



# Coleford Town Council

---

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday, 26 March there were present:

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

Mr Dennis Priest and Dist. Cllr. James

**279.** Apologies were noted from Cllrs. Kay and Drury.

**280.** Cllr. Penny declared a pecuniary interest in Item 292

**281.** There were no dispensation requests

**282. To approve the minutes of 26 February 2019**

It was proposed that the minutes of 26 February 2019 be agreed.

**Proposed: Cllr Ball**

**Seconded: Cllr. Holloway**

On being put to the vote 9 were in favour, with one abstention.

**283. To raise matters arising from the meeting of 26 February 2019**

**Page 1.** Cllr Ball sought an update on Item 260 and Cllr. Penny reported that, following a subsequent conversation with Forest of Dean District Council (FoDDC), they will invoke decision powers to implement the originally proposed name.

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

Dist. Cllr. James reported that this would be his last meeting representing his current Coleford ward, as he plans to re-stand in Newland and Sling. Cllr. Penny, on behalf of the Town Council, thanked Cllr. James for his support.

Dist. Cllr C Elsmore reported that, at the last Full Council, a new Finance Officer had been appointed. Attendance at the following meetings:

1 March	FoDDC Civic Dinner
14 March	Cabinet Meeting
16 March	Forward Planning Meeting
21 March	Audit
21 March	Full Council

Dist. Cllr. Allaway-Martin reported a quiet month

GCC Cllr. Allaway-Martin reported attendance at a an 'Adverse Childhood Experience' (ACE) training event, which had some good resources, including a video, that she would like to



# Coleford Town Council

---

present at a future Town Council meeting, to consider in the context of a preventative strategy agenda. Also reporting that she has volunteered for a Task & Finish Group regarding youth provision across the County and it was agreed that Euan Ball, already working on youth issues on behalf of the Town Council, should speak with Cllr. Allaway-Martin.

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

The Town Clerk provided some clarification on a number of payments, including payment to Carnival of Transport within this financial year, and it was proposed that all payments be made.

**Proposed: Cllr. Ball**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed

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

It was proposed that payments be made.

**Proposed: Cllr. Ball**

**Seconded: Cllr. Thompson**

On being put to the vote it was unanimously agreed

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

The cashbook and reconciliation were noted.

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

Cllr. Penny summarised the year spend, and was very pleased to report the healthy 'in-budget' situation at the end of this financial year, especially in light of the Bells Field project, the increased expenditure and need for cash flow to be managed carefully. Thanking especially the Town Clerk, other office staff, and also Councillors, for such effective finance management throughout the year. The Town Clerk provided some clarification on several budget codes expenditure/income and the figures were noted.

## **289. To note the recent in house audit**

Cllr. Lusty summarised her recent, successfully undertaken audit, and it was noted.

## **290. To have an update re the improvements within the Coleford conservation area**

Cllr. Penny reported that he, and Cllr. Allaway-Martin, had had discussions re: town centre building improvements, with Peter Williams and Wendy Jackson, FoDDC and, in respect of enforcement there are powers but they are invariably only used as a last resort. More positively, it was reported that, in respect of achieving improvements, there is funding in the region of £33m being made available by Historic England for the south-west, specifically for 'Heritage Action Zones'. In turn, it was suggested that a meeting is arranged with a representative, from Historic England, and for the Town Clerk to liaise with Wendy Jackson accordingly. After some discussion, Cllr. Penny confirmed that Coleford is definitely on the 'radar' and well placed when monies become available, at which time pursuit of funding can be formalised. In the meantime, it was agreed that Cllr. Ball would lead on engagement with some of the identified premises in Coleford.

## **291. To agree to the donation of a prize for St Hilaire de Riez Twinning association Charity Dinner**

Cllr. Penny summarised and, in acknowledging the generosity of the St. Hilaire Twinning Association, in respect of a 'gifted' holiday auctioned at last year's Mayor's Charity event, proposed that a reciprocal gift be offered in return for their forthcoming Civic Event. After some



# Coleford Town Council

---

discussion, it was proposed that a local activity / local produce package is awarded to the value of £250.00.

**Proposed: Cllr. Thompson**

**Seconded: Cllr. Holloway**

On being put to the vote it was unanimously agreed.

**Cllr. Penny left the room**

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

Cllr. Holloway summarised, and proposed recommendations en-bloc. In respect of Item 5, the Scouts have since responded, and Cllr. Penny will now be attending a Scout presentation at Bells Field to hear pledges and promises.

