



Coleford Town Council

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

Cllrs. Mr N Penny (Mayor)
 Mr P Kay (Deputy Mayor)
 Mrs C Allaway-Martin
 Mr K Ball
 Mrs H Barnham
 Mr S Brown
 Mrs M Cox
 Mr S Cox
 Mr R Drury
 Mr C Elsmore
 Mrs N Holloway
 Mrs H Lusty
 Mr J Simister

 Ms A Lapington (Town Clerk)
 Mr C Haine (Administrative Assistant)

Public Forum:

No members of the public attended

94. There were no apologies.

95. Cllr. Penny declared a personal interest in Item 104, and Cllr. Holloway a pecuniary interest in Item 101.

96. There were no dispensation requests

97. To approve the minutes of 20 August 2019

It was proposed that the minutes of 20 August be agreed.

Proposed: Cllr. Holloway

Seconded: Cllr. Barnham

On being put to the vote it was unanimously agreed.

Cllr. Penny signed off the minutes.

98. To raise matters arising from the meeting of 30 July 2019

Page 1. Item 80: Cllr. M Cox, expressed her appreciation to the Town Clerk for explaining financial systems, and sight of financial papers prior to the meeting as requested. The Town Clerk stated that she was available, to any Councillors for similar training

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

Dist. Cllr Elsmore reported that it had been a quiet month and that there is an unscheduled emergency meeting this Thursday, 26 September 2019

Dist. Cllr. Allaway-Martin also reported a quiet month and the emergency meeting scheduled.



Coleford Town Council

GCC Cllr. Allaway-Martin reported on a busy month, and highlighted some Task Work, including a Youth Task Group, with council members looking for a youth strategy for young people, up to age 25, and also reported attendance at a well-attended seminar of stakeholders and partners, from which a strategy will emerge. She asked councillors to pass her any information that could feed into this Task Group. She will keep the Town Council informed of progress.

GCC Cllr. Allaway-Martin also reported on the Plastic Free Task Group, which is constructively engaging with key stakeholders, companies, and businesses, to progress this key aspect of environmental activity. Cllr. Penny welcomed this report, and keen to see links to the Coleford Plastic Free initiative. Cllr. Kay also asked that the Broadwell Recycling Centre was seen to be maximising its resources, to improve recycling activity.

She also reported on a new parking enforcement review for the County, with a new contractor, Marstons, having been appointed. Cllr, Penny suggested that this item was referred to Planning Committee, in light of the parking restrictions aspects of this review.

GCC Allaway-Martin also reported on Anti-Slavery training seminar, and will sent the Town Council notes, for awareness, as this is a worryingly increasing issue, even with the Forest.

Cllr. Holloway left the room

100. To agree payments (see attached)

The Town Clerk clarified several payments, and it was proposed all payments be agreed. The total of payments amounting to **£ 26, 676.06**

Proposed: Cllr. Ball

Seconded: Cllr. Kay

On being put to the vote it was unanimously agreed.

101. To agree petty cash payments for the Council and TIC (see attached)

The Town Clerk clarified several payments, and it was proposed all payments be agreed.

Proposed: Cllr. Kay

Seconded: Cllr. S Cox

On being put to the vote 11 were in favour, with one abstention

Cllr. Holloway re-entered the room

102. To note cash books and bank reconciliations

The cash book and reconciliation were noted.

103. To note the monthly budget figures (see attached)

The figures were noted.

104. To agree who to vote for as a representative on the GAPTC Exec committee

The Town Clerk explained the GAPTC Executive ballot process, and passed out forms of the nominees. Cllr. Ball, proposed the election of Cllr. Penny, Coleford and Cllr. Beard, Newent.

Cllr. M Cox proposed an amendment, to vote for Cllr. Penny and Cllr. Beard separately

Proposed: Cllr. M Cox

Seconded: Cllr. Elsmore

On being put to the vote this was agreed unanimously

On being put to the vote, for Cllr. Penny unanimous



Coleford Town Council

On being put to the vote, for Cllr Beard, 11 in favour, 1 against, and 1 abstention.

