



# Coleford Town Council

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At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday, 25 September 2018 there were present:

Cllrs.	Mr N Penny (Mayor)	
	Mr B Thompson (Deputy Mayor)	
	Mrs M Cox	
	Mr P Kay	
	Mr I Baird	
	Mrs C Allaway-Martin	
	Mrs H Lusty	
	Mrs M Cox	
	Mr C Elsmore	
	Mrs E Elsmore	
	Ms A Lapington	(Town Clerk)
	Mr C Haine	(Administrative Assistant)

## Public Forum

There were no members of the public present.

**115.** Apologies were noted from Cllrs Holloway, Ball, Drury and Hale

**116.** Cllr. Penny declared a pecuniary interest in Item 122

**117.** There were no dispensation requests.

**118. To approve the minutes of 21 August 2018**

It was proposed that the minutes of 21 August 2018 be agreed.

**Proposed: Cllr. Baird**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed.

**119. To raise matters arising from the meeting 21 August 2018**

**Item 98, Page 2:** Cllr Baird sought an update on engagement with FoDDC regarding Lawnstone House development, and Cllr. Penny confirmed there had been a meeting with Claire Hughes, FoDDC, where roof tiles and wall panels had been discussed. A second meeting is scheduled, and Cllr Elsmore added that it was hoped that questions could be raised by the Town Council regarding the building works.

No other matters arising.

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

GCC Cllr. Allaway-Martin gave a report in respect of her attendance at Stowfield Quarry, where she was encouraged about how noise was managed, and their willingness to discuss lorry volume and traffic. Also a positive HOSC meeting, with good reports regarding the services currently being piloted. GCC Cllr. Allaway-Martin also gave the following written report:

3 September	Admin and HCOSC briefing
4 September	Visit Stowfield Quarry 'Shot' event
6 September	Briefing re HCOSC agenda
8 September	Briefing Euro MP
10 September	Full Council briefing
11 September	HCOSC Committee and Nominated Governors meeting, Rikenel



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12 September	Full Council x 2
13 September	Child and Family Scrutiny
14 September	Meeting with MP, Chairman's and Charity reps
14 September	NHS and Scrutiny / Assurance Conference
19 September	Environment scrutiny briefing HCOSC Working Group
20 September	GRH Urgent Pathway Orientation visit HCOSC and two years work planning meeting HCOSC
26 September	Monitoring Officer review
28 September	Scrutiny management committee + meeting HCOSC members

Dist. Cllr. Allaway-Martin gave a report in respect of her attendance at a Forest of Dean Railway event, where local mental health groups had benefitted, and profile had been raised. Dist. Cllr. Allaway-Martin also gave the following written report:

3 September	Admin
6 September	Strategic Overview Scrutiny committee
11 September	review planning membership
17 September	freedom Leisure briefing cancelled
22 September	Chairman's charity event
24 September	PPP Group presentation Forest of Dean Railway
26 September	Membership development presentation 'warm and well'
27 September	Maiden, and systems briefing

Dist. Cllr. C Elsmore also reported on Forest of Dean Railway, having attended a presentation of ambitious development plans, including the relocation of stations, and the wider benefits to the area. Also attendance at FoDDC Planning meetings, where the new home allocation for the area was emerging, as well as plans for a single -site location.

## **121. To agree payments (see attached)**

The Town Clerk, and Administrative Assistant provided some clarification on a number of payments and it was proposed that the payments be made.

**Proposed: Cllr. Allaway-Martin**

**Seconded: Cllr. Kay**

On being put to the vote it was unanimously agreed.

## **Cllr. Penny left the room**

## **122. To agree petty cash payments for the Council & TIC (see attached)**

The Town Clerk, and Administrative Assistant provided some clarification on a number of payments and it was proposed that the payments be made.

**Proposed: Cllr. Thompson**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed.

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

## **123. To note the cash books and bank reconciliations**

The cashbook and reconciliation were noted.

## **124. To note the monthly budget figures (see attached)**

The figures were noted, with some discussion how the upgraded system could further be used in respect of 'committed spend' facilities from the beginning of the next financial year.



