



# Coleford Town Council

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## Bells Field Implementation Committee

Friday 6 March 2018

### Minutes

**Attendees: Cllrs Kay, Lusty, Baird, Penny and Holloway**

Apologies were noted from Cllrs Ball, C Elsmore & E Elsmore & Thompson  
In Cllr Thompson's absence Cllr. Baird took the Chair.

1. There were no declarations of interest on items on the agenda here were no dispensation requests
2. The minutes of meeting held on 6 February 2018 were noted  
Cllr Kay asked that it be noted that Cllr Baird chaired this meeting.

### 3. To review the budget figures

Although no figures had been prepared for this meeting a generic reporting spreadsheet was reviewed by members. Cllr Penny also shared a document that he had pulled together for his own understanding – this to be discussed with the Clerk.

Cllr. Penny shared the Afan cash flow forecast document with members and all felt that this was a valuable project management tool.

It was noted that the s106 funds are still not within the accounts of Coleford Town Council.

### 4. To have an update on the progress of the project

The Bellinger Design landscape progress report dated 28.2.18 was reviewed as well as site photographs taken on 6.3.18. Members noted the significant progress on site to date. It was requested that Cllr. Penny gain a greater understanding of the delays surrounding the S278 agreement. Cllr. Penny provided the committee with an overview of the water run off situation that had occurred on the evening of Monday 5<sup>th</sup> March and the actions taken. Members were grateful for the swift professional response from all involved. Disappointment was noted at the lack of report from Paul Thornton Building Design with regards to the Building Contract on site. It was also reported that a cash flow forecast had been requested but had not yet been received.

The remainder of this item was taken in committee.

### To have an update on funding opportunities

No information was presented to the meeting and members requested an update against the items noted from the meeting held on 6 February.

### 5. To agree to create the maintenance plan for the park

Members discussed this item but felt until the Landscape and Ecological Management Plan are produced to guide the requirements that they have insufficient information to make an informed recommendation.

Cllr. Holloway proposed a 10 minute extension to the meeting. All agreed.

### 6. To agree the format regarding the opening ceremony

Members proposed the following:



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- The event to be held between the hours of 2pm and 4pm on a Saturday
- That the Minister of Parks and Green Spaces be invited to open the park
- The event to include a formal ribbon cutting and dedication of the memorial bench, displays on the skate park and bike pump track, and a theatrical performance at the amphitheatre. Guides should be provided to take people around the park pointing out the various aspects the scheme delivers.
- Cllr Holloway suggested possibly a community hog roast could also be provided and members agreed that any catering/hospitality must be available for all and not just invited guests.
- A specific date could not be agreed this early in the programme.

## **In Committee:**

Part of item 6 was taken in committee due to the resignation of the project manager.

Cllr. Penny provided an overview of the reasons of the resignation and these were accepted by members present. Cllr. Penny then explained that he and Cllr. Thompson had assumed a joint 'temporary project management' role pending this meeting – the split being Cllr Thompson handling technical and health and safety items and Cllr Penny taking an oversight of budgets and timelines. The committee discussed this position and agreed unanimously that this could be permanent for the duration of the project if Cllrs Penny and Thompson were in agreement. It was noted that all communication from Principle Designers should also be sent to Cllrs Penny and Thompson.

The meeting closed at 8:05pm