



# Coleford Town Council

---

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday 24 April 2018 at 7.00 pm there were present:

Cllrs. Mr N Penny (Mayor)  
Mr P Kay  
Mrs N Holloway  
Mrs C Allaway-Martin  
Mr I Baird  
Mr C Elsmore  
Mrs E Elsmore  
Mrs M Cox  
Mr R Drury  
Mr C Haine (Administrative Assistant)

Public: Dist. Cllr. R James, Mr W Williams  
Mr S Brown, Architectural Services, Lawnstone House

## Public Forum

Mr Williams circulated a statement re: Lawnstone House, and read out, raising concerns that this is the first project of this type to be done by the Forest of Dean District Council (FoDDC), and he believed that they had got themselves into a complete mess with both process and design, summarising his concerns within the statement with his main point that such an alternative should have been considered at the outset, feasibility considered and costed alongside any other alternative architect's dream. More importantly there should be no 'us and them' with this Council scheme, and that the District Council should want what the residents want and that residents should be allowed to define their own environment through this type of local planning. He believed it to be a theme which begins in the Localism Act, continues in the National Planning Policy Framework and is embedded even in the districts own edicts, but all of this has been ignored. He urged for the Town Council to stay resolute and fight for local planning for Coleford's future wellbeing and protection.

Cllr. Penny thanked Mr Williams for his comments and stated that many points within his statement had been fed back to the FoDDC at the meeting held on 23 April 18.

1. Apologies were noted from Cllrs Ball, Hale, Lusty and Thompson
2. Cllr. Penny declared a pecuniary interest in Item 7
- 3 There were no dispensation requests.
- 4. To approve the minutes of 27 March 2018**  
It was proposed that the minutes of 27 March be agreed.

**Proposed: Cllr. Baird**

**Seconded: E Elsmore**

On being put to the vote it was unanimously agreed.

## **5. To raise matters arising from the meeting of 27 March 2018**

There were no matters arising from 27 March minutes.

Cllr. Penny signed off the minutes.



# Coleford Town Council

---

**Cllr. Penny brought forward Item 13, to maximise time and to accommodate Mr Brown's commitments**

**13. To agree actions regarding Lawnstone planning application**

Cllr. Elsmore summarised the recent meeting with FoDDC, and essentially raised three main areas for discussion: 1. The Gateway, 2. Green area, and 3. Street Scene.

After further discussion, with Mr Brown clarifying, and acknowledgement that there had been some note taken of comments by FoDDC, with an emerging potentially improved design, it was proposed that any action or decisions should be deferred until after the meeting with FoDDC next Monday (30 April), and then for an extraordinary Full Council meeting to be called, to make recommendations.

**Proposed: Cllr. Kay**

**Seconded: E Elsmore**

On being put to the vote it was unanimously agreed.

Cllr. Penny, on behalf of the Town Council, thanked Mr Brown for attending

**Mr Brown left the meeting.**

**6. To note reports from District and County Councillors (for information only)**

GCC Cllr. Allaway-Martin reported attendance at various meetings, drawing particular attention to the opening of Pullman Place, as follows:

**March/April**

27 March	Interview with Leader and meeting DSU Officer
28 March	Full Council
29 March	CROW meeting
3rd April	Health Reference Group
10th April	ICT Review
12th April	Scrutiny update
19th April	2Gether NHSFT and GCS Trust opening Pullman Place Opening ceremony
24th April	Community meeting with Sir Michael Marmot, CCG & others
25th April,	Briefing Civil Protection Team
27th April	Briefing New Data Protection legislation

Dist. Cllr. Allaway-Martin reported attendance at meetings, drawing particular attention to a presentation re: Community Engagement Team and the sad loss of the leaving officer to the team, as follows:

**April 2018**

3 April	Briefing Allocations Plan
5 April	Cabinet meeting and admin.
9 April	Presentation Community Engagement Team and admin.
11 April	Member Development Group
13 April	Planning appeal discussion
19 April	Full Council cancelled and meeting DSU Officer re criteria for planning membership and admin.
23 April	Admin.

Dist. Cllr. James reported on the successful St George Parade and also SCARR Bandstand Group meeting, requesting help and support for their Bandstand Festival on 10 June 2018.



# Coleford Town Council

---

Dist. Cllr. C Elsmore reported much activity across a range of issues particularly on planning matters e.g. Lawnstone House, Lower Lane and Poolway.

## **Cllrs Penny left the room**

### **7. To agree payments**

The acting Town Clerk asked for a nomination to Chair Item 7, in the absence of the Mayor and Deputy Mayor, and Cllr. Kay was proposed.

**Proposed: Cllr. Baird**

**Seconded Cllr. C Elsmore**

On being put to the vote it was unanimously agreed

### **Cllr. Kay took the Chair**

Cllr Kay noted that, in respect of the Forest of Dean Citizen Advice Bureau, 4<sup>th</sup> quarter SLA payment, no summary report of activities had been received and Cllr. Kay proposed that this payment should be deferred until this report had been received, and that all other payments should be made.

