**Full Council**

**Tuesday 11th March 2025**

**Coleford Town Council Chamber**

**7:00pm – 9:00pm**

**Minutes**

**Present:**

**Cllrs: N Penny (Chair), M Cox, P Kay, C Elsmore, J Templeton, A Fullerton, D Stevens,**

**S Cox, K Robbins, R Dix.**

Laura-Jade Schroeder – Town Clerk

Laura Jayne – Assistant Clerk (minute taking)

**Members of Public:** Cllr Roger Stuart from St Briavels Parish Council

1. **Apologies were received from Cllrs: M Beard and R Drury**
2. **To receive declarations of interest re: items on this agenda**
3. **There were no new dispensation requests. However, Cllr N Penny reminded members of his standing dispensation request relating to events.**
4. **To agree the minutes of 25th February 2025**

Cllr C Elsmore declared the minutes of the 25th February to be correct.

Cllr K Robbins seconded, and it was carried by majority vote.

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

1. **Matters arising from the minutes of 25th February 2025**

**Page 2:**

Item 11: change of use of The Hive – Permission granted from the landlord for change of use.

Item 15: NDP Review reminder - Thursday 13th March for initial NDP public meeting.

**Page 3:**

Item 18: deployable CCTV – clarity sought around cost and power source. Cost to install is on Coleford Town Council (CTC) and it requires mains power.

Item 19: Cllr M Cox met with LUC / Historic England re. Coleford Conservation Area.

1. **Public Forum**

Cllr Roger Stuart from St Briavels Parish Council attended the meeting.

Cllr N Penny explained that Cllr Stuart had 3 minutes to address Council members.

Cllr Stuart expressed an interest in item 19. *To consider response to proposed Policing cuts.*

**Item 19 of the agenda was brought forward and discussed - see item 19.**

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**Items 7 – 13 were deferred en bloc.**

**Recommendation:**

**For the scoring panel to take a decision on an extension to recommendation and appointing of contracts. To reconvene, where the Town Clerk will use delegated authority to award the tenders, based on the scoring and recommendation of the panel. To appoint next Monday.**

**Proposed by Cllr N Penny, seconded by Cllr A Fullerton. Carried by majority, with Cllr C Elsmore voting against.**

1. To appoint Contractor for Parish Maintenance, and Litter and Waste Management Contract
2. To appoint Contractor for Bus Shelter Maintenance, Gateway Signage and Bicycle Shelter Cleaning and Maintenance Contract
3. To appoint Contractor for Parish Flowers Contract
4. To appoint Contractor for Cemetery Maintenance Contract
5. To appoint Contractor for Parish Grass Cutting and Landscape Management Maintenance Contract
6. To appoint Contractor for Angel Vale Grass Cutting and Landscape Management Maintenance Contract
7. To appoint Contractor for Bells Field Soft Landscape Maintenance Contract

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1. **To agree to request our 6 days free parking in Coleford in 2025**

**Recommendation:**

**To agree on the below 6 dates for free parking:**

**Saturday 14th June - Coleford Festival of Brass**

**Saturday 12th July - Coleford Music Festival**

**Saturday 29th November - Coleford Christmas Lights Switch On**

**Saturday 6th December**

**Saturday 13th December**

**Saturday 20th December**

**Proposed by Cllr P Kay, seconded by Cllr C Elsmore and unanimously agreed.**

1. **To adopt the CTC Complaints Policy**

The Town Clerk updated members on the updating of the Complaints policy.

Feedback given by members:

* To add *Forest of Dean District* to the title *Monitoring Officer*
* To use the role of the Chair consistently (not Mayor)
* To gain clarification around the terms *policy* and *procedure*

**Recommendation:**

**To adopt the CTC Complaints Policy, subject to amendments**

**Proposed by Cllr M Getgood, seconded by Cllr J Templeton and unanimously agreed**

1. **To receive feedback from the Business Meeting and agree next steps**

Cllr N Penny provided members with an update around the recently held business meeting.

Present at the meeting were CTC’s regeneration consultant, 10 businesses and 6 Cllrs.

Disappointingly, little feedback has been received from Coleford businesses, post meeting.

