



# 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 30 July 2019 at 7.00 pm there were present:

Cllr. Penny asked those present to join him in a minute's silence, as a mark of respect for former councillor, Mrs Margaret Shallcross, a long serving past councillor, and greatly respected resident of Coleford, who sadly passed away this recently.

Cllrs.            Mr N Penny (Mayor)  
                     Mrs Allaway-Martin  
                     Mrs H Barnham  
                     Mr S Brown  
                     Mrs M Cox  
                     Mr S Cox  
                     Mr C Elsmore  
                     Mrs N Holloway  
                     Mrs H Lusty

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

## Public Forum:

No members of the Public attended

**49.** Apologies were noted from Cllrs Kay, Ball, Simister and Drury

**50.** Cllr. Penny declared a pecuniary interest, and Cllr. Holloway a personal interest, in Item 58. The Town Clerk also declared a personal, and pecuniary interest, in Item 74.

**51.** There were no dispensation requests

## **52. To agree to the co-option of 2 councillors**

This Item was covered at last month's Full Council meeting.

## **53. To elect representatives for the following COLEFORD TOWN COUNCIL COMMITTEES**

### **Planning Committee**

**6 members**

**Meets bi-monthly**

(Responsible for planning applications)

**(1 short)**

Cllr. Drury self-nominated, in advance of this meeting, for Planning Committee.

### **Public Safety Committee (to include Highways)**

Responsible for the community safety, emergency service, fire, police, ambulance)

**(1 short)**

Cllrs M Cox and Allaway-Martin both self-nominated for Public Safety Committee.

It was proposed that Councillors be elected to committees, as nominated.

**Proposed: Cllr. Penny**

**Seconded: Cllr. M Cox**

On being put to the vote it was unanimously agreed



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## **54. To appoint the co-opted Councillors to committee**

Cllr. Barnham self-nominated for Public Safety, Regeneration and Events & Marketing Committees

Cllr Brown self nominated for Finance & Office and Events & Marketing Committees.

It was proposed: that Councillors be elected to committees, as nominated.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Allaway-Martin**

On being put to the vote it was unanimously agreed

## **55. To approve the minutes of 25 June 2019**

It was proposed that the minutes of 25 June be agreed.

**Proposed: Cllr. Elsmore**

**Seconded: Cllr. Brown**

On being put to the vote it was unanimously agreed.

**Cllr. Penny signed off the minutes.**

## **56. To raise matters arising from the meeting of 25 June 2019**

There were no matters arising from this meeting

## **57. 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 relaunch of the Business Innovation Lab at Coleford Library, and the exciting opportunities that this now offers, with its dynamic approach, working with education, business and community partners. The new 3d printer facility at the cutting edge of modern technology, having enthusiastically been 'piloted' in local schools, and is now the only available printer of its kind in the County. GCC Cllr. Allaway-Martin also reported positively, on regeneration opportunities, for outline funding, following some positive discussions with Brian Watkins, GCC Highways, and will report back accordingly.

Dist. Cllr. Allaway Martin reported attendance at a number of training events, as part of the newly formed District Council activities.

Dist. Cllr. Elsmore reported attendance at the following meetings

3 July	Scrutiny Committee
4 July	Fraud Awareness
4 July	Cabinet meeting
8 July	Planning meeting for Year 2041
11 July	Kings end of term
16 July	Climate change
18 July	Scrutiny Committee

Cllr. Elsmore reported that this Committee had commissioned a summary report to be written, in respect of the Five Acres site, and would be considered at the next month's Scrutiny Committee.

Dist. Cllr. Elsmore also reported that a new Allocations Plan was being prepared, to be in place by 2023, before the existing Plan expired, looking forward to Year 2041. A Public meeting is scheduled for 5 August, at 5.00pm, as part of this Consultation process.



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In advance of Item 58 the Town Clerk explained the complexities of the payments listings, in that every transaction is listed, including internal transactions, which, on occasion, creates bottom line figures in excess of actual payments, particularly this month due to increased activity in respect of corrections, receipts and expenditure. Cllr. M Cox requested for financial papers to be sent out approximately one week in advance of Full Council meetings

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

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

The Town Clerk presented an additional payment, to those listed, re: Mowtech, for £2,030, and this payment was agreed. It was also proposed that all other payments be agreed too, and the total of payments equals £42,898.54

**Proposed: Cllr. Lusty**

**Seconded: Cllr. Allaway-Martin**

On being put to the vote it was unanimously agreed.

## **Cllr Penny returned to the room**

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

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

**Proposed: Cllr. Allaway-Martin**

**Seconded: Cllr. Lusty**

On being put to the vote 8 were in favour, with one abstention

### **60.To note cash books and bank reconciliations**

Cllr. Penny stated that a receipt listed for £8,880.00 from FoDDC, should be corrected as it was a Lottery Grant. The Town Clerk agreed to correct this entry. The cash book and reconciliation were noted.