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**125. To agree to the inclusion of the Regeneration Committee into Standing Orders**

Cllr. Elsmore summarised the Committee's purpose and remit, proposing that this new committee be adopted into Standing Orders.

**Proposed: Cllr. C Elsmore**

**Seconded: Cllr. Thompson**

On being put to the vote it was unanimously agreed.

Cllr Penny, although recognising that the Committee would allow for members of the business community, proposed that it was initially established with 6 Town Council Councillors, as follows: Cllrs Elsmore, Penny, Cox, Baird, Thompson and Allaway-Martin

**Proposed: Cllr. Penny**

**Seconded: Cllr. Thompson**

On being put to the vote it was unanimously agreed.

**126. To agree to the request from Dean Radio for the installation of a transmitter in Coleford**

Cllr Penny summarised the request from Dean Radio to expand their coverage into Coleford, and the possible siting of a radio mast on the side of, and contained equipment within, No. 4 Lords Hill. After some discussion, it was proposed that the Town Council should support, in principle, subject to more information about coverage, location of mast, power supply.

**Proposed: Cllr. Kay**

**Seconded: Cllr. Thompson**

On being put to the vote it was unanimously agreed.

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

Cllr. Penny summarised and proposed recommendations en-bloc.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed.

**128. To agree to the recommendations of the Amenities Committee**

Cllr. Lusty summarised and proposed recommendations en-bloc.

**Proposed: Cllr. Lusty**

**Seconded: Cllr. C Elsmore**

On being put to the vote it was unanimously agreed.

**129. To agree to the recommendations of the Finance & Office**

Cllr. Penny summarised Items 5, 6 and 7 and proposed recommendations.

**Proposed: Cllr.**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed.

**130. To note the decisions of the Bells Implementation Committee**

Cllr. Penny summarised Bells Meetings, and progress in respect of completion arrangements, and imminent handover this week. Decisions were noted

**131. To note the decisions of the Planning Committee**

Cllr. C Elsmore summarised planning decisions, and decisions were noted. The Lidl presentation next week, was also noted.



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## **132. To note the minutes of and hear report from the NDP Steering Group**

Cllr Penny, on behalf of the Town Council, congratulated the whole NDP Steering Group, especially Cllrs. Cox and Baird, on their sterling work, and their significant contribution over the past few years to bring this plan to this stage. Cllr Cox further positively summarised the referendum results, suggesting an 'organic' document is maintained to monitor any developments against the plan, and this was noted.

(Report attached)

## **133. To receive an update on the St Johns The Next Generation Project**

Cllr. Cox summarised progress, and the critical point of this project that had now been reached in preparing a submission to the Diocese. After further discussion it was proposed that the Town Council continue, in principle, to support to the point of the submission of the committees report to the Diocese.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Kay**

On being put to the vote nine were in favour, with one abstention

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

### **Cllr. Penny**

23 August	Attended Coleford Twinning Association meeting
25 August	Made final arrangements for pop up Jive Event in Town Centre
26 August	Attended Faddle Fair
29 August	Met with Claire Hughes and Clive Elsmore re Lawnstone House materials
30 August	Attended meetings of the NHS Trusts re the Forest of Dean Community Hospital
30 August	Attended the St Johns Church Next Generation Public Meeting
31 August	Attended Bells Field Building Contract Practical Completion meeting/site visit
4 September	Visited Bells Field to review progress
5 September	Attended Bells Field Landscape Contract review meeting
6 September	Meeting with Chris Howell re schools engagement for Remembrance events
6 September	Attended Coleford Christmas Lights meeting Cllr. Penny explained that this year would be a staggered 'switch on' and not before the WW1 Centenary events.
7 September	Attended Glos Fire and Rescue Service sponsored bed push for the Cheltenham Oncology unit
8 September	Attended official opening of Newent Onion Fayre
9 September	Visited SARA's Beachley base/training session to gain better insight to chosen charity
11 September	Meeting with Ernest Heal and PT Building Design re facilities building on Bells Field
12 September	Meeting with Chris Howell and Coleford St John School re WW1 project Cllr. Penny reported positive meetings in respect of planned schools activity in re: centenary activities
17 September	Visit to Bells Field re Fire Risk Assessment with Cllr Kay
18 September	Met with Berry Hill Primary School and Chris Howell re WW1 events
19 September	Attended Towns and Parishes meeting with FODDC Cabinet
20 September	Visit to SPP plant
20 September	Additional meeting with Bellinger Design/Afan Landscapes re: extension of time



