



Coleford Town Council

At the Meeting of the Coleford Town Council held at the Town House, Lords Hill Walk, Coleford on Tuesday 25 June 2019 at 7.00 pm there were present:

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

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

Public Forum: Mrs H Barnham, Mr S Brown, Mrs D Gash, Mr P and Mrs E Williams

Mrs Gash read a statement (and handed it to the Town Clerk), in respect of a complaint against the Town Council, requesting a meeting. Cllr. Kay thanked Mrs Gash, and stated that the matter had been dealt with in accordance with the Town Council's Standing Orders, and would be referred to the Town Council's Finance & Office Committee for consideration.

Mrs Gash left the room

20. Apologies were noted from Cllrs Penny, Cllr Holloway and Mr T Gwilliam, Leader of FoDDC

21. There were no declarations of interest

22. There were no dispensation requests

Cllr. Kay brought forward, and proposed, recommendation 6 of the Finance & Office Committee minutes.

Proposed: Cllr. Kay

Seconded: Cllr. Lusty

On being put to the vote it was unanimously agreed.

23. To agree to the co-option of 2 councillors

Cllr. Kay explained the ballot process, and invited Mrs Banham and Mr Stephen Brown to speak. The Town Clerk also read a letter from a third applicant, Mr Patrick Kyne.

A ballot took place, and the Town Clerk announced the result that Mrs Helen Barnham and Mr Stephen Browne be co-opted. They took their places as Councillors.

24. To elect representatives for the following

Cllr. Kay invited nominations for outstanding places on Committees and following self-nominations by Cllr. Ball for Finance & Office, Events & Marketing and Cllr. Lusty for Planning and Events & Marketing, these were proposed.

Proposed: Cllr. Kay

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.



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The Town Clerk invited any further nominations to be submitted to the office.

25. To elect representatives for the following

Cllr. Kay invited nominations for representatives on other bodies and, following a self-nomination by Cllr. Lusty for Angus Buchanan, this was proposed.

Proposed: Cllr. Kay

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

The Town Clerk invited any further nominations to be submitted to the office.

26. To approve the minutes of 14 May 2019

It was proposed that the minutes of 14 May be agreed.

Proposed: Cllr. Elsmore

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed.

Cllr. Kay signed off the minutes.

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

GCC Cllr. Allaway-Martin reported attendance at various meetings, drawing particular attention to a 'Trail-blazing' event at Tredworth, reporting its benefits and possible 'roll-out' to areas such as Coleford, and also the opening of a stroke unit at Dursley, explaining its enhanced benefits to the wider area.

- 3 June Health Scrutiny briefing
- 4 June Gloucestershire Hospitals Acute NHS Foundation Trust meeting with Chief
- 11 June Adult Social care and Community Scrutiny Committee meeting and Staunton Parish Council meeting review of the year and future planning.
- 12 June Corporate Scrutiny Committee meeting and briefing re joint meeting with Health Scrutiny in July. Meeting with Statutory Officer re Health Scrutiny.
- 14 June Peer to Peer teaching event at St James School Tredworth facilitated by School staff and NHS staff from Acute in patient services, Dentist, dietetics, occupational therapy, speech and language, community services, health and education, ambulance and mental health services. Skills based episodes of teaching and learning through 12 sets of skills practice by the children with their peers and supported by professionals. Some 240 children from 2 schools attended. This 'Trail blazing' event was the first of its kind with primary school children taking the lead. I await formal feedback but on the day the buzz, enthusiasm, skills and sheer enjoyment shown by the children (and the adults) was amazing.
- 17 June Work, agenda planning meeting for Health Scrutiny and briefing of Vice Chair. Admin.
- 18 June Opening of Vale Hospital Dursley dedicated unit as the Centre of Excellence for Stroke care and rehabilitation, extending treatment options in partnership with Acute hospital and Gloucestershire Care Services to enable more effective and bespoke treatment for people with complex needs following a Stroke event. Inpatient facilities are top end spec. and therapeutic leadership shown within the multidisciplinary team, excellent. In-patients were keen to say that their 'work regime' was tough (7 days a



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week) but the recovery was 'slow but progressive and sustained', the single rooms with en-suite were essential for them to try out the equipment and new skills before they went home. The separate social activity and dining area encouraged them to move out of their room and chat with others. Families appreciated the free car park and bus that stops at the reception door. They were pleased that once discharged there was therapeutic and care follow-up for 6 weeks by the team.

