



Coleford Town Council

Bells Field Implementation Committee Tuesday 3 July 2018 Minutes

**Attendees: Cllrs C Elsmore, E Elsmore, Allaway Martin, Lusty, Kay, Holloway, Thompson & Penny
Mr Colin Price**

The Chair invited Mr Price to explain his situation regarding the access. Mr Price stated he needed access, his preferred position would be that the Council sell him a small parcel of the access route. He would forgo a vehicular access and manoeuvre his trailer through a newly installed gate and the service entrances. His fall-back position would be that the access route is cleared and maintained.

1. Apologies were noted from Cllrs Baird & Ball
2. There were no declarations of interest on items on the agenda
3. There were no dispensation requests
4. The minutes of meeting held on 4 June 2018 were agreed. It was noted that whilst the totals were correct in the financial statement there were some other errors which were corrected on the database.

5. To receive a project update for the Landscape and Building Contracts

6. To review project timelines

Cllr Penny reported that the building was on schedule to be completed by 20 July 2018. This would be practical completion and would be handed to the Town Council. It was vital that a formal hand over agreement with Afan was agreed. The Clerk stressed the importance of a complete facilities check including all meters so that the Council did not incur any costs and also that the public toilets were available to Afan. The Clerk would ensure that the building was included within the insurance policy. The Landscape contractors insist that the competition date would be met even though at present they appear to be behind time. The skate park has been handed to Afan with a clear ROSPA check. Thanks were given to Bellinger Design for their diligence concerning the drainage.

7. To review project finances and cash flow predictions

Forecasts attached. Cllr Penny stressed that the July Finance & Office would have to look hard at the whole budget to ensure that sufficient funds were available for the whole year.

8. To make recommendation re Landscape and Ecological Management Plan

It was proposed that Bellinger Design be appointed to complete the plan at a cost of £10,000.00 and that the Clerk and those members of the committee that are available would attend the meetings to create plan.

Proposed Cllr Thompson

Seconded Cllr C Elsmore

On being put to the vote it was unanimously agreed

A 30 mins extension was proposed

Proposed Cllr Holloway

Seconded Cllr Lusty

On being put to the vote it was unanimously agreed



Coleford Town Council

9. To agree to the plans for the opening ceremony

The Clerk was requested to call a meeting of the working group as quickly as possible

10. To agree to the next newsletter

It was proposed that the Clerk produce the text for the newsletter which will lead with the skate park. That it is professionally set but that it is printed in house. The Clerk will endeavour to produce this within a week

Proposed Cllr Penny

Seconded Cllr C Elsmore

On being put to the vote it was unanimously agreed

11. To have an update on funding applications

The Clerk reported that the grant application to the Growing communities fund for the boardwalk had been successful. Half the funds would be paid in the next few weeks. The project would need to be started with 12 months.

12. To agree project decisions

- To agree to the signage for the entrances
- To agree to the arch at the Bells Place entrance
- To agree to the number and types of benches and picnic tables
- To agree to Five Acres High School planting the memorial garden

It was proposed that

- The entrance signage would be the Musketeer range Holbeach design in black with silver lettering in Ariel font
- the entrance arch would be the Shirley Park design minus the flowers in black with silver lettering in Ariel font saying Bells Field
- the council would decline the offer of benches from Afan
- Five Acres High School should be invited to play a part in the planting of the memorial garden

Proposed Cllr Penny

Seconded Cllr C Elsmore

On being put to the vote it was unanimously agreed

Cllr Kay left the meeting

It was proposed a further extension of 30 mins

Proposed Cllr Penny

Seconded Cllr Thompson

On being put to the vote it was unanimously agreed

In Committee

13. To agree to the security aspects relating to the skate park

After much debate and concern for the safety of the young people accessing the construction site it was proposed that the Town Council finance a security guard during weekday evenings 4.00 pm – 11.00pm and 12.00noon – 10.00 pm on Saturday and 10.00 am – 10 pm on a Sunday.

Proposed Cllr Penny

Seconded Cllr C Elsmore

On being put to the vote it was unanimously agreed



Coleford Town Council

14. To agree to the actions required re the access route for the property in Prospect Close

The comments from Mr Price were taken into account

Recommendation

That the recommendation from Cllr Penny is agreed.