**Proposed: Cllr. Holloway**

**Seconded: Cllr. Lusty**

On being put to the vote it was unanimously agreed

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

## **293 To agree to the recommendations of the Amenities Committee**

Cllr. Lusty summarised and proposed recommendations en-bloc,

**Proposed: Cllr. Lusty**

**Seconded: Cllr. Ball**

On being put to the vote it was unanimously agreed

## **294. To agree to the recommendations of the Contract Management 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

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

Cllr. Penny summarised Items 5, 6, 7, 8 and 9 and decisions were noted. Item 11 to be taken "In Committee". In respect of Item 10, and after further discussion, it was proposed that the waste disposal company & LRS, were formally approached to seek sponsorship funding for a dedicated recycling bin, in line with the Plastic Free Coleford' Pilot Scheme Action Plan

**Proposed: Cllr. Ball**

**Seconded: Cllr. Holloway**

A proposed amendment, following further discussion led by Cllr. Baird, was made, to exclude reference to 'Plastic Free Coleford' Pilot Scheme Action Plan'. Cllr. Holloway accepted the amendment.

**Proposed: Cllr. Baird**

**Seconded: Cllr. Holloway**

On being put to the vote, it was unanimously agreed.

This amended proposal therefore was passed. The substantive motion fell.

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

Cllr. C Elsmore summarised, and planning decisions were noted. Cllr. Elsmore also reported that a meeting was now scheduled for next Monday, 1 April, with GCC Cllr. Nigel Moore Re: Lidl application.



# Coleford Town Council

---

## 297. To agree the next steps for the St John's Church: the Next Generation Project

Cllr. Cox summarised the current position, following the AGM and, with regret, reported that it had been voted upon, and agreed, to disband the Association, despite best efforts, due to the non-viability and unsustainability of the project to proceed. Cllr. Cox further reported that a small residual some of money, within the account, would be donated to a local charity, and that the Coleford Area Partnership will be passed all documents, and remain a point of contact in respect of any future enquiries. Cllr. Penny, expressed disappointment and, once more, on behalf of the Town Council, thanked Cllr. Cox and all involved for their sterling efforts in attempting to progress a viable and sustainable project. It was acknowledged that any future plans for the site would need to be considered, in line with the Coleford NDP, as well as the Town Council having opportunity to consider any future plans, as a consultee.

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

### Cllr. Penny

28 February Attended site meeting with Bellinger Design at Bells Field re Schedule of incomplete works

28 February Attended St Johns Next Generation AGM

1 March Attended Forest of Dean District Council's Chairman's charity dinner

5 March Attended information event for potential new Parish, Town and District Councillors at FODDC

5 March Attended Forest of Dean Sea Cadets bi annual Navy Inspection event in Lydney

6 March Attended 30th birthday celebrations for The Orchard Trust

6 March Attended meeting with Peter Williams, Wendy Jackson and Dist. Cllr Allaway Martin (FODDC) re town centre building improvements

6 March Visit to resident in Prospect Close re surface water run off at Bells Field

7 March Attended Stagecoach future service consultation

7 March Meeting with Citizens Advice re Service Level Agreement

7 March Attended Coleford Christmas Lights meeting regarding 2019 event

11 March Undertook a site visit to Bells re incomplete works and attended commercial meeting with Afan Landscapes and Bellinger Design

14 March Attended preparation meeting for Emergency Plan workshop

16 March Attended Emergency Plan workshop at the Main Place

18 March Attended Coleford Twinning Association meeting re April Visit from St Hilaire de Riez

19 March Tourist Information Centre (TIC) 3rd Year Celebrations

19 March Attended Single Use Plastic Free Coleford Meeting

19 March Meeting with Bells Hotel re Civic Dinner

20 March Attended Forest Economic Partnership Transport and Infrastructure meeting

20th March Attended workshop for Coleford Regeneration group

21 March Attended SLCC AGM and workshop at Hatherly Manor

21 March Attended Halls Meeting

21 March Attended Forest of Dean Scouts AGM

Cllr. Penny reported that he had been invited to serve as Honorary President of Forest of Dean Scouts Association, for 5 years, and thought that this would enhance links to uniformed sector within the Parish.

22 March Represented Council at the funeral of David Phelps, Forget Me Not Florists

24 March Official starter of the Forest of Dean Half Marathon



# Coleford Town Council

---

25 March                      Attended the Forest Economic Partnership Steering Group meeting

Cllr. Penny drew particular attention to the following items: Bus routes, and some identified gaps in service. In turn, as this hadn't been scheduled as an agenda item, the Town Clerk advised Councillors to raise concerns as individual members of the public. Cllr. Penny also reported on the TIC 3<sup>rd</sup> Birthday event, and was pleased to report over 19,500 visitors in the three years since its opening, with only positive feedback comments recorded in the visitors book.