Cllr M Cox stated that she had recently met with LUC consultant working for FoDDC and they solidified that there is a need for the traders of the town to work together and for something vibrant to be within the centre bringing visitors in.

**Next step is to await the draft regeneration plan from CTC’s consultant.**

**Once distributed, comments from Cllrs are to be received as soon as possible to feed into a final plan.**

**Noted**

1. **To receive update re: bicycle shelter**

The Town Clerk updated members around the already purchased bicycle shelter around identifying a location for it to be placed. Feedback received from a cyclists’ group was presented to members, stating they would have concerns if the shelter was not covered by CCTV.

It was added that there are several legal fees from FoDDC that would need to be paid to place the shelter on their land.

After some discussion and no set location having been decided, it was agreed to ask the provider of the bicycle shelter if the order can be cancelled and payment refunded.

1. **To receive update on Cemetery activity, and consider proposals**

Cllr M Getgood presented members with several proposals around improvements to the Cemetery, after carrying out various work Cemetery work parties with the ColEVols.

Thanks were given to the ColEVols for their continued work efforts.

After some discussion the below recommendation was agreed:

**Recommendation:**

**To explore and cost for a mural to be painted onto a concrete plinth.**

**To reuse the outdoor furniture that is within the Cemetery building (Cemetery map and bench) and relocate to an alternative location within the Cemetery.**

**Proposed by Cllr M Getgood, seconded by Cllr N Penny, unanimously agreed.**

1. **To consider response to proposed Policing cuts**

**(Item moved forward on the agenda and discussed first due to member of public present who expressed an interest).**

Cllr N Penny provided members with an update around what was known of the proposed Policing cuts, specifically to PCSO’s within the Forest of Dean and wider area, noting the importance of PCSO’s and the work that they carry out.

A meeting had been held between the 4 Forest mayors, and as individuals these mayors wrote to Damion Collins of FoDDC, who responded not knowing the scale of the proposal.

The 4 mayors agreed to have a structured meeting with the Police and with the Police and Crime Commissioner, to understand the rationale and process behind the change.

It was also agreed that clarity is needed around the breakdown of why there is a difference in financial deficit.

The Town Clerk has additionally reached out to GAPTC for them to share the information through their various platforms and consider their response.

It was noted that the closed session Community Safety Partnership meeting was taking place on the 12th of March.

**Recommendation: for a meeting to take place between the 4 Forest Chairs, the Police & Crime Commissioner and the temporary acting Chief Constable.**

**Proposed by Cllr P Kay, seconded by Cllr S Cox and unanimously agreed**

1. **To receive update report from TIC coordinator**

The report was previously presented to members and noted, with thanks.

1. **To note play area inspection report**

Broken gate at Bells Field – to identify something more substantial if it is the same gate that is repeatedly breaking.

**Noted**

1. **To note correspondence re: Clock Tower usage**

The Town Clerk updated members of the recent request from the Green Party to use the open space around the Clock Tower.

Advice was sought from FoDDC’s Monitoring Officer, to which CTC were advised not to allow this nature of activity during the purdah period.

As the dates that the Green Party requested are outside of purdah, they will be granted permission to proceed, noting that the same opportunity would be given for any political party that enquired.

To also note pre-election advice.

**Noted**

1. **To agree the asset register**

The Town Clerk presented members with an updated Asset Register and several queries.

After some discussion the below recommendation was agreed:

**Recommendation:**

**To accept the updated asset register, subject to minor amendments**

**Proposed by Cllr M Getgood, seconded by Cllr J Templeton and unanimously agreed.**

1. **To note the agreed reserves**

The Town Clerk provided members with an update around the formalising of agreeing the reserves. After some discussion the below recommendation was agreed:

**Recommendation: to note the earmarked reserves**

**(as all other reserves are subject to change)**

**Noted by members**

**Proposed by Cllr C Elsmore, seconded by P Kay, carried by majority.**

**Meeting end: 20.15**

**Dates to remember:**

**HSBC Banking Hub – Thursday the 13th of March, 10:00am to 3:00pm**

**NDP public meeting: Thursday the 13th of March, 6:30pm**