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- 21 September Five Acres High School visit to Bells Field
- 24 September Delivering invites to Bells Field opening
- 24 September Meeting with Roger Drury re Christmas Lights parade
- 25 September Attended site meeting to discuss practical completion of landscape contract

## **Cllr Thompson**

- August/September St Johns The New Generation meetings
- August/ September Bells Field meetings
- August Bristol University Regeneration meeting
- Cllr. Thompson reported on a positive meeting

## **Cllr Allaway-Martin**

- 3 September Admin
- 4 September Risk assessment orientation and Bells Field Committee
- 5 September Risk assessment audit
- 6 September Regeneration meeting
- 7 September Bells event
- 10 September CTC Standing Orders Review Working Group and Mile End Crossroads meeting
- 20 September Mile End crossroads briefing prior to officer visit
- 22 September Bells Field meeting
- 25 September Planning and Full Council
- 27 September Halls Charity meeting
- 29 September Bells Field event

## **Cllr. Baird**

- 23 August Twinning meeting
- 31 August Twinning 'Signing' Ceremony in St Hilaire de Riez
- 5 September Handover of books to Coleford Library from St Hilaire de Riez
- 10 September CTC Standing Orders Review Working Group meeting
- 14 September Coleford NDP Referendum vote count

## **Cllr Kay**

- 1 September Meeting with associations in St Hilaire de Riez.
- 6 September Associations evening St Hilaire de Riez
- 17 September Fire risk assessment Bells Field.
- 18 September TIC am.
- 19 September CSP meeting.
- 19 September SVDA meeting.
- 25 September TIC am.

## **Cllr Cox**

- 30 August St Johns The Next Generation public meeting Main Place (41 attendees, 4 new members some offers of help)
- 5 September St Johns The Next Generation Business Plan
- 6 September Councillor training Bourton on the Water (NDP links and interest; powers and statutory distinction; standing orders review)
- 7 September Heritage Days: Deputy Gaveller (Link with Statutory Boundary Stones and Walking Festival).
- 10 September St Johns action plan
- 11 September Twinning Committee



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- 11 September Cycle path regeneration
- 14 September Count for NDP referendum
- 18 September St Johns funding meeting
- 21 September AONB tour of projects

Variety of nature of projects including: meadows (good link with G Peterken, St Briavels); Canwood Gallery and Sculpture Park; Haugh Wood FC; Tresseck Campsite; Harewood Park regeneration Duchy of Cornwall.

## **Cllr. E Elsmore**

Nothing to report

## **Cllr. C Elsmore**

- September Heritage Trip  
Cllr Elsmore reported positively, encouraging other Councillors to engage with these opportunities, to further discover new things on our doorstep
- September Parish & Town Council Meeting  
Cllr. Elsmore reported on new CCTV equipment available, to capture car plate registration data, which could also serve to monitor anti-social behaviour and traffic issues.

## **Cllr. Lusty**

Nothing to report

## **135. To note the Clerks Report**

The Town Clerk reported on a busy month, particularly in respect of Bells Field activity, and the loss of financial data, recording the Administrative Assistant's diligent efforts, in reloading a complete set of financial data from April this year, taking 4 days in total. The Clerk's Report was noted.

## **136. To note correspondence (for information only, see attached list)**

Cllr Baird reported on a drain cover, across a footpath, in Copley Drive, which is dangerously exposed, and it was noted that the responsibility for maintenance and repair was solely with the landlord. The correspondence was noted.

## **In Committee**

Cllr. Penny further summarised meetings, and discussions, in respect of Bells Field, and decisions made regarding completion arrangements and handover. The decisions were noted.

It was proposed that the increment be granted from April 2018

**Proposed: Cllr. Penny**

**Seconded: Cllr. Kay**

On being put to the vote it was passed unanimously

**The meeting ended at 8:55pm**