- 18 June 2gether NHS Foundation Trust, Governors meeting and then Governors with executive and non- executive members Committee meeting, update and discussion on progress of planning for merger with Gloucestershire Care services and 2gethers continued role to provide services to Herefordshire.
- 21 June Commons and Rights of Way Committee meeting, pre meeting and scheduled training session. Admin.
- 26 June Full Council Committee meeting and meeting to agree allocation of grant.
- 28 June Work, agenda planning meeting for Adult Social care and Community Committee

Dist. Cllr. Allaway-Martin reported attendance at the following meetings:

- 3 June Planning training (mandatory).
- 5 June Update on Fuel poverty issues and interventions available. Admin.
- 6 June Dealing with the media and role of Communications officer for members.
- 10 June Regeneration meeting to test out and determine whether Coleford ideas and evidence base meets criteria for expression of interest to grant application.
- 11 June Review of 'late' material and Planning Committee meeting. 13th Local government Finance training.
- 13 June Review terms of reference of 'Road safety partnership' with parish councils. Admin.
- 24 June Armed Forces flag raising ceremony. Admin
- 24 June Publica briefing and performance review.
- 25 June Publica liaison meeting.

Cllr. Kay congratulated Dist. Cllr. Elsmore on his appointment as Vice-Chair, FoDDC

Dist. Cllr. Elsmore reported attendance at the following meetings

- 20 June Visit to Hartbury
- 24 June Flag raising ceremony at District Council, commemorating Armed Forces Day

28.To agree payments (see attached)

The Town Clerk explained an outstanding issue with British Telecom, as this matter has now been resolved, and the payment of £ 234.70 was agreed for payment. It was also proposed that all other payments be made. The total of payment equals : **£ 32,661.07**

Proposed: Cllr. Ball

Seconded: Cllr. Lusty

On being put to the vote it was unanimously agreed.

29.To agree petty cash payments for the Council & TIC (see attached)

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

Proposed: Cllr. Elsmore

Seconded: Cllr. M Cox

On being put to the vote it was unanimously agreed.



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30. To note the cash books and bank reconciliations

The cash book and reconciliation were noted.

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

Cllr. Ball sought clarification on some expenditure, and the Town Clerk explained. The figures were noted.

Cllr. Allaway-Martin stated a potential personal interest, in light of her District. Councillor role, and left the room

32. To make comment on planning application P0635/19/OUT Land at and to the rear of 75 North Road Coleford GL16 7BX. Outline application for residential development (up to 35 dwellings) with 40% affordable homes (all matters reserved).

Cllr. M Cox summarised the position as this application comprises part of the land allocated for up to 70 dwellings in the Coleford Neighbourhood Development Plan (NDP), the Town Council make no objection to this in principle. After a wide-ranging discussion, where residents' deep concerns were raised, it was concluded, and proposed however that conditions be imposed to mitigate against impact. This to include:

- reducing density
- property height as no more than two-storey
- better traffic visibility and width at the access and egress of the site and the recommendations from GCC Highways report to be implemented.
- environmentally friendly, lifestyle type homes, with the installation of electric car chargers
- include green space/ play area, (only mentioned outside the allocated area)
- the route to the local school be made safe through a crossing at Broadwell Bridge.
- Travel plan depends on public transport being available but these routes are currently being reviewed, with potential loss, by Stagecoach
- Section 106 monies to be focussed around cycle path improvements

Proposed: Cllr. M Cox

Seconded: Cllr. Elsmore

On being put to the vote 9 were in favour, 1 against and with one abstention.

It was further noted that this was only an outline application, and that a full application would enable residents to submit comments on that.