**Proposed: Cllr. Kay**

**Seconded: Cllr. Baird**

On being put to the vote it was unanimously agreed.

### **Cllr. Penny re-entered the room.**

### **8. To agree petty cash payments for CTC & TIC**

It was proposed that the payments be agreed for both petty cash books.

**Proposed: Cllr. Kay**

**Seconded: Cllr. Holloway**

On being put to the vote it was unanimously agreed.

### **9. To note the cash book & the bank reconciliation**

The cash book and reconciliation were noted.

### **10. To note the budget figures**

The figures were noted, and Cllr. Penny sought clarification in respect of some budget code entries, which will be taken forward with the Town Clerk.

### **11. To agree the actions re: Bells Field Drainage Scheme**

Cllr. Penny explained the identified drainage issues, and Glos CC Highway's decisions, which has resulted in increased costs in respect of having to contain the drainage within Bell's Field, as not able to flow into other drainage systems. Cllr. Penny further reported on meetings with Bellinger Design, and Site engineers, that could offset increased costs, by making adjustments to the overall project design (e.g. railings) . It was proposed that this additional expenditure of approx. £30,400 was agreed, with mitigating figures produced and, for a letter to be sent to Glos. CC Highways, in light of what was thought to be an inconsistent approach to drainage approvals

**Proposed: Cllr. Penny**

**Seconded: Cllr. Kay**

On being put to the vote it was unanimously agreed.



# Coleford Town Council

---

## **12. To agree actions regarding the Youth Services meeting on 14 May 2018**

Cllr. Penny sought comments on the FoDDC Youth Services planned meeting, particularly in respect of who should attend and, in light of the Town Council having committed to supporting youth service provision within its 4 Year Plan, with Cllrs. Drury and Ball leading on this. Cllr. Penny invited Cllr. Drury to comment and, after further discussion, it was proposed that the Town Council, in principle, should support this initiative and for Cllr. Drury to attend, with Cllr. Ball to be invited too, to then report back to Full Council for further consideration.

**Proposed: Cllr. Kay**

**Seconded: Cllr. Baird**

On being put to the vote it was unanimously agreed.

## **Item 13 Taken earlier**

### **14. To agree actions regarding parish phone boxes**

Cllr. Penny summarised and, after further discussion, it was proposed that all the phone boxes that had been identified, were adopted, to then involve organisations, and residents, within the parish in looking at innovative ways to utilise.

**Proposed: Cllr. C Elsmore**

**Seconded: Cllr. Holloway**

On being put to the vote six were in favour, two against and with one abstention

### **15. To agree to the recommendations of the Events & Marketing Committee**

Cllr. Penny summarised and the minutes were noted, with no recommendations

### **16. To agree to the minutes of the Amenities Committee**

Cllr. Penny summarised and the minutes were noted, with no recommendations. After further discussion about grit bins, the acting Town Clerk was asked to further coordinate data, in respect of the grit bin audit, and liaise with Councillors in respect of what areas still needed to be assessed, with Cllr. Cox leading in respect of Parish Online inputting.

### **17. To note the decisions of the Bells Implementation Committee**

Cllr. Penny summarised, and the minutes of the Committee were noted.

### **18. To agree to the recommendations of the Finance & Office Committee**

Cllr. Penny summarised Items 5 and 7 from last meeting and recommendations for both were proposed. Items 6, 8 and 9 to be taken 'In Committee'.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Kay**

On being put to the vote it was unanimously agreed.

### **19. To note the decisions of the Planning Committee**

Cllr. C Elsmore summarised discussions and meetings on a number of developments, and planning decisions were noted.

### **20. To receive an update on the Neighbourhood Development Plan (NDP)**

Cllr. Cox summarised, reported on 'general conformity' and that, if the appointed examiner could process swiftly, the proposed schedule for completion could be expedited. In turn, Cllr. Cox sought Council agreement to support the proposed NDP timeline.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Kay**

On being put to the vote it was unanimously agreed.



# Coleford Town Council

---

## **21. To have a update on the St John's Church: the Next Generation**

Cllr. Cox summarised and distributed a summary report for information, reporting that the Business Plan was the priority and that a key meeting was planned with the Diocese in June.

