as chairperson. Six projects have been supported over the past year. Signage is requested for the youth centre exterior. YLG has considered rebranding itself to Wotton Youth Partnership.

Town Regeneration Partnership – not met.

WC Sports Foundation – the new safe path saw a good opening event with a cross section of age groups. At the AGM Barnaby Beere has agreed to stand as chairperson for one more year but a number of his roles have been delegated to others.

Wotton Pool – not met, AGM is 9<sup>th</sup> January when a few positions will become vacant

Wotton in Bloom – not met

Walking Festival – grant was highly appreciated. Activity is now planning the walks.

Insurance for leaders & liability of walks is being investigated.

CAB – Cllr Young attended his first Citizens Advice Bureau board meeting but was appalled at lack of organisation and structure of the meeting

Heritage Centre – new LED display cabinets now in situ, plans to revamp reading room and improve kitchen. Laptop to be very useful with the Heritage Project camera.

Synwell PFC–no report from representative. Grant request is to be discussed in January.

**T.5191**      **Town Affairs** – no comments received

**T.5192**      **Pre-Application comments invited – Malthouse Yard, Bear Street (2016/1033/WIG)**. Conversion of existing north and south range into 10 flats and 2 houses. Demolition of west range and construction of 2 flats over 8 parking spaces. The previous planning history of the site from 2008 was discussed in detail and the problems this caused when Gloucestershire County Council highways engineers trialled a road system at the entrance with cones causing traffic chaos as lorries could not negotiate the junction, resulting in that situation needing traffic direction by the highways engineers themselves. The draft dwelling proposals and layout were considered by this Council however, the lack of sufficient parking allocated to the dwellings (two cars spaces per new dwelling needed in Wotton for new properties in the 2015 Stroud Local Plan) and the high number of dwellings on this site lead this council to not be supportive of this development proposal. It was proposed by Cllr John Cordwell and seconded by Cllr R Claydon and agreed by all that the above comments are relayed back to the developer after their request for community feedback.

**NEW APPLICATIONS.** Plans of these applications are no longer supplied to the Town Council in paper format. *Councillors must look at the plans online before the meeting on the SDC website at: [www.stroud.gov.uk/docs/planning/planning\\_application\\_search.asp](http://www.stroud.gov.uk/docs/planning/planning_application_search.asp)*

**T.5193**      **S.16/2654/TCA 29A Bradley Street, GL12 7AR.** Trees in a Conservation Area. Removal of Ash tree. It was proposed by Cllr R Claydon seconded by Cllr June Cordwell to support this application agreed all in favour.

**T.5194**      **S.16/2681/LBC 8 High Street, GL12 7DB.** Renovation and refurbishment of existing building to provide a new retail unit at ground floor and two residential flats at first floor. Demolition of rear extension and creation of new parking area.

**S.16/2680/FUL 8 High Street, GL12 7DB.** Renovation and refurbishment of existing building to provide a new retail unit at ground floor and two residential flats at first floor. Demolition of rear extension and creation of new parking area. It was proposed by Cllr R Claydon seconded by Cllr P Barton agreed all in favour to support these applications. The Town Council is pleased to see this building being renovated, however, would like to see the following conditions met:

- The voussoirs & keystones should be retained on the façade of the building since they form part of the building's heritage and are highly visible in the streetscene.
- The application is not clear what type the new windows will be - eg sash? And what glazing ? This should be stated and clear and comply with planning authority regulations.
- Parking arrangements are unclear and it appears that the possible stated parking is inadequate considering two new flats/dwellings being created and commercial parking access/deliveries will still also be needed. Wotton requires 2 parking spaces per new dwelling in the SDC Local Plan Nov 2015 due to its narrow streets, lack of parking and difficult access.

**T.5195**      **S.16/2712/TCA Renishaw PLC, Old Town,** Trees in a Conservation Area. Row of 6 x 10m Lime trees and 4 x 10m Maple trees - re-reduce to the previous level with any extra dead wood removed at the same time. This will involve an average crown reduction of up to 5m. It was proposed by Cllr R Claydon seconded by Cllr June Cordwell to support this application agreed all in favour.

**T.5196 S.16/2711/TCA Tamarisks, Symn Lane, Trees in a Conservation Area.** Ailanthus Altissima- remove branches overhanging Symn Lane, potential hazard to BT phone lines. It was proposed by Cllr P Barton seconded by Cllr N Pinnegar to support this application agreed all in favour.

**T.5197 S.16/2769/TCA 6 Potters Pond, GL12 7HF.** Trees in a Conservation Area. Western Red Cedar - Fell. It was proposed by Cllr R Claydon seconded by Cllr P Barton to support this application agreed 9 in favour 1 abstention.

*The following two applications are responded to by the Clerk under delegated powers after Council consultation, due to SDC Planning Authority time constraints.*

**T.5198 S.16/2795/FUL Green Keepers Store, Canons Court Golf Club, Bradley Green,** Proposed change of use from green keepers store to a dwelling (resubmission following refusal S.16/1621/FUL). It was proposed by Cllr R Claydon seconded by Cllr June Cordwell to object to this application, agreed 9 in favour 1 abstention, since nothing has changed on the plans since the previous SDC refusal and our previous concerns regarding the change of use of this site still remain, namely:

1. *Due to the rural location, the proposed dwelling would be distant from shops, services and employment opportunities and would have limited opportunities to make use of a wider range/mode of transport other than the private car. With this unsustainable location the proposal is therefore contrary to the wider housing strategy and Policies CP3, CP14 and CP15 of the adopted Stroud District Local Plan, November 2015.*

2. *No overriding local need or rural justification has been provided for the proposed conversion. No significant environmental or landscape improvements have been identified. The conversion does not make a positive contribution to the sense of place, the wider setting or landscape, including the adjacent AONB. The proposal is therefore contrary to Policies CP14, CP15 and ES7 of the adopted Stroud District Local Plan, November 2015.*

3. *The conversion of this building would not be possible if the golf course were still in existence and it is not clear how the loss of existing commercial/employment land is justified. The proposal is therefore contrary to Policies EI3 and EI4 of the adopted Stroud District Local Plan, November 2015.*

**T.5199 S.16/2783/HHOLD The Patch, Bradley Green, Wotton-Under-Edge** Double storey side extension and loft conversion (resubmission of S.16/0929/HHOLD). It was proposed by Cllr John Cordwell seconded by Cllr N Pinnegar to make no comment on this application agreed all in favour.

*This completed the business of the Town Council at 9pm*

Signed: ..... Dated: .....

Chairman of Wotton-under-Edge Town Council