105. To consider attendee(s) for the GRCC Climate Workshop in Stroud on 30 October 2019

Cllr. Penny summarised and after some discussion it was proposed that Cllrs. M Cox, S Cox and Elsmore attend

Proposed: Cllr. Penny

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

106. To agree the steps for creation of the Coleford Town Council Community 5 Year Plan

Cllr Penny summarised the exercise so far, and thanked everyone who had contributed. He proposed the next step for the data to be fully captured electronically, and collated. After some discussion, it was proposed that the administrator for the Coleford NDP or another suitable person, was commissioned to undertake this exercise, for a maximum of 5 days work. The terms of reference were to capture the data, collate, group, identify emerging themes, and to make some summary proposals, to be submitted back to the Town Council, by mid-October, to be discussed at a specific 5 Year Planning meeting, with the administrator present.

Proposed: Cllr. Penny

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

107 To agree the recommendations of the Events and Marketing Committee

Cllr. Penny summarised, and the recommendations were proposed en-bloc.

Proposed: Cllr. Penny

Seconded: Cllr. Elsmore

108. To agree The recommendations of the Finance & Office Committee

Cllr. Kay summarised and, after some discussion re: Item 7 Grants, and a further recommendation that the Drop-In Centre application was deferred to the next Finance & Office Committee, the recommendations were proposed en-bloc.

Proposed: Cllr. Kay

Seconded: Cllr. Allaway-Martin

On being put to the vote it was unanimously agreed

109. To agree the recommendations of the Public Safety Committee

Cllr Holloway summarised, and Cllr. Allaway-Martin, Chair of Bells Field Committee, agreed the additional CCTV camera to be purchased for Bells Field. Recommendations were proposed en-bloc.

Proposed: Cllr. Holloway

Seconded: Cllr. Penny

On being put to the vote it was unanimously agreed



Coleford Town Council

110. To agree to the recommendations of the Regeneration Committees

Cllr. Elsmore summarised and the recommendations were proposed en bloc. After further discussion, it was also proposed re: Item 5, that a letter of thanks was sent to all those that wrote in support of the Heritage Action Zone (HAZ) funding application.

Proposed: Cllr. Elsmore

Seconded: Cllr. Penny

On being put to the vote it was unanimously agreed.

111. To note the decisions of the Bells Implementation Committee

Cllr. Allaway-Martin summarised, and decisions were noted.

112. To note the decisions of the Planning Committee

Cllr. Cox summarised, drawing particular attention to Item 8: traders licences, and planning decisions were noted.

113. To note reports from members (for information only)

Cllr Penny

22 August Attended play session at Queensway
23 August Attended play session at Sunnybank
24 August Attended Maverick Skate Jam at Bells Field
31 August Attended St Hilaire de Riez Forum of Associations
4 September Working on first stages of CTC 5 Year Plan
4 September Informal meeting with Debbie Harris - The Innovation Lab re community engagement/sustainability
5 September Attended Coleford Christmas Lights committee meeting
9 September Attended the funeral of Patrick Bolter
13 September Attended end of contract site meeting for Bells Field amenities building

Cllr. Penny pleased to report this stage of completion.

14 September Attended Newent Onion Fayre
15 September Attended Memorial Service for Margaret Shallcross

Cllr. Penny shared that this had been a well-attended event, and testimony to the high regard with which Margaret was held.

17 September Delivering trader letters for Christmas windows
19 September Bells Field site visit re Maintenance and Defect Inspection
20 September Delivering fliers for the Bells Field 1st Birthday
23 September Worked with Forest of Dean District Council to launch Recycling week by lighting the clock tower green

Cllr. Penny also reported on the Plastic-Free Coleford initiative, and its activity, encouraging more members to get involved in this key area of activity

23 September Attended the new headteacher presentations at St Johns School

Throughout the month facilitating 5 year plan generation

Cllr. Kay

19 September Delivering leaflets Re: Bells Birthday event

Cllr. Kay expressed disappointment, that only a few councillors had distributed the leaflets, as it would be a less onerous task, if the task was shared, as well as the benefits of engagement with residents



Coleford Town Council

19 September Five Acres High School

Cllr. Kay reported on an exchange trip of 5 Acres Pupils scheduled for St Hilaire De Riez next year, and also a group of primary school children coming to Coleford next year too.

Cllr. Kay also reported on a scheduled Twinning event, with two St Hilaire de Riez chefs next year, 27 March, hosting a French cuisine evening in Coleford, which will be a ticketed event to raise money for the Twinning Association. Venue to be confirmed

Cllr. Simister

Cllr Simister raised concerns about rough sleeping in the parish, and to discuss with the Town Clerk outside of the public forum

Cllr. M Cox

Cllr Cox reported on the Soudley Valley Geological walk, and met someone who was keen to be part of next year's Coleford Walking Festival.