## **Cllr. C Elsmore**

28 February                St. Johns AGM

7 March                      Gloucester Market Towns Forum (GMTF): Visit to Churchdown

Cllr Elsmore reported that this meeting identified links to 'Help with High Streets' initiative

7 March                      Stagecoach presentation

Cllr C Elsmore also raised concerns Re: new bus timetables and that the current new routes were to be further amalgamated, in light of the takeover of services by StageCoach.

12 March                    Town Council representative at LIDL FoDDC Planning application meeting

14 March                    Coleford Area Partnership (CAP)

16 March                    Emergency Planning

16 March                    Speed Training

Cllr. Elsmore also keen to take forward speed check activity, and reported on a speed training event, where it focussed on education, where to go, what to target and what to do. Cllr.

Elsmore hoped that, in the next Council term, speed guns could be applied for, and used in the Parish, to then report back to Police with findings. The Town Clerk reported that speed training was scheduled for June.

19 March                    TIC 3<sup>rd</sup> Birthday celebration

20 March                    Regeneration meeting

21 March                    Stowfield Quarry

It was reported that in respect of Stowfield Quarry not having to dig deeper in the next 18 months to comply, and that Section 106 money might be available, depending on the levels

22 March                    Patient Participation Group (PPG)

25 March                    Coleford Area Partnership (CAP)

26 March                    Broadwell Memorial Hall Meeting

It was reported that Broadwell Memorial Hall is going from 'strength to strength', in light of increased bookings and usage

## **Cllr. E Elsmore**

1 March                      FoDDC Civic Dinner

7 March                      GMTF: Visit to Churchdown

19 March                    TIC 3<sup>rd</sup> Birthday celebration

22 March                    Patient Participation Group (PPG)

Cllr. E Elsmore reported that there had been discussion re: new location, and Pyart Court had been identified as a possibility, with GPS not averse to a two storey premises.

## **Cllr. Cox**

7 March                      Stagecoach presentation

Cllr. Cox also raised some concerns re: stagecoach, the bus schedules, the information within the bus literature and disabled access issues

16 March                    Emergency Planning

20 March                    Regeneration Workshop



# Coleford Town Council

---

Cllr. Cox reported limited numbers, the meeting went through the 3 phases of development, and that there was potential identified for a Pilot on St. Johns Street.

## **Cllr Holloway**

1 March FoDDC Civic Dinner

Cllr. Holloway requested links re: Stagecoach consultation.

## **Cllr. Lusty**

Cllr. Lusty commented that, although unable to make the Stagecoach consultation, the reports all revealed a badly managed consultation.

## **Cllr. Baird**

9 March Twinning Association Meeting

19 March TIC 3<sup>rd</sup> Birthday celebration

20 March Regeneration Workshop

## **Cllr. Ball**

Cllr. Ball raised concerns regarding Poultry Farm at Clearwall and, although out of Parish, Cllr. C Elsmore agreed to consider implications for Coleford at next Planning Meeting. Cllr. Ball also raised concerns re: caravans parked in area, and wider anti-social issues which are being raised with police through liaison meetings. Concerns also raised about poor bus links from Palmers Flats, especially for special events, and this should be addressed, if tourism was to be taken seriously. Also, African Swine Fever concerns, and the need for awareness for pig farmers and wider education for residents. On wider tourism issues, Cllr. Ball also raised concerns about litter and the need for this to be addressed, to attract more people to the Forest.

## **Cllr. Allaway-Martin**

March Twinning Association event

March Planning meeting

6 March Attended meeting with Cllr. Penny, Peter Williams and Wendy Jackson re: Town Centre building improvements

March Meeting at the Tump re: Health issues and 10 year Plan.

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

The Town Clerk reported another busy month, and pleased to report reconciled VAT accounts which have been pre-checked by RBS, for the Financial Year. Cllr. Penny sought an update on the grant application review, and it was agreed for Cllrs. Penny, Allaway-Martin and C Elsmore to meet next week to undertake. Cllr. Penny sought an update on Audit Training, and the Town Clerk reported that she is preparing a training package for Councillors.

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

Correspondence was noted.

## **Dist. Cllr James and Dennis Priest left the meeting**

## **In Committee**

### **301. To note the minutes of the Bells Implementation Committee**

**Item 11.** Cllr. Penny summarised, and the recommendation was noted. Cllr. Penny further clarified the current position in respect of outstanding contractual matters.

**The meeting ended at 8.32pm**