## **22. To note reports from members (for information only)**

### **Cllr. Penny**

Cllr. Penny summarised his activities, as follows, drawing particular attention to

28 March-1 April Visited St Hilaire for charity dinner, and Berry Hill Rugby Club International Match

2 April Attended and volunteered at Coleford Carnival of Transport

4 April Meeting with Brockweir CIC re Grand Prix event

4 April Meeting with Forest of Dean Cycling Club re potential town centre event

9 April Attended cemetery with Heather Lusty to discuss grave maintenance with parishioner

9 April WW1 Working group Meeting

9 April Telephone discussions with Dr Malcolm, Citizen's Jury CIC re hospital panel and Coleford's 'pitch'

**Note:** Cllr. Penny asked for volunteers, and Cllrs. Cox, Allaway and Baird volunteered.

10 April Attended and spoke at FODDC Planning meeting re Aldi

12 April Attended conference run by Frome Town Council re Breaking the Mould

13 April Meeting with Simon Brown (Architect) re Lawnstone site

13 April Opened the new Forest Deli shop in Market Place

14 April Hidden Heritage app briefing session and Coleford litter pick

16 April Attended Forest Economic Partnership meeting at Vantage Point

17 April Meeting and walk leader training for Coleford Area Walking Festival

18 April Meeting with Simon Brown (Architect) re Lawnstone site

18 April Bells Field Site meetings

18 April Attended NDP Meeting re Lower Lane

19 April Coleford Regeneration Meeting

20 April Attended Board meeting for Wye Valley and Forest of Dean Tourism

22 April Test run for the Coleford Grand Prix

22 April Attended Coleford St George's Day Parade

23 April Bells Field Landscape and Project update Meetings

23 April Meeting with FODDC re Lawnstone House development

23 April Attended St George's Day Service at Gloucester Cathedral

24 April Visited Great Western Air Ambulance Charity to wash HM 65

### **Cllr. Drury**

April Puppet making workshops

April Festival of Words Programme design

April Festival of Words collaborative work with Rollercoaster

April Poetry 'Slam' with Schools

April Carnival of Transport

### **Cllr. C Elsmore**

April Grit Bin Audit

April Carnival of Transport

April Five Acres Fans meeting

April Planning meetings



# Coleford Town Council

---

22 April St George's Parade  
April Forester's Forest event: Litter picking

## **Cllr. E Elsmore**

April Carnival of Transport  
April Forester's Forest event: Litter picking  
April Five Acres Fans meeting  
April Planning meetings

## **Cllr P Kay**

1 March TIC am.  
9 March TIC pm.  
27 March Twinning meeting in St Hilaire de Riez.  
29 March Meeting BHRFC under 16s on their arrival in St Hilaire de Riez.  
30 March Charity dinner in St Hilaire de Riez.  
31 March Rugby matches BHRFC under16s V St Hilaire de Riez under 16s.  
1 April Joint meal with BHRFC and St Hilaire RFC.  
2 April Meeting to say good bye to BHRFC under 16s.  
10 April Twinning meeting in St Hilaire de Riez.  
22 April St George's day parade.  
23 April Meeting with contactors for Bells field.

## **Cllr. Cox**

April NDP meetings  
April St. Johns: The Next Generation meetings  
April Planning meetings  
22 April St George's Parade

## **Cllr. Baird**

28 March- 1 April Visit to St Hilaire for Twinning event  
2 April Carnival of Transport  
3 April NDP/CTC Planning Meeting  
4 April Five Acres FANS Meeting  
9 April NDP/Lawnstone House Site meeting  
10 April FoDDC Planning Committee meeting re: Lawnstone House  
18 April Interviewing for CTC Cleaner position  
18 April NDP meeting  
19 April Coleford Town Regeneration meeting  
22 April St George's Parade

## **Cllr. Allaway-Martin**

27th March Planning Committee and Full Council  
2nd April Carnival of Transport  
9th April, Admin. Grit Bin Audit  
10th April Planning meeting  
15th April Scowles area grit bins and Thurston's Rise, Owen Farm orientation  
16th April Sunnybank area Grit Bin Audit  
17th April Finance and office meeting  
18th April Planning and NDP meeting  
20th April Lords Hill area and feedback  
22nd April St George's Day Parade and assembly



# Coleford Town Council

---

## **23..To note the Clerk's Report**

In the Town Clerk's absence, no report was available. Acting Clerk reported electrical issues in the Clock Tower that had now been resolved, and also reported on grant funding that had been paid

## **To note correspondence (for information only)**

The correspondence was noted. Several items of correspondence further discussed and for acting Town Clerk to take forward accordingly, in respect of FoDDC waste, recycling issue, and cemetery matters.

## **The Public left the Room**

### **In Committee**

#### **Item 6 of Finance and Office meeting of 17 April**

Cllr. Penny reported that a Cleaner had now been successfully identified for appointment

#### **Item 8 of Finance and Office meeting of 17 April**

Cllr. Penny summarised recommendation and proposed agreement

**Proposed by: Cllr. Penny**

**Seconded: Cllr. Holloway**

On being put to the vote it was unanimously agreed

#### **Item 9 of Finance and Office meeting of 17 April**

Cllr Penny further summarised, and no recommendations necessary.

**Meeting ended at 8.55pm**