Cllr. Elsmore

Cllr. Elsmore reported on attendance at some of the Heritage Open Days, and Westbury Tower particularly well attended.

Cllr. Elsmore updated on the new Stagecoach bus arrangements, and that he had had many conversations with Glos CC, who were seeking to address concerns, with Stagecoach who were committed to their Plan, and were actively considering additional resources, recognising the need to address quickly.

Cllr. Allaway-Martin left the room

Cllr. Ball

Cllr. Ball raised concerns about a Planning Application pertaining to Palmers Flats, stating that he felt that the decision was wrong, and that he wished to seek members support to call in this decision. The Town Clerk, and Cllr. Penny, advised Cllr. Ball that Standing Orders were clear on a members responsibilities in respect of such matters, and the Town Clerk to advise him outside this Public Forum.

Cllr. Ball raised concerns of alleged drug activity in Coleford, and Cllr. Elsmore agreed to raise further at the next Police Liaison meeting.

Cllr. Ball reported incidents of xenophobia, having been personally affected, was concerned that this was evident across the Forest, and that his should not be accepted in any form.

Cllr. Allaway Martin re-entered the room

Cllr. S Cox

Cllr. S Cox reported on concerns that had been raised with him, by a resident, in respect of the No. 22 bus route.

Cllr S Cox also raised concerns about rough sleeping in the parish

Cllr. Cox reported on attendance at various Heritage events, which had been varied and interesting.

Cllr. S Cox reported on a meeting with UWE students and staff, and was impressed by their enthusiasm to be further involved with regeneration activity

Cllr. Drury

Cllr. Drury reported on his experience on the No. 22 bus, and was concerned about safety issues, in light of the absence of a bus stop on Lords Hill. Cllr. Drury raised wider concerns about the new



Coleford Town Council

bus arrangements, and asked Cllr. Penny to further consider a meeting with other Mayors, across the Forest, as previously suggested, and Cllr. Penny suggested that this is considered by the Public Safety Committee, with GCC and Stagecoach representatives further invited.

Cllr. Drury reported on a meeting with the Canopy Arts Network, and that this had identified further possibilities for next year's Walking Festival.

Cllr. Brown

Cllr. Brown reported on her involvement with the outstanding matters pertaining to Bells Field, and is committed to offer his professional expertise further and, as necessary.

Cllr. Barnham

Cllr. Barnham apologised for her non-attendance at the last Public Safety meeting, as she had not been informed.

Cllr. Barnham raised further concerns about Public Rights of Way on the Thurstan's Estate, and the Town Clerk confirmed that his had been raised several times with GCC.

Cllr. Barnham also raised Thurstan Estate residents' concerns re: roads, and general issues on the Estate, including roads still not having been adopted. Cllr. Barnham asked Dist. Cllr. Allaway-Martin to take this matter forward with Highways.

Cllr. Allaway-Martin

Cllr. Allaway-Martin reported on a number of meetings with Brian Watkins, GCC Highways, about a number of issues across the parish.

114. To note the Clerk's report.

The Town Clerk reported on another busy month, and asked for volunteers to help, on the day, of the Bells Field 1st Birthday event, and a number of councillors committed.

Cllr. Drury asked whether the Friends of Bells Field was to be established, and Cllr. Penny advised that this was still planned, but could not be progressed until contracts had been completed, with existing contractors.

115. To note correspondence (for information only)

The Town Clerk reported that copies of the NHS brochure: 'Fit for the Future' - Developing Urgent and Hospital Care in Gloucestershire, and it was agreed that Cllr. Simister would coordinate a Town Council response, as Forest Health Forum representative. Cllr. Penny noted MP Mark Harper's response, in respect of the unsuccessful HAZ funding application, and it was suggested that a letter of response is sent asking him to seek an appeal of this decision as he has done for a previous local councils.

Cllr. Elsmore noted GCC. Cllr. Nigel Moor's response, in respect of Stagecoach, and it was agreed for him to be invited to the next Public Safety meeting, in October.

In- Committee

116. To agree to the contractor for the Town centre street furniture painting

The Town Clerk summarised the quotation received, and Cllr. Elsmore sought further clarification on the specification. It was agreed that this matter be deferred to the next Amenities Committee meeting, and further quotes are sought

Meeting ended: 8.30 pm