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

Several Councillors sought clarification on some expenditure items, and the Town Clerk explained. After further discussion, a number of Councillors recognised the need for additional financial training, and it was agreed that the Town Clerk would arrange. Cllr. Penny also added that Finance & Office Committee would look more critically at income/expenditure, monitoring, etc. reporting to Full Council, with recommendations, as necessary. The figures were noted.

### **62.To have an update on the plastic free campaign**

Cllr. Penny summarised the activities and the report is attached. The logo will be circulated.-

### **63.To agree to a letter of support to Homes England for the FoDDC Re: the Five Acres Campus**

Cllr. Penny expressed his regret that Dist. Cllr. Tim Gwilliam was not present, and summarised the issues and history of the site, in his absence. Cllr. Penny asked Dist. Cllr. Elsmore to report back, from the next FoDDC Scrutiny Committee.

After further discussion, It was proposed that a letter be sent to FoDDC, stating how distressed residents are, at the present situation, expressing grave concerns regarding the loss of facilities, and the current uncertainty.



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**Proposed: Cllr. Lusty**

**Seconded: Cllr. Allaway-Martin**

On being put to the vote it was unanimously agreed.

**64. 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. Brown**

On being put to the vote it was unanimously agreed.

In respect of Item 7, Cllr. M Cox asked whether there were any plans to commemorate VJ as well, and the Town Clerk was asked to contact British Legion, and report back.

**65. To agree the recommendations of the Amenities Committee**

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

**Proposed: Cllr. Lusty**

**Seconded: Cllr. Elsmore**

On being put to the vote it was unanimously agreed

In respect of Item 10, Cllr. M Cox emphasised that this meeting should extend to Plant-life as well, and this was noted.

**66. To agree The recommendations of the Finance & Office Committee**

Cllr. Penny summarised Item 5, and proposed recommendation.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Brown**

On being put to the vote it was unanimously agreed.

**Item 6 to be taken In-Committee**

**67. To agree the recommendations of the Regeneration Committees**

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

**Proposed: Cllr. Elsmore**

**Seconded: Cllr. Barnham**

On being put to the vote it was unanimously agreed.

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

Cllr. Allaway-Martin summarised Items 6 and 7, and decisions were noted.

**Items 5 and 8 to be taken 'In Committee'.**

**69. To note the decisions of the Planning committee**

Cllr. M Cox summarised and planning decisions were noted.

**70. To agree to the Committee meetings to be held in August**

Cllr. Penny summarised and, after some discussion, it was proposed that the only August meeting would be Full Council on Tuesday, August 20. In respect of planning applications it was also proposed that the Town Clerk have delegated authority, with two Planning Committee members, to consider any applications that needed attention, with any major applications to be placed on the Full Council meeting agenda.



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**Proposed: Cllr. Penny**

**Seconded: Cllr. Brown**

On being put to the vote it was unanimously agreed.

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

### **Cllr. Penny**

1 July - Single Use Plastic Free Coleford meeting with Forest of Dean District Council

2 July - Meeting with Mr Ian Frost - Head Teacher at Five Acres High School

2 July - Bells Field site meeting re incomplete items

2 July - Meeting with Mr Ian Barkley - interim head at St Johns C of E Academy School

10-15th July Coleford Music Festival

16th July Photoshoot at Five Acres High School for Single Use Plastic Free Coleford logo

17th July Attended the opening of the Dora Matthews House Fete

26th July Single Use Plastic Free Coleford meeting with Forest of Dean District Council

26th July Bells Field site meeting re incomplete items

29th July Attended launch of the Innovation Lab at Coleford Library

Cllr. Penny reported positively on this launch, and acknowledged the work of the Innovation Hub Manager: Deb Harris, having successfully rebranded and re-launched this excellent facility.

### **Cllr. Holloway**

10-15th July Coleford Music Festival

Cllr. Holloway reported also reported positively on this event, particularly noting less litter this year which, as a steward, she really appreciated.

Cllr. Holloway also reported on her concerns re: length of grass at High Nash, and that Brian Watkins, Highways had been helpful, and would be addressing this matter

### **Cllr. Allaway-Martin**

10-15th July Coleford Music Festival

17th July Attended the opening of the Dora Matthews House Fete

Cllr. Allaway-Martin reported that Dora House was under capacity, in that residents wanted to stay there, but there were issues in respect of single-room, shared room facilities. Cllr. Allaway Martin is in correspondence with Mark Harper, MP about this issue.

Cllr. Allaway-Martin also reported concerns from residents in Parkside, as there had been complaints about rodents previously, and this issue was still live. Cllr. Allaway-Martin stated that she is seeking funding for a community garden, in place of the existing 'rough ground', which appears to be the cause of this infestation, and also reported that she is corresponding with Mark Harper MP, about this issue.

### **Cllr. M Cox**

16 July CTC Councillor Training with GAPTC

Cllr. M Cox reported positively on this event, and re-emphasised the identified need for financial training. The training also identified some other areas of training, which the Town Clerk noted.

10-15th July Coleford Music Festival Cllr. M Cox also reported positively on this event.