Mr P and Mrs E Williams left the room

Cllr. Allaway-Martin re-entered the room

33. To agree to the removal of the Contract Management Committee & reassign responsibilities

Cllr. Kay summarised, and it was proposed that this Committee be re-assigned to Finance & Office Committee

Proposed: Cllr. Ball

Seconded: Cllr. Lusty

On being put to the vote it was unanimously agreed.

34. To agree to nomination to GAPTC Executive Committee



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It was proposed that Cllr. Penny be duly nominated.

Proposed: Cllr. Kay

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

35 To agree to a letter of support to Homes England for the FoDDC re the Five Acres Campus

In light of Mr. Gwilliam's absence this matter was deferred to the next meeting.

36. To agree the recommendations of the Events & Marketing Committee

Cllr. Elsmore summarised and, in respect of Item 9, Cllr. Drury requested deferment of this item to the next committee meeting. Recommendations were proposed en-bloc.

Proposed: Cllr. Elsmore

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed

37. To agree the recommendations of the Amenities Committee

Cllr. Lusty summarised, and recommendations were proposed en-bloc.

Proposed: Cllr. Lusty

Seconded: Cllr. Elsmore

On being put to the vote it was unanimously agreed

Item 12 to be taken in-Committee

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

Cllr. Kay summarised, and the Town Clerk also provided further clarification re: Item 9 on insurance quotes. Cllr. Kay proposed that the lower quote be accepted, and all other recommendations proposed en-bloc.

Proposed: Cllr. Kay

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

Item 19 taken In-Committee

39. To agree the Annual Governance statement

The Councillors studied & completed the agreement. It was proposed that it was submitted.

Proposed: Cllr. Ball

Seconded: Cllr. M Cox

On being put to the vote it was unanimously agreed.

40. To agree the response to the External Auditor

The Town Clerk and Cllr. Kay summarised the response, and its agreement was proposed.

Proposed: Cllr. Simister

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

Cllr. Ball left the room

Cllr. Ball re-entered the room



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41. To agree the recommendations of the Regeneration Committees

Cllr. Elsmore summarised the recommendations from both meetings, and they were proposed en-bloc.

Proposed: Cllr. Elsmore

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

Cllr. Ball left the room

Cllr. Ball re-entered the room

42. To note the decisions of the Bells Implementation Committee

Cllr. Allaway-Martin summarised Items 7, 8 and decisions were noted. Items 6 and 9 to be taken 'In Committee'.

43. To note the decisions of the Planning committee

Cllr. Elsmore summarised decisions and they were noted. Cllr. Kay expressed concerns regarding the objections to P0049/19/DISCON, in light of the Council's already agreed position not to object. After further discussion, in respect of discharge conditions, it was agreed that language was important in any formal response to FoDDC.

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

Cllr. Penny

- 29 May Attended Royal garden party at Buckingham Palace
- 31 May Attended Service of Celebration for the life of Charles Smart
- 4 June Conducted thorough inspection at Bells Field re incomplete works and defects/issues
- 7 June Regeneration workshop and meeting with FODDC re Heritage Action Zone funding
- 7 June Met with St John Street Traders Association reps re potential regeneration projects
- 8 June Attended 48th Annual Morris Festival in Coleford Town Centre
- 8 June Officially opened the Parkside Fete
- 10 June Attended meeting with the new head and chair of governors at Five Acres High School with Tim Gwilliam
- 10 June Attended meeting with David Stuart Historic England and FODDC re Heritage Action Zones
- 12 June Attended 100th birthday celebrations of Mrs Vera Prisk (parishioner)
- 13 June Attended Single Use Plastic working group meeting with FODDC
- 23 June Attended Usk Civic Service
- 24 June Attended Armed Forces Day event at Forest of Dean District Council
- 24 June Standing Orders and Financial Regulations working group
- 24 June Met with Five Acres High School Student Voice regarding Single Use Plastic Free Coleford

Cllr. Kay

- 28 May Twinning meeting St Hilaire de Riez.
- Cllr. Kay reported on meeting with the Assistant Principal of Five Acres High School whilst in France, and a planned exchange visit in the process of being scheduled for next year. Meetings also scheduled for both him and Cllr. Penny with new Head Teachers at 5 Acres.
- 20 June TIC am.



