**Full Council**

**Tuesday 9th September 2025**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present: Cllrs N Penny, M Cox, C Elsmore, S Cox, M Beard, D Stevens, A Fullerton, R Dix, M Getgood.**

L Schroeder – Town Clerk (Minute taking)

1. **Apologies were received by Cllrs R Drury, K Robbins, J Templeton, and P Kay**
2. **There were no declarations of interest**
3. **There were no new dispensation requests**
4. **To agree the minutes of 19th August 2025**

Cllr C Elsmore declared the minutes of the 19th August to be correct.

Cllr M Beard seconded, and it was carried unanimously.

Cllr N Penny signed a copy of the minutes as a true and accurate account.

1. **Matters arising from the minutes of 19th August 2025**

**Page 1:**

Second half of the precept not received yet

**Page 2:**

Follow up with Broadwell FC re: hire charges

Natural Burial Ground fees have been applied

Active Travel Planning application has not yet gone in. There are some pre-application things we need to address.

**Page 3:**

Flood resilience survey has been completed

Bring back gov.uk domain registrar to come back to Full Council asap

Confirmed date of 27th September 10am-12pm for the all levels public surgery

1. **There were no members of public present**
2. **To make recommendation re: next steps for former St John Ambulance building**

Cllr Penny updated.

**Recommendation: To set up a monthly Direct Debit of £100 per month.**

Proposed MC, seconded SC, unanimously agreed.

Security was discussed.

**Recommendation: To reinstate the alarm as soon as we start refurbishing and have a way forward with the works.**

Proposed MB, seconded AF, unanimously agreed

Insurance – we will insure when we have contents to insure. Hold off for now to save the premium.

**Recommendation: To review security lighting when we review the alarm – to include PIR sensors and covering areas with no obvious lighting.**

Proposed RD, seconded SC, unanimously agreed

It would be good to establish a working group beyond Coleford Town Council.

**Recommendation: To establish a cross community working group within 4-6 weeks to propose a use to bring back to Full Council.**

Proposed NP, seconded CE, unanimously agreed

1. **To make recommendation re: dedication of replacement VC bench at Bells Field**

Cllr Penny updated re: the new metal bench that we have commissioned. He has seen it and it looks good. It will probably be ready mid to late September.

The previous bench was dedicated as part of opening at Bells Field as a memorial bench. We should rededicate this one in its place.

Cllr Penny put forward a plan for the dedication ceremony.

**Recommendation: To do a dedication ceremony as shown in NP’s proposal. To hold 18th and 25th October dates, however the 18th is preferrable.**

Proposed MB, seconded CE, unanimously agreed

1. **To receive an update on upcoming events**

Cllr Penny updated on the upcoming events until Christmas.

NP will visit the war graves with St John’s school as usual, if they wish.

Only 5 nominations received for Pride of Coleford this year. Office to add as story on the website.

FoDDC will focus on Small Business Saturday. All 4 towns will switch-on Christmas lights on the same day.

Put a gazebo up with sides on this year for refreshments.

Contact Alison Stinton – she was invaluable last year.

1. **To agree to the production and installation of the Travel Map on the town centre bus stop**

Cllr Penny updated on the artwork.

**Recommendation: To proceed with thin metal signage so we can put it up on the bus stop outside Ritmo on the end panel.**

Proposed MB, seconded CE, unanimously agreed

Awaiting A4 printouts from FODDC for hand out via TIC.

1. **To consider Bells Field toilets next steps**

The Town Clerk updated on the situation with the toilets at Bells Field. Some quotes for installing a pay-to-use device have been received. Office to seek further quotes for card-only and coin-only options.

Ask for public views on coin/card/closure options. Bring to end of month if available.

1. **To consider staffing hours**

Cllr Penny updated. Cllr M Cox is happy to stay as-is with the NDP for this month. As the NDP moves forward, there may be a specific skillset, e.g. design/technical support that requires specialist staffing hours.

**Recommendation: Within the current staffing budget or from identified underspend elsewhere,**

**the Town Clerk has delegated authority to work with MC and NP to look for additional support on an exceptional basis as required, until the next budget within this current financial year.**

Proposed NP, seconded by CE, unanimously agreed

1. **To consider Cemetery plinth options**

The Town Clerk updated on the situation.