### **Cllr. Elsmore**

9 July CAP meeting

10-15th July Coleford Music Festival

16 July GAPTC Training



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26 July Patient Participation meeting

Cllr. Elsmore reported that it is still the 2 Health Centres working together to identify a shared property in the centre of Coleford, and were taking account of the Coleford Neighbourhood Development Plan (CNDP)

29 July Launch of the Innovation Lab at Coleford Library

30 July Bus update

Cllr. Elsmore reported changes on the bus routes from September 19, which were potentially linking Forest towns positively, but was something to keep an eye on, as Cllr. Elsmore didn't want the new numbering and routes, in September, to cause confusion for residents. Cllr. Penny stated that if there are concerns, in respect of bus routes, this should be scheduled for Full Council.

Cllr. Elsmore raised concerns re: parish boundaries, and would like to bring Berry Hill within the Town Council boundaries. Cllr. Penny stated that this should be considered at the September Full council meeting, as part of the 5 Year Plan discussions.

Cllr. Elsmore stated that there was a police meeting this Thursday, 1 August, and asked Councillors to submit any items for discussion to him. Cllr. Penny asked for a formal response in respect of the Coleford Music Festival (CMF).

## **Cllr. S Cox**

10-15th July Coleford Music Festival

16 July GAPTC Training

Cllr. S Cox stated that, as a new Councillor, he had found this training very useful.

30 July CTC meeting with Clive Reynolds, FoDDC, Planning Manager

Cllr. S Cox stated that this had been very useful, in respect of understanding the planning application process.

Cllr. S Cox reported on his upcoming Twinning Association trip to St. Hilaire De Riez from next week, with a full programme of events scheduled.

## **Cllr. Barnham**

10-15th July Coleford Music Festival

Cllr. Barnham reported positively on this event, recording her congratulations to all those that had worked so hard

Cllr. Barnham reported concerns still re: Thurstan's Rise and the related footpath issues. The Town Clerk reported that there had been a positive meeting with Two Rivers Housing and David Wilson Homes, and both parties keen to resolve. Another meeting is to be arranged to properly resolve this matter.

## **Cllr Brown**

16 July GAPTC Training

Cllr. Brown stated that the training had been very useful, as a new Councillor.

## **72. To note the Clerks report**

The Town Clerk referred to a number of items, which were discussed. In respect of personalised email accounts, for each councillor, she is setting up personalised email accounts, through Outlook, which will be made available asap. The Clerk's Report was noted.

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

**Cllr. Penny brought forward Item 6 to be considered in the Public Domain, under Item 73**



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## **Item 76 To make comment on the correspondence Re: the ongoing complaint**

In considering this item, Cllr. Penny read Standing Orders Section 7 – Previous Meetings and under those Orders Cllr. Penny stated that the complaint cannot be discussed further, unless 6 members of the Council propose for it to be considered afresh. The Town Clerk will write to the complainants accordingly. All other correspondence was noted

### **In-Committee**

**Cllr. Penny brought forward Item 75, before Item 74, in light of this relating to the Town Clerk**

### **75. Bell Field Implementation Committee**

#### **Item 5 and Item 8**

Cllr Penny summarised both items, and decisions were noted.

**The Town Clerk and Administrative Assistant left the room.**

### **76. Item Finance & Office Committee**

#### **Item 6**

Cllr. Penny summarised and, with slight proposed amendment, the recommendation was agreed.

**Proposed: Cllr. Penny**

**Seconded: Cllr. Allaway-Martin**

On being put to the vote it was unanimously agreed.

**The meeting ended at 8.42pm**



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## Single Use Plastic Free Coleford Update – July 2019

- Aims and Objectives are as agreed by this council in February 2019.
- Steering group meet approximately monthly and consists of: Cllr Sid Phelps (FODDC / Cabinet), Cllr Roger Drury, Cllr Nick Penny (both CTC), Mr Iain Baird (schools eco project link), Ms Marsha Llewellyn and Kat (GCC). Supported by Claire Lock (Publica)
- Since that point:
  - Work has been undertaken with Five Acres High School Student Voice to produce a logo.
  - Funding from the National Lottery was secured by Coleford Music Festival to support the campaign and address issues of single use plastic within that event.
  - Campaign officially launched at Coleford Music Festival with volunteers holding wide ranging discussions about what this means to people and steps that can be taken.
  - Coleford Music Festival eliminated their own use of Single Use Plastic by 100% and supported the pubs and bars through the free issue of reusable plastic cups – result was a significant reduction in waste.
  - Marsha Llewelyn (GCC) has conducted an audit with 2 primary schools as to the amount of Single Use Plastic contained in the average child’s lunchbox – the result being 2.06 pieces per child.
- Other points to note:
  - A temporary Climate Emergency drop in shop will open this week in the Church on the Street premises where there will be some information about this campaign.
  - We could consider this work stream for potential Pride of Coleford environmental award nominees.
  - An audit of use of Single Use Plastics by Town Centre traders will commence in late August.