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- 20 June Twinning meeting.
- 24 June Raising armed forces day flag, District Council.
- 24 June Standing orders working group.

Cllr. Simister

June

Cllr. Simister reported engagement with residents re: North Road development

Cllr Simister reported on an enquiry from a resident re: seagulls attacking dogs on Old Station Way. The Town Clerk would investigate further.

Cllr. Simister reported on elderly residents concerns about lighting on Campbell Road, and an email to be sent to the Town Clerk, to be taken up by GCC. Allaway-Martin with Highways.

Cllr. Drury

Cllr. Drury sought clarification on Councillor correspondence, emails, etc. and the Town Clerk confirmed that actions, discussions and recommendations of the Council are captured in formal minutes.

Cllr. S Cox

7 June Regeneration workshop and meeting with FODDC re Heritage Action Zone funding

Cllr. S Cox reported a more positive meeting, and interest in supporting a Coleford application for funding.

Speed Awareness activity

Cllr. Barnham

Cllr. Barnham thanked the Council for her co-option, and looked forward to serving the Council, including the residents of her neighbourhood on Thurstan's Rise.

Cllr. Elsmore

9 June Speed awareness Training

11 June Vantage Point, FoDDC Business Breakfast

20 June Traffic listings

20 June Halls Charity meeting

24 June CAP

Various Traffic speed checks: 7 locations

Town walkabout re: regeneration

Cllr. M Cox

Various Traffic speed checks: 3 locations, training, regeneration work.

Cllr. Ball

Cllr Ball reported on Lords Hill traffic issues, expressing concerns about congestion, and having taken photographic evidence.

Cllr. Ball expressed frustration that Highways had prioritised some road surfacing that wasn't in such need, at the expense of other areas that had greater need.

Cllr. Ball reported that the abandoned caravan issue had been resolved, but still had concerns about low level anti-social behaviour creeping into the Forest.

Cllr. Ball, whilst acknowledging the turkey farm sits outside the Parish, the associated smells are an environmental issue affecting residents within the Parish, and thought this was the 'thin end of the wedge'.



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Cllr. Ball raised concerns about waste segregation, and was advised to speak with Cllr. Penny in the context of the 'single-use' plastic partnership initiative being undertaken with FoDDC

Attendance at the art workshop for the Coleford Music Festival and commended the flag work being undertaken.

Cllr. Ball expressed thanks for the support shown to his son, Euan, on his youth engagement work, which aided his study programme, and the Town Council were appreciative of his report.

Cllr. Allaway-Martin

5 June Inspection and briefing Bells Field. Admin.
7 June Regeneration briefing in preparation in morning and then regen. Admin.
9 June Speed check training with police and timetable for 2 weeks.
13 June Regeneration briefing.
20 June Admin. and Halls Charity meeting
25 June Admin.

To note the Clerks report

The Town Clerk reported major problems with the computer system, and internal networks which had now been resolved, although had resulted in a Clerk's Report not being available. A verbal summary was provided, and was noted.

45. To note correspondence (for information only, see attached list)

The email from Claud Fullwood was referred to Amenities Committee, and all other correspondence was noted.

In-Committee

Item 12 Amenities Committee

Cllr Lusty proposed recommendation be agreed.

Proposed: Cllr. Lusty

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

Item 6 & 9 Bell Field Implementation Committee

Cllr. Allaway-Martin proposed recommendation be agreed.

Proposed: Cllr. Allaway-Martin

Seconded: Cllr. Simister

On being put to the vote it was unanimously agreed.

46. To agree to the recommendation of the Finance & Office Committee

Item 19: Cllr. Kay proposed recommendation be agreed.

Proposed: Cllr. Kay

Seconded: Cllr. Ball

On being put to the vote it was unanimously agreed.

The meeting ended at 9.05pm