Defer levelling until Spring.

**Recommendation: To ask Tom to finish painting by adding 2009 year, and pay him for the work so far, and review around Feb, to fund from underspend TY or we will have budgeted with indicative values from next year. Wait until Spring to get new quotes before selecting a supplier.**

Proposed MB, seconded CE, unanimously agreed

1. **To consider Bicycle shelter location and quotes for concrete base**

The Town Clerk updated on the situation. Council reviewed the options.

**Recommendation: To install it in Railway Drive Car Park in the agreed location with FoDDC. Involve FoDDC planners to ensure it doesn’t affect the Active Travel path.**

Proposed DS, seconded by RD, unanimously agreed

1. **To consider a youth shelter in Bells Field**

Cllr Getgood updated on the youth shelter that she saw in Ledbury. Shade is required at Bells as there is nothing at present. UWE report found that young people want shade by the skate park. Shade/shelter is required from Climate Adaptation plan perspective too. We’re being asked for a graffiti wall too. GPFA may provide a grant for covering this.

**Recommendation: To support this in principle. To ask GPFA, young people/youth workers, manufacturers to understand best bases from experience.**

Proposed NP, seconded MG, unanimously agreed

1. **To consider additional seating in the Town Centre**

Cllr Penny updated. It is rare that bench around the tree and the bench by the clock tower are both fully utilised. This has been monitored. FoDDC are currently doing a study on the conservation area.

**Recommendation: To wait until the outcome of considerations of FoDDC study, before we go into the regeneration plan, as the regeneration plan is looking for strategic changes in the area. NDP review is also looking at this.**

Proposed MC, seconded MB, unanimously agreed

1. **To receive update re: Angus Buchanan bust**

The Town Clerk updated on the offer regarding the AB bust. The Council would like to thank the benefactor.

**Recommendation: To accept the offer of the bust and to seek quotes for installation.**

Proposed, seconded, unanimously agreed

The Clock Tower would be the ideal location once works are completed. We have the VC plaque at the Clock Tower. It could go on a plinth in the TIC until works are completed. Involve AB committee in final decision. Understand how quickly the bust can be created.

1. **To note response to Local Plan consultation**

Thanks to Cllr M Cox for the work that has gone into this. It is a very robust response. A similar but different draft has gone round from the NDP steering group.

1. **To receive final Citizen Visioning report**

Cllr Penny updated. Draft recommendations received previously. The response to the recommendations needs to be issued by mid-November. CTC members who attended gave a lot of extra points to go into the response. We will do a joint response with FoDDC. We need to agree something at end of our October meeting to go through FoDDC cabinet meeting mid-November. Communication and community assets was the essence of CTC’s part.

1. **To note TIC Coordinator’s report**

Report was noted. People aren’t spending money, despite increase in footfall. Postcards are proving popular. A TIC volunteer prepares a weekly events list. That is the sort of communications we should be sharing widely.

1. **To receive update from the police**

A YoY fall in crime for Coleford Central and East.

1. **To adopt the Risk Management Policy**

Cllr Penny updated. Note and look at in line with Health and Safety Policy, to include ROSPA.

**Recommendation: To adopt as is and bring back after reviewing H&S Policy**

Proposed MB, seconded by SC, unanimously agreed

1. **To adopt the Code of Conduct**

Cllr Penny updated.

**Recommendation: To reference Civility and Respect and adopt and update to v2 and change date of adoption**

Proposed MB, seconded by MG, unanimously agreed

1. **To adopt the Dignity at Work Policy**

Cllr Penny updated.

**Recommendation: To adopt the policy including version number.**

Proposed AF, seconded by MG, unanimously agreed

1. **To adopt the Tree and Hedges Policy**

The Town Clerk updated.

**Recommendation: To adopt, subject to amendment on page 9 to be clear it references ash trees on CTC maintained land.**

Proposed MC, seconded by MG, unanimously agreed

**Meeting